JAY DARDENNE
SECRETARY OF STATE

# Secretary of State
## State of Louisiana

P.O. BOX 94125
BATON ROUGE, LA 70804-9125
www.sos.louisiana.gov

March 30, 2007

FAX (202) 566-3127

Edgardo Cortés
Election Research Specialist
U.S. Election Assistance Commission
1225 New York Avenue, NW, Ste. 1100
Washington, DC 20005

RE: State of Louisiana
HAVA Title II, Section 251

Dear Mr. Cortes:

Enclosed herewith are the SF269 Financial Status Report Form, the backup financial documentation, and the narrative report for the State of Louisiana, Department of State for HAVA Title II Section 251 Funds for the period October 1, 2005 through September 30, 2006. In addition, I am submitting revised SF269 Financial Status Report Form for September 30, 2005.

Please feel free to call me at (225) 922-0900 if you should have any questions or email me at cguidry@sos.louisiana.gov. Thank you for your continued support throughout the year.

Sincerely,

Carol H. Guidry

Carol H. Guidry
Director of HAVA

Enclosures

Cc: Angie LaPlace
Merietta Norton
Cheryl Achord

# FINANCIAL STATUS REPORT

*(Long Form)*

*(Follow instructions on the back)*

| 1. Federal Agency and Organizational Element to Which Report is Submitted | 2. Federal Grant or Other Identifying Number Assigned By Federal Agency | OMB Approval No. | Page | of |
|---|---|---|---|---|
| U.S. Election Assistance Commission | Title II, 251 | 0348-0039 | 1 | 1 pages |

3. Recipient Organization (Name and complete address, including ZIP code)

State of Louisiana, Department of State, P.O. Box 94125, Baton Rouge, LA 70804-9125

| 4. Employer Identification Number | 5. Recipient Account Number or Identifying Number | 6. Final Report | 7. Basis |
|---|---|---|---|
| 72-1022058 | CDFA #90.401 | ☐ Yes ☒ No | ☒ Cash ☐ Accrual |

| 8. Funding/Grant Period *(See instructions)* From: (Month, Day, Year) | To: (Month, Day, Year) | 9. Period Covered by this Report From: (Month, Day, Year) | To: (Month, Day, Year) |
|---|---|---|---|
| 6/30/2004 | Undetermined | 10/1/2005 | 9/30/2006 |

| 10. Transactions: | I Previously Reported | I This Period | III Cumulative |
|---|---|---|---|
| a. Total outlays | 1,096,325.80 | 27,184,045.56 | 28,280,371.36 |
| b. Refunds, rebates, etc. | 0.00 | 0.00 | 0.00 |
| c. Program income used in accordance with the deduction alternative | 0.00 | 0.00 | 0.00 |
| d. Net outlays *(Line a, less the sum of lines b and c)* | 1,096,325.80 | 27,184,045.56 | 28,280,371.36 |
| **Recipient's share of net outlays, consisting of:** | | | |
| e. Third party (in-kind) contributions | 0.00 | 0.00 | 0.00 |
| f. Other Federal awards authorized to be used to match this award | 0.00 | 0.00 | 0.00 |
| g. Program income used in accordance with the matching or cost sharing alternative | 0.00 | 0.00 | 0.00 |
| h. All other recipient outlays not shown on lines e, f or g | 1,096,325.80 | 1,396,378.22 | 2,492,704.02 |
| i. Total recipient share of net outlays *(Sum of lines e, f, g and h)* | 1,096,325.80 | 1,396,378.22 | 2,492,704.02 |
| j. Federal share of net outlays *(line d less line i)* | 0.00 | 25,787,667.34 | 25,787,667.34 |
| k. Total unliquidated obligations | | | 0.00 |
| l. Recipient's share of unliquidated obligations | | | 0.00 |
| m. Federal share of unliquidated obligations | | | 0.00 |
| n. Total Federal share *(sum of lines j and m)* | | | 25,787,667.34 |
| o. Total Federal funds authorized for this funding period | | | 37,370,524.83 |
| p. Unobligated balance of Federal funds *(Line o minus line n)* | | | 11,582,857.49 |
| **Program income, consisting of:** | | | |
| q. Disbursed program income shown on lines c and/or g above | | | 0.00 |
| r. Disbursed program income using the addition alternative | | | 0.00 |
| s. Undisbursed program income | | | 0.00 |
| t. Total program income realized *(Sum of lines q, r and s)* | | | 0.00 |

| 11. Indirect Expense | a. Type of Rate *(Place "X" in appropriate box)* ☐ Provisional ☐ Predetermined ☐ Final ☐ Fixed | | | |
|---|---|---|---|---|
| | b. Rate | c. Base | d. Total Amount | e. Federal Share |
| | | | | |

12. *Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.*

Federal interest earned 2006 $1,594,640.96 (Total $2,302,852.83). Total MOE expended in 2006 was $25,813,901 & allocated in 2007 was $27,496,112. Total State Funds Allocated (5% State Match) $1,334,661 for 2006 & $519,038 for 2007.

13. Certification: **I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.**

| Typed or Printed Name and Title | Telephone (Area code, number and extension) |
|---|---|
| Carol H. Guidry, Director of HAVA | (225) 922-0900 Ext. #614 |
| **Signature of Authorized Certifying Official** | **Date Report Submitted** |
| Carol H. Guidry | March 30, 2007 |

*LOUISIANA DEPARTMENT OF STATE*
*HELP AMERICA VOTE ACT OF 2002 (HAVA)*
*SUMMARY OF TITLE II (SECTION 251)*
*AS OF SEPTEMBER 30, 2007*

| EXPENDITURES | FEDERAL BUDGET ALLOC | INTEREST ALLOC | ACTUAL FEDERAL EXPENSES 09/30/04 | ACTUAL FEDERAL EXPENSES 09/30/05 | ACTUAL FEDERAL EXPENSES 09/30/06 | TOTAL FEDERAL EXPENSES 09/30/06 | FEDERAL BUDGET BALANCE 09/30/07 |
|---|---|---|---|---|---|---|---|
| Replacement of non-compliant lever-operated voting systems and upgrade of existing electronic voting systems to meet disability access requirements, including installation, implementation and training | 26,800,000.00 | 0.00 | 0.00 | 0.00 | 25,096,961.56 | 25,096,961.56 | 1,703,038.44 |
| Statewide voter registration database, including software and hardware, and services to upgrade/replace obsolete software and hardware for Clerks of Court, Registrars of Voters and Secretary of State to provide access to ERIN and improve voter registration, ballot preparation and voting system programming. Implementation of technology to significantly enhance and improve voter registration, absentee and election day voting and reporting of activities. These improvements will require significant investments in hardware, software and services both at the state and local level. Initiatives will be focused on reducing manual data entry and processing, insuring the integrity of the process through more automated records retention, development of more secure, direct, interactive and integrated connections between local, state and federal agencies to insure proper list maintenance, web enabling functions making it easier for the citizenry to update their records and providing stakeholders with significantly enhanced statistiscal and reporting capabilities. | 7,722,672.00 | 2,302,852.83 | 0.00 | 0.00 | 543,585.37 | 543,585.37 | 9,481,939.46 |
| Voter education, election official education and training, and poll worker training for meeting the requirements of Title III of HAVA | 525,000.00 | 0.00 | 0.00 | 0.00 | 146,594.47 | 146,594.47 | 378,405.53 |
| Development of state plan(s), production of reports, monitoring of performance goals, fiscal management and management of the state plan. | 20,000.00 | 0.00 | 0.00 | 0.00 | 525.94 | 525.94 | 19,474.06 |
| TOTAL | 35,067,672.00 | 2,302,852.83 | 0.00 | 0.00 | 25,787,667.34 | 25,787,667.34 | 11,582,857.49 |

*LOUISIANA DEPARTMENT OF STATE*
*HELP AMERICA VOTE ACT OF 2002 (HAVA)*
*SUMMARY OF TITLE II (SECTION 251)*
*AS OF SEPTEMBER 30, 2007*

| *EXPENDITURES* | *ACTUAL STATE EXPENSES 09/30/04* | *ACTUAL STATE EXPENSES 09/30/05* | *ACTUAL STATE EXPENSES 09/30/06* | *TOTAL STATE EXPENSES 09/30/07* | *GRAND TOTAL EXPENSES 09/30/07* |
|---|---|---|---|---|---|
| Replacement of non-compliant lever-operated voting systems and upgrade of existing electronic voting systems to meet disability access requirements, including installation, implementation and training | 0.00 | 12,974.75 | 133,179.80 | 146,154.55 | 25,243,116.11 |
| Statewide voter registration database, including software and hardware, and services to upgrade/replace obsolete software and hardware for Clerks of Court, Registrars of Voters and Secretary of State to provide access to ERIN and improve voter registration, ballot preparation and voting system programming. Implementation of technology to significantly enhance and improve voter registration, absentee and election day voting and reporting of activities. These improvements will require significant investments in hardware, software and services both at the state and local level. Initiatives will be focused on reducing manual data entry and processing, insuring the integrity of the process through more automated records retention, development of more secure, direct, interactive and integrated connections between local, state and federal agencies to insure proper list maintenance, web enabling functions making it easier for the citizenry to update their records and providing stakeholders with significantly enhanced statistiscal and reporting capabilities. | 0.00 | 955,904.04 | 1,258,587.25 | 2,214,491.29 | 2,758,076.66 |
| Voter education, election official education and training, and poll worker training for meeting the requirements of Title III of HAVA | 20,150.33 | 12,252.97 | 0.00 | 32,403.30 | 178,997.77 |
| Development of state plan(s), production of reports, monitoring of performance goals, fiscal management and management of the state plan. | 25,381.91 | 69,661.80 | 4,611.17 | 99,654.88 | 100,180.82 |
| TOTAL | 45,532.24 | 1,050,793.56 | 1,396,378.22 | 2,492,704.02 | 28,280,371.36 |

STATE OF LOUISIANA

# DEPARTMENT OF STATE

# HELP AMERICA VOTE ACT OF 2002

## TITLE II

### SUBTITLE D – ELECTION ASSISTANCE
### PART 1 – REQUIREMENTS PAYMENT

# NARRATIVE AND FINANCIAL REPORT

## AS OF SEPTEMBER 30, 2006

## PRESENTED TO: U.S. ELECTION ASSISTANCE COMMISSION

**Jay Dardenne**
**Secretary of State**

# TITLE II
# SUBTITLE D – ELECTION ASSISTANCE
# PART 1 – REQUIREMENTS PAYMENT
# NARRATIVE REPORT
# AS OF SEPTEMBER 30, 2006

The Help America Vote Act of 2002 (HAVA) was implemented to provide a program to provide funds to states to replace punch card and lever operated voting systems, to establish the Election Assistance Commission to assist in the administration of Federal elections, and to establish minimum election administration standards for states and units of local government. The Help America Vote Act of 2002 provided funds to Louisiana for the following activities: replace punch card and lever operated voting systems; provide accessibility for individuals with disabilities to the voter registration and voting process; update the State's existing computerized statewide voter registration system to comply with HAVA requirements; provide for provisional voting and voting information requirements; educate voters and poll workers; and provide a methodology for filing administrative complaints.

Prior to January of 2004, the election management functions in the State of Louisiana were divided between the Department of Elections and Registration and the Department of State (Department). With the passage of Act 451 of the 2001 Regular Session of the Louisiana Legislature, the two departments were merged into the Department of State under the direction of the Secretary of State effective on January 12, 2004. As the Chief Election Officer of the State of Louisiana, the Secretary of State is now overseeing the management and implementation of Louisiana's State Plan.

Before the Help America Vote Act of 2002 became law, Louisiana had already implemented a significant number of reforms and efficiencies that are now required by HAVA. Therefore, this narrative report covers all improvements to Louisiana's election management process through September 30, 2006. In addition, when possible, the Department has provided information on reforms since September 30, 2006.

## TITLE II
## SUBTITLE D – ELECTION ASSISTANCE
## PART 1 – REQUIREMENTS PAYMENT

Included in the activities required for Title II is the responsibility for activities associated with meeting the requirements of Title III (voting system standards, provisional voting, voting information requirements, and computerized statewide voter registration system). For this narrative report, the status of all activities related to Title III will be reported under the narrative for Title II.

The Department of State and the Department of Elections and Registration followed the provisions in Section 254 of HAVA in preparing the State Plan. The State Plan for Louisiana was submitted to the Federal Election Commission on August 1, 2003. On March 24, 2004, Louisiana's State Plan was published in the Federal Register

(Volume 69, Number 57). On September 11, 2006, an amendment to Louisiana's State Plan and was submitted to the U.S. Election Assistance Commission. On September 28, 2006, Louisiana's Amended State Plan was published in the Federal Register (Volume 71, Number 188). On November 10, 2006, Louisiana's Amended State Plan was approved by Secretary Dardenne.

The State of Louisiana established a HAVA fund as required by Title II, Section 254 of HAVA in Act No. 142 of the 2003 Regular Session of the Louisiana Legislature. This Act established five accounts in the Help Louisiana Vote Fund for the receipt of federal funds: Election Administration Account; Voting Systems Account; HAVA Requirements Account; Voting Access Account; and College Program Account. Please note that no colleges in the State of Louisiana applied for funding under the College Program. The Help Louisiana Vote Fund is a separate fund from the state general fund and all monies received pursuant to HAVA, including interest, have been deposited into and credited to the appropriate account.

## TITLE III
## UNIFORM AND NONDISCIRMINATORY ELECTION TECHNOLOGY AND ADMINISTRATION REQUIREMENTS

**Voting System Standards:**

Louisiana law requires that all electronic voting systems used in the State of Louisiana must be NASED certified and meet the standards established by the Secretary of State. The Secretary of State approved 116 voting system standards for Louisiana on January 5, 2005. Louisiana certified voting systems for six vendors for use in Louisiana.

On August 9, 2005, a request for proposal was submitted to these six vendors for the procurement of a new statewide voting system. On October 31, 2005, Louisiana announced that Sequoia Voting Systems, Inc. was selected to replace all lever-operated voting machines with AVC Advantage Full Faced DRE voting units. On December 13, 2005, the Louisiana Department of State entered into a contract with Sequoia Voting Systems, Inc., and all HAVA compliant AVC Advantage Full Faced DRE voting units were installed prior to the November 7, 2006 congressional primary election to replace lever-operated voting machines.

Under the provisions of HAVA, every polling place is required to have at least one accessible voting system. When Louisiana issued its State Plan, Louisiana proposed to have at least one accessible voting system in every precinct in the state. Louisiana's new statewide voting system is HAVA compliant and all voting systems have been programmed and are readily available for being accessible to individuals with disabilities.

All early voting systems for voting early in person were accessible to individuals with disabilities through the procurement of the iVotronic Touch Screen voting systems in Fiscal Year 2003 and 2004, meeting the January 1, 2006 deadline. These voting systems were replaced with the AVC Edge Touch Screen DRE Voting Systems, and the

voting systems have been programmed and are readily available for being accessible to individuals with disabilities.

For absentee voting by mail, Louisiana uses paper ballots that are read through paper ballot optical scanning machines. The State of Louisiana will continue using this method for absentee voting by mail.

As of September 30, 2006, Louisiana spent $26,962,172 or 76.9 percent, of our Title II Requirements funds on new electronic voting systems for election day voting.

**Uniform Definition Of What Constitutes A Vote:**

Act 1220 of the 2003 Regular Session of the Louisiana Legislature defines what constitutes a vote and what will be counted as a vote. The Act provides:

a. In order to cast a vote on an electronic voting system, a voter shall make at least one selection for a candidate or for or against either a constitutional amendment or proposition election and activating the cast vote mechanism completes voting.
b. In order to cast a vote on a paper ballot, a voter must make a selection for a candidate or for or against a constitutional amendment or a proposition by completely filling in the oval to the right of a selection and returning the ballot to the appropriate election official within the applicable deadline set forth by law. Also provides that if a voter makes selections for more than the number of candidates to be elected for an office or makes selections for and against the same proposition, the selections for that office or proposition will be void.

**Provisional Voting:**

Act 423 of the 2003 Regular Session of the Louisiana Legislature authorized provisional voting in the State of Louisiana only for Federal elections. Provisional voting was conducted in elections for Federal offices on March 9, 2004 (Presidential Preference Primary), November 2, 2004 (Presidential Election and Congressional Primary), December 4, 2004 (Congressional General), November 7, 2006 (Congressional Primary), and December 9, 2006 (Congressional General).

Since provisional voting was a new process in the State of Louisiana, it was important for the Department to train election officials and election poll workers on the procedures for provisional voting. A 2004 Supplement to the Informational Pamphlet for Elections (Provisional Voting) was printed to provide instructions to election officials and poll workers on provisional voting. The 2004 Supplement included instructions for provisional voting, counting and tabulation of provisional ballots, and posting of additional information for provisional voting required by HAVA. In July of 2006, the Department printed a revised Informational Pamphlet for Elections that incorporated provisional voting and accessibility issues. In addition, the Department is currently in the process of updating a training video for election officials and election poll workers.

