



COMMONWEALTH of VIRGINIA
DEPARTMENT OF ELECTIONS

Christopher E. "Chris" Piper
Commissioner

Jessica N. Bowman
Deputy Commissioner

July 16, 2018

Mark W. Abbott
Grants Office
U.S. Election Assistance Commission
1335 East West Highway, Suite 4300
Silver Spring, MD 20910

Mr. Abbott,

The Department of Elections' (Department) spending plan allows the Department to concentrate on the administration of elections in Virginia while working in tandem with a project team whose sole responsibility will be to implement the security plan and to utilize the funds as intended while establishing a transition plan to ensure the continuity of the plan without requiring supplemental funding. Before the end of the five year grant period, ongoing costs will be rolled into existing general fund resources.

The goals to achieve the vision come from standards and best practices provided by the Virginia Information Technologies Agency (VITA) and the Center for Internet Security (CIS). VITA provides a comprehensive set of information security policies, standards and guidelines for all executive branch agencies. Based on the National Institute of Standards and Technology (NIST) security standards, these documents serve as the basis for determining how to secure technology through the identification and mitigation of risks. CIS provides global standards and best practices for securing technology systems and data against the most pervasive attacks. Additionally, CIS is home to the Elections Infrastructure Information Sharing and Analysis Center (EI-ISAC) and the Multi-State Information Sharing and Analysis Center (MS-ISAC), which are the primary resources for cyber threat monitoring, prevention, and response for the states. Leveraging the standards and tools provided by VITA and CIS to identify and mitigate risks will substantially improve Virginia's election infrastructure security posture.

The Department would like to substantially increase the security posture of the election infrastructure used in the Commonwealth of Virginia through cost-effective implementation of the standards, policies and best practices developed by VITA, NIST and CIS.

Goals:

- 1) Secure the Department of Elections' Infrastructure
 - a. Manage the Department's compliance with VITA's security policies and CIS' best practices

- b. Manage third-parties' compliance with VITA's security policies and CIS' best practices
 - c. Physical security of the Department's systems and access points to those systems
 - d. Conduct cybersecurity training to include table-top exercises and testing to determine the effectiveness of the training
- 2) Secure Voting Infrastructure
- a. Voting Equipment Security
 - b. Electronic pollbook security
- 3) Security and continuity of operations plans
- a. Develop and implement new security plan standards
 - b. Develop and implement new continuity of operations plan standards
 - c. Develop and implement new business impact analysis standards
 - d. Develop and implement new risk assessment standards
 - e. Develop and implement new risk mitigation standards
 - f. Develop and implement new incident response standards
 - g. Monitor/audit compliance with security and continuity of operations plan standards

Deliverables:

- 1) The Department of Elections will continue to provide multifactor authentication for all users accessing sensitive data.
- 2) The Department will provide effective cybersecurity training.
- 3) The Department will develop the new and updated standards and templates.
- 4) The Department will conduct training and provide guidance on the implementation of the standards.
- 5) Each voting system and electronic pollbook system will be recertified within 4 years, in accordance with the new certification standards.
- 6) The Department will establish a 4 year cycle for the review of all equipment certification standards.

Sincerely,



Christopher E. Piper
Commissioner

Attachment: Department of Elections 2018 HAVA Budget

2018 HAVA ELECTION SECURITY GRANT

Budget Information

CFDA # 90.404

Non-Construction Program

Name of Organization: Virginia Department of Elections

Budget Period Start: 3/23/2018

SECTION A - BUDGET SUMMARY

(Consolidated Budget for total project term--

Budget Period End: 3/22/2023

FEDERAL & NON-FEDERAL FUNDS (Match)

up to 5 years as defined by grantee)

PROGRAM CATEGORIES

BUDGET CATEGORIES	(a) Voting Equipment	(b) Election Auditing	(c) Voter Registration Systems	(d) Cyber Security	(e) Communications	(f) Other COOP/Emergency Plans	(g) Other	TOTALS	% Fed Total
1. CONTRACTORS		\$ 662,200.00		\$ 1,473,462.00		\$ 356,930.00	\$ 2,161,073.00	\$ 4,653,665.00	51%
2. SOFTWARE				\$ 959,885.00				\$ 959,885.00	11%
3. SUBGRANTS- to local voting jurisdictions								\$ -	0%
4. TRAINING				\$ 97,815.00	\$ 135,000.00			\$ 232,815.00	3%
5. All OTHER COSTS				\$ 2,927,731.00	\$ 90,920.00		\$ 215,715.00	\$ 3,234,366.00	36%
6. TOTAL DIRECT COSTS (1-6)	\$ -	\$ 662,200.00	\$ -	\$ 5,458,893.00	\$ 225,920.00	\$ 356,930.00	\$ 2,376,788.00	\$ 9,080,731.00	
7. INDIRECT COSTS (if applied)		\$ -						\$ -	0%
8. Total Federal Budget	\$ -	\$ 662,200.00	\$ -	\$ 5,458,893.00	\$ 225,920.00	\$ 356,930.00	\$ 2,376,788.00	\$ 9,080,731.00	
11. Non-Federal Match				\$ 454,037.00				\$ 454,037.00	
12. Total Program Budget	\$ -	\$ 662,200.00	\$ -	\$ 5,912,930.00	\$ 225,920.00	\$ 356,930.00	\$ 2,376,788.00	\$ 9,534,768.00	
13. Percentage By Category	0%	7%	0%	60%	2%	4%	26%		

Proposed State Match 5.0%

A. Do you have an Indirect Cost Rate Agreement approved by the Federal government or some other non-federal entity? No

If yes, please provide the following information:

B. Period Covered by the Indirect Cost Rate Agreement (mm/dd/yyyy-mm/dd/yyyy):

C. Approving Federal agency:

D. If other than Federal agency, please specify:

E. The Indirect Cost Rate is: