



U.S. ELECTION ASSISTANCE COMMISSION

FISCAL YEAR 2018 CONGRESSIONAL BUDGET JUSTIFICATION

May 23, 2017

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VISION AND MISSION

Vision

For the Election Assistance Commission to be a service agency and the go-to resource on election information, best practices, data, technology, technical advice and assistance for election administrators, officials, and voters across America.

Mission

The Commission shall serve as a national clearinghouse and resource for the compilation of information and review of procedures with respect to the administration of Federal elections by –

- (1) creating and maintaining voluntary voting system guidelines;*
- (2) providing for the testing, certification, decertification, and recertification of voting system hardware and software by accredited laboratories;*
- (3) periodically conducting and making available to the public studies regarding election administration issues;*
- (4) making payments to states to help them procure new voting equipment;*
- (5) developing and carrying out the Help America Vote College Program.*

- Public Law 107-252

Salaries and Expenses Resources Available for Obligation

FY 2016 Enacted		FY 2017 Request		FY 2018 President's Budget	
FTE	Dollars	FTE	Dollars	FTE	Dollars
31	\$9,600,000	28	\$9,800,000	29	\$9,200,000

FY 2018 Priorities

--Increase the knowledge base and resources on cybersecurity for state and local election officials through training and best practices;

--Adopt the Voluntary Voting Systems Guidelines version 2.0;

--Facilitate election officials' ability to competitively procure voting system technology;

--Administer the 2018 Election Administration and Voting Survey, the Election Assistance Commission (EAC) instrument used to collect State-by-State data on the administration of Federal elections; and

--Serve as a clearinghouse of voting information by providing election officials and voters with necessary and timely information and materials regarding the elections process.

Appropriations Language

For necessary expenses to carry out the Help America Vote Act of 2002 (Public Law 107-252), [\$9,600,000] \$9,200,000, of which \$1,500,000 shall be transferred to the National Institute of Standards and Technology for election reform administration activities authorized under the Help America Vote Act of 2002. (Consolidated Appropriations Act, 2016)

Fiscal Year (FY) 2016 Accomplishment Highlights

EAC helped to improve the security, accuracy, and accessibility of U.S. elections in the lead up to the very important 2016 General Election. EAC helped election administrators plan for and administer secure elections, maintain their aging voting equipment, procure new equipment when necessary, plan for and administer elections effectively, learn from one another, interact with voters, serve military and overseas voters, and make their elections more accessible to voters with disabilities and Limited English Proficiency (LEP) voters. EAC's motto for 2016 was BeReady16, and EAC is confident that we did just that. EAC also testified before Congress on the security of our nation's elections and responded to information requests on election administration.

To achieve all of the above, the Commission researched tools, information, and practices from around the country; created EAC tools, information, and best practices; and distributed these to election officials and administrators around the country. The agency worked with other election experts to create videos, webisodes, training materials, toolkits and best practices in preparation for the 2016 Presidential election cycle. To best understand issues and needs, Commissioners held public advisory board and panel meetings and a language summit. Throughout the year, the Commissioners and staff addressed nearly 40 professional election groups. EAC discussed concerns about voting system cybersecurity with election officials across the country, and alongside officials at the Department of Homeland Security, EAC helped increase the cybersecurity of the nation's election systems.

Detailed information on extensive FY 2016 accomplishments can be found in the EAC Annual Report at https://www.eac.gov/assets/1/Documents/EAC%20Annual%20Report_2016.pdf.

Agency Background

Congress established the U.S. Election Assistance Commission with the passage of the Help America Vote Act of 2002 (HAVA). The Commission was created to help election officials and administrators improve elections around the country. Statutorily, EAC is headed by four bipartisan Commissioners appointed by the President and confirmed by the U.S. Senate. Currently, there are three Commissioners.

HAVA also created The Board of Advisors, the Standards Board, and the Technical Guidelines Development Committee (TGDC) to advise EAC. The three groups advise the agency and help it achieve its mission regarding the development of the Voluntary Voting System Guidelines.

HAVA dictates the membership of the three groups. The Standards Board is a 110-member board consisting of 55 state election officials (the 50 states, the District of Columbia, American Samoa, Guam, Puerto Rico, and the Virgin Islands) selected by their respective chief state election official, and 55 local

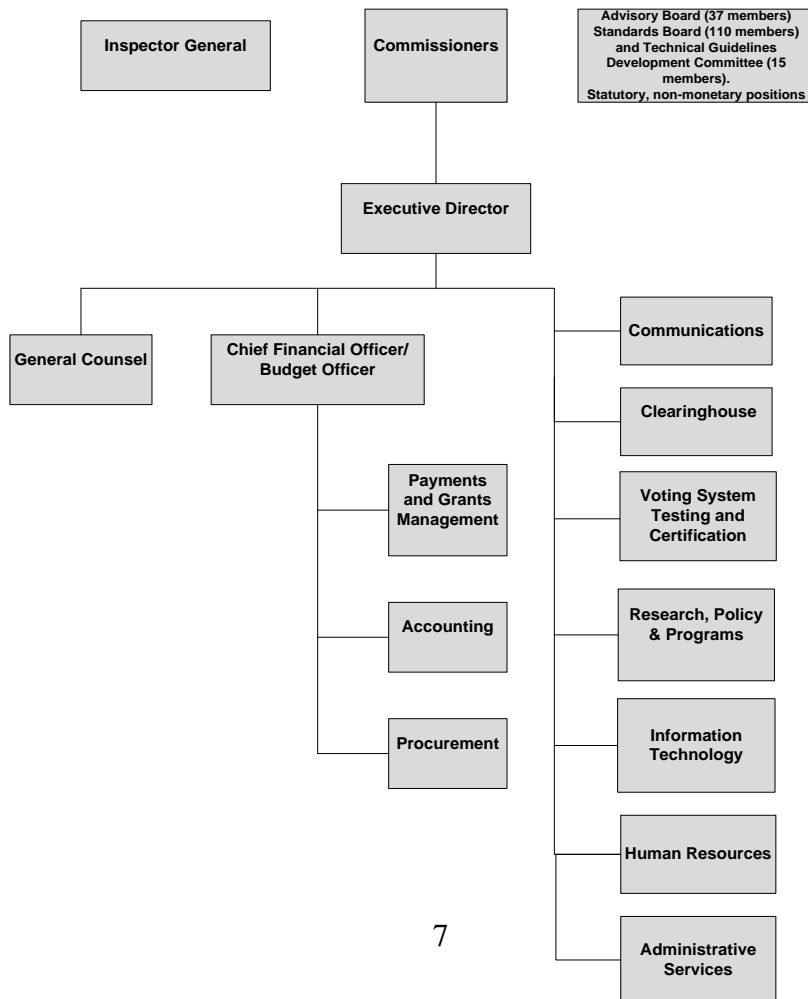
election officials selected through a process supervised by the chief state election officials. The Board of Advisors consists of groups representing governors; mayors; state legislatures; secretaries of state; state election directors; county recorders, election officials and clerks; voter advocacy groups; federal agencies; and professionals in the fields of science and technology. TGDC helps the EAC develop its Voluntary Voting System Guidelines, and it is composed of 14 members appointed jointly by EAC and the Director of the U.S. Department of Commerce’s National Institute of Standards and Technology (NIST), who is the chairperson of TGDC.

Goals and Structure

EAC’s offices are aligned to address the mandates of the Help America Vote Act to: serve as a clearinghouse of information on voting; test and certify voting systems; administer and maintain the National Voter Registration Act (NVRA) voter registration form; assist States with administration of HAVA funds; and report to Congress on NVRA and Uniformed and Overseas Citizens Absentee Voting Act voting activity.

A cost allocation model distributing administrative costs to program goals is used in EAC’s annual Agency Financial Report. The model is reviewed by EAC’s independent financial statement auditors, and is used to present the FY 2018 agency budget request. EAC is working on a new strategic plan, which includes programmatic plans, and presents an interim FY 2018 plan in this document.