The Department prepared the following for use in implementing provisional voting: Provisional Ballot Affidavit Envelope [AFF-PB]; Provisional Ballot Envelope [PB]; Absentee Provisional Ballot Envelope [PB-AB]; Provisional Ballot – Extended Poll Hours Envelope [PB-EX]; Final Provisional Ballot Vote Report [PB-FVR]; List of Provisional Voters [PB-L]; Provisional Ballot PBES Envelope [PB-PBES]; Rejected Provisional Ballot Envelope [PB-RB]; Provisional Ballot Registrar of Voters Envelope [PB-ROV]; Provisional Ballot Secretary of State Envelope [PB-SOS]; and 2006 Informational Pamphlet for Elections [IP-01]. The Federal Election Poster prepared by the Department also contained provisional voting information for the voter. The Federal Election Poster was also transcribed in Braille for visually impaired voters.

The Department established a free access system, as required by HAVA, that allowed a provisional voter to determine whether his/her vote was counted, and if his/her vote was not counted, the reason that his/her vote was not counted. The provisional voter was given instructions on the tear-off portion of the Provisional Ballot Affidavit Envelope [AFF-PB] with a toll-free number to inquire as to the status of his provisional ballot. The Department plans to expand its website so that a provisional voter can use the website to determine whether or not his vote was counted.

Provisional voting was conducted in elections for Federal offices on March 9, 2004 (Presidential Preference Primary), November 2, 2004 (Presidential Election and Congressional Primary), December 4, 2004 (Congressional General), November 7, 2006 (Congressional Primary), and December 9, 2006 (Congressional General).

**Voting Information Requirements:**

On election day for a Federal election, Louisiana law meets the requirements of Section 302(b) of HAVA and requires the following educational information to be posted at every polling place:

a. Two sample ballots that are an exact duplicate of the ballot on a full face voting system or in the same order as a touch screen system that scrolls through the ballot.
b. An Election Date and Hours Form (DH) that provides information regarding the date of the election and the hours during which polling places will be open.
c. A Federal Election Poster (FE). This poster was prepared by the Department in July of 2003, and it provides general information on voting rights under applicable federal and state laws, including information on the right of an individual to cast a provisional ballot and how to cast a provisional ballot; instructions for mail-in registrants and first-time voters; general information on federal and state laws regarding prohibitions on acts of fraud and misrepresentation; and instructions on how to contact the appropriate official if these rights are alleged to have been violated. The Federal Election Poster was also transcribed in a Braille booklet for visually impaired voters.

d. Instructions To Voter (CI-51) was revised in November of 2003. The Instructions To Voters provides information on polling place hours, how to cast a vote, assistance to voters, identification of voters, procedure after identification of voters, challenge of voters, and acts prohibited on election day. The Instructions To Voter was also transcribed in a Braille booklet for visually impaired voters.

The Department also prepared Absentee Voting By Mail (V-AB-M) that provides instructions for voting by mail, including how to cast a vote on a paper ballot.

In 2005, the Department of State amended the instructions for absentee voting by mail that were prepared in 2003 to comply with HAVA.

In 2006, posters indicating the accessible entrance at the polling place were added to every precinct supply package. In addition, the "Guide to Using the Audio Voting Keypad" brochure was provided in every precinct supply package including a Braille version of the brochure for use by voters on election day. In the future, these Braille booklets and full page magnifiers will be placed inside a clear pocket in the back of the supply voting machine.

**Election Official And Election Poll Worker Training:**

Election day would not run smoothly without election poll workers being properly trained. In Louisiana, each parish clerk of court's office trains election poll workers. The Department prepared an Informational Pamphlet for Elections (IP-01) that provides instructions to election officials and election poll workers. The latest revision to the informational pamphlet was made in July of 2006. The new version of the pamphlet incorporated information on provisional voting, accessibility issues, and voting system information to address the new voting system. In addition, a training video was prepared for election officials and election poll workers. This video is in the process of being updated.

**Voter Education And Outreach:**

Act 286 of the 2003 Regular Session of the Louisiana Legislature requires the Department to prescribe uniform rules for non-partisan voter education. The Department adopted these rules through the Louisiana Administrative Procedures Act on December 20, 2005. The rules require each registrar of voters, with the assistance of the Department, to implement a voter education program in his/her parish.

Act 286 also established an official state voter registration week that is held the last full week that occurs two weeks prior to the close of the registration records for the regular fall primary election. During this week, the Department conducts voter registration events and provides voter registration forms and information to the public. In August of 2004, 2005, and 2006, Louisiana conducted the state voter registration week, and the Department prepared reports on the effectiveness of voter education programs in

Louisiana that was submitted to the Governor, the President of the Senate, and the Speaker of the House of Representatives, and the members of both standing committees in the House and Senate. In addition, a copy of the report was given to each parish Registrar of Voters. This comprehensive report will provide guidance to the Registrars of Voters in conducting their next annual voter registration week.

During 2004 and 2005, the Department's Outreach Section made numerous presentations around the State of Louisiana at schools, universities, and community-based organizations regarding voter registration and voting. In 2006, the Department continued its extensive voter education program, including conducting more voter education seminars throughout the State of Louisiana and preparing public service announcements on election issues.

The Department conducted training sessions for clerks of court and registrars of voters' employees. In addition, the Department established an outreach program throughout the State of Louisiana to educate voters on the use of the new voting systems.

The following information was printed and distributed to the citizens of Louisiana who need assistance for early voting or voting election day:

- "State of Louisiana Voting Rights for Individuals with Disabilities and Residents of Nursing Homes" – This brochure is printed in larger print with simplified verbiage. It contains information for individuals with disabilities concerning voter registration, voting, special handicap program, complaints, and contacts. The Department printed the following quantities of the brochure: 5,000 copies in 2005 and 34,000 copies in 2006. All copies have been distributed to individuals marked on the voter registration roles as needing assistance at the poll on election day, the Louisiana Aging and Disability Consortium Group, Registrars of Voters, Clerks of Court, and the Department's Election Outreach Division. In addition, the Department distributed copies at nine regional seminars for individuals with disabilities.
- "State of Louisiana Assisting Persons with Disabilities and Residents of Nursing Homes with the Right to Vote" – This pamphlet provides more technical information for individuals with disabilities concerning voter registration, voting, special handicap program, complaints, and contacts. The Department printed 5,000 copies of this pamphlet in 2005. The majority of these copies have been distributed to the Registrars of Voters, Clerks of Court, Department's Election Outreach Division, and the Louisiana Aging and Disability Consortium Group. Due to the success of the "State of Louisiana Voting Rights for Individuals with Disabilities and Residents of Nursing Homes" brochure, this pamphlet was discontinued.
- "Guide to Using the Audio Voting Keypad" – This pamphlet was printed to assist individuals with disabilities on the use of the audio voting keypad which can be used on either the AVC Edge Touch Screen Voting System or the AVC Advantage Voting System. The Department printed the following quantities of the brochure: 5,000 copies in 2005 and 34,000

copies in 2006. All copies have been distributed to individuals marked on the voter registration roles as needing assistance to vote, Louisiana Aging and Disability Consortium Group, Registrars of Voters, Clerks of Court, and the Department's Election Outreach Division. In addition, the Department distributed copies at nine regional seminars which were conducted statewide for individuals with disabilities. Copies of this brochure are also included in the precinct supply package for election day voting. The Braille transcription of this brochure is also included in the precinct supply package.

- "Your Voice Register and Vote: A How to Guide" – This brochure contains the information an individual will need on voter registration, voting, special handicap program, election poll workers, complaints, and contacts. The Department printed the following quantities of the brochure: 50,000 copies in 2005 and 60,000 copies in 2006. All copies have been distributed to the Registrars of Voters, Clerks of Court, and Department's Election Outreach Division. In addition, the Department mailed out 6,248 copies of the brochure to individuals marked as being in the military or living overseas during the National Voter Registration Week (September 13 – 19, 2006).
- "Louisiana Voter Registration Facts" – This pamphlet contains information on voter registration in the State of Louisiana. The Department printed the following quantities of the brochure: 50,000 copies in 2005 and 50,000 copies in 2006. The majority of these copies have been distributed to the Registrars of Voters and Department's Election Outreach Division for use at colleges, universities, community colleges, and high schools to encourage young individuals to register to vote in Louisiana.
- "Help Carry the Torch! Be a Poll Worker on Election Day!" – This pamphlet contains information on how a Louisiana citizen can serve as an election poll worker. The Department printed 64,000 of the pamphlets in 2006. The majority of these copies have been distributed to the Registrar of Voters, Clerks of Court, and Department's Election Outreach Division for use at colleges, universities, community colleges, high schools, and civic associations.

The Department has toll-free telephone hotlines that a voter may use to report possible voting fraud and voting rights violations; to obtain general election information; and to access detailed information on his/her voter registration status, polling place location, and other relevant information. In addition to having the toll-free telephone hotlines, the Department has expanded our website to allow a voter to access information on his/her polling place location. Currently, we are upgrading our website to assist Louisiana voters to navigate more easily through our website to obtain voter registration and voting information.

**Computerized Statewide Voter Registration List:**

In 1987, the Department of Elections and Registration completed the Elections and Registration Information Network System (ERIN), which is a computerized statewide voter registration system. Prior to the implementation of HAVA, ERIN already met the removal requirements of the NVRA. In addition, the Department of Elections and Registration performed regular list maintenance and purged individuals from the list of voters if they did not respond to mailings generated from the inactive list for the course of two federal general elections. There have been numerous changes to ERIN since the system was completed in 1987.

As a result of the merger of the Department of Elections and Registration into the Department of State, the Department has two mainframe computer systems: LASOS and ERIN. It is the intention of the Department to merge the two systems into one. In September of 2004, each clerk of court was given inquiry access to ERIN through LASOS to obtain voter registration information on a voter. To comply with the requirements of HAVA, the Department added a field for driver's license number on the application inquiry screen and registration forms, and added a driver's license number and Office of Motor Vehicles data to the add/update screen.

A preliminary verification of drivers' license numbers and social security numbers was accomplished in September of 2004 for the November 2, 2004 election. Both the Department and the Office of Motor Vehicles are in the process of updating their statewide computers. The Department entered into an agreement with the Department of Public Safety, Office of Motor Vehicles, to allow the interfacing of data between the Department's system, the Office of Motor Vehicles, and the Social Security Administration. To meet the HAVA voter verification requirements by the January 1, 2006 deadline, the Department: developed applications to process and exchange information nightly with the Office of Motor Vehicles and Social Security Administration; developed programs to update/add/load the information provided; developed reports; and revised all related operating procedures for the registrars of voters to comply with the new requirements.

In August, 2006, the new upgraded ERIN system was placed online as part of Phase I of the project and the HAVA verification was changed from a nightly batch process to a near real time verification. In addition, the Department prepared a new ERIN system manual to be used by the Department and Registrars of Voters.

Given the devastating impact of two major hurricanes in Louisiana, another project was initiated in July 2006 to insure the retention of voter registration records through imaging (scanning), indexing, storage, and retrieval of paper documents. The Orleans Parish Registrar of Voters' office was selected as the pilot and the scanning of their registration records has been completed. The project will be extended to remaining parishes in the State of Louisiana as time and resources become available.

Planning is currently underway for merging the LASOS system (Department of State's Election Management) with ERIN and other major improvements to the statewide voter registration system.

**Requirements For Voters Who Register By Mail:**

Act 1220 of the 2003 Regular Session of the Louisiana Legislature made changes that require all applicants for registration to provide either a Louisiana driver's license number, if issued, or if no driver's license has been issued, the last four digits of the social security number, if issued. The Act also provides that if the applicant has neither a Louisiana driver's license number nor a social security number, the applicant shall attach to his application a copy of a current and valid photo identification or a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the name and address of the applicant.

The Department printed new voter registration forms, the Louisiana Voter Registration Application Form [Form #0122 03/03] and the Louisiana Mail Voter Registration Application Form [Form #0110 01/04]). These forms included provisions that a new voter has to be a U.S. citizen and will be 18 years before the next Federal election. In addition, the Department transcribed the instructions for the Louisiana Mail Voter Registration Application Form [LR-1M] in Braille. The Department also provides information on how to complete a voter registration application by mail on the Department's website at http://www.sec.state.la.us/elections/elect-regist.htm.

**Administrative Complaint Procedure:**

Act 423 of the 2003 Regular Session of the Louisiana Legislature established a uniform, nondiscriminatory procedure for the resolution of a complaint alleging a violation of any provision of Title III of HAVA in an election for federal office. The administrative complaint procedure was utilized after the November 2, 2004 election when a complaint was filed with the Secretary of State. The State Board of Election Supervisors heard the complaint and the board issued a final decision on the complaint in February of 2005. In 2006, there were no complaints received by the Secretary of State.