**ELECTION ASSISTANCE COMMISSION
ORGANIZATION CHART**



Operating Plan Summary

Salaries and Expenses	FY 16 Enacted	FY 17 Request	FY 18 President's Budget Request
Full-Time Equivalent Staff (FTE)	31	28	29
Full-Time Staff	28	26	28
Other than Full-Time Staff	5	5	2
Payroll Full-time Personnel	\$3,286,053	\$ 3,064,525	\$ 3,230,742
Payroll Other than Full-time Personnel	301,128	320,128	83,950
<i>Subtotal Personnel Compensation</i>	<i>3,587,181</i>	<i>3,384,209</i>	<i>3,314,508</i>
Personnel Benefits	995,554	940,847	1,022,647
<i>Subtotal PC&B</i>	<i>4,544,467</i>	<i>4,325,056</i>	<i>4,337,339</i>
Travel	411,085	543,085	465,839
Rent, Communications, Equipment Rentals	387,815	385,960	370,717
Printing, Reproduction	30,560	26,276	11,792
Other Services	2,642,318	2,938,996	2,434,174
NIST	1,500,000	1,500,000	1,500,000
Supplies and Subscriptions	72,255	69,127	69,114
Equipment	11,500	11,500	11,025
<i>Subtotal, Non-personnel</i>	<i>5,055,533</i>	<i>5,474,944</i>	<i>4,862,661</i>
Total Salaries and Expenses	\$9,600,000	\$ 9,800,000	\$ 9,200,000

Note: FY 2018 assumes a 1.6 percent Cost of Living Adjustment, and no non-pay inflationary increase. FY 2017 assumes a 1.02% non-pay inflationary increase.

FY 2018 Budget Request Highlights

Election officials face cybersecurity threats, our nation's voting machinery is aging, and there are accusations of interference in U.S. Elections. Each day, EAC staff hears from state and local election officials requesting assistance with the many challenges and tight deadlines they face with limited resources. These challenges are even greater in today's time of heightened cyber threats and increased public attention. EAC's 2018 budget justification highlights its plans to continue to help election officials administer secure and effective elections that inspire public confidence. EAC plans to do this by helping election officials secure their elections, interact with and use federally provided cybersecurity resources, develop and share best practices, test and certify voting machines, and research and report election administration data.

Cybersecurity: Helping Election Officials Secure U.S. Elections by Helping Them Secure The Elections They Conduct

EAC plans to help election officials secure U.S. Elections by helping them secure their current voting systems, interact with and use federally provided security resources, procure new secure voting systems, craft and implement security guidelines and practices, and share security best practices.

EAC is a clearinghouse that election officials around the country use to develop their cybersecurity practices and secure their voting systems. EAC plans to expand its cybersecurity focus in its clearinghouse. Common products of the clearinghouse are best practices, guidance documents, and examples from other states. EAC plans to increase the production of these products and their focus on cybersecurity, and EAC plans to create new products as necessary. Topic areas that EAC plans to focus on include: (1) security best practices for both cyber and physical security, (2) procuring secure voting systems, (3) maintaining secure voting systems, and (4) best practices for interacting with the critical infrastructure framework in 2018.

Many election officials are also seeking to purchase new, more secure voting equipment. So EAC plans to assist election officials with tools that help them more effectively procure secure voting systems. These resources will include but will not be limited to Guidance Documents, Best Practices, Request for Proposal Reviews, and hands on help and instruction.

The Department of Homeland Security (DHS) recently designated elections as part of the nation's critical infrastructure. The critical infrastructure designation is intended to help ensure that voting systems are further protected in future elections. Election officials must successfully interact with a new critical infrastructure framework and other federally provided resources in order to leverage the new assets available to them. This type of federal interaction is new to many election administrators.

As the clearinghouse for election administration information, it is incumbent on EAC to help election administrators access and effectively use these resources. As such, EAC plans to dedicate resources to understanding the designation, helping election officials understand the designation, and helping election officials secure their elections with the resources provided by the designation. EAC and DHS developed a valuable working relationship before the 2016 general election and plan to continue this relationship to help election officials secure U.S. elections.

EAC has already developed a checklist on incident response and best practices for securing voting systems, and as referenced above, EAC has already acted as a critical resource to both DHS and election officials as they communicate and learn from each other. We expect our role will need to expand to meet our statutory mandate of assisting election officials as they protect the nation's election infrastructure. EAC plans on dedicating staff to increase our expertise, setting up meetings around the country with election officials and their professional organizations, assisting election officials with developing comprehensive all-hazards emergency management plans, and developing best practices on working with community partners to protect the election infrastructure.

EAC continuously works with election officials at the state and local levels to share best security practices, including but not limited to pre-election testing, security, continuity planning, and post-election audits to ensure accessible, accurate, and secure elections. For example, EAC provided election security preparedness resources to election officials leading up to the 2016 Presidential Election. These included dissemination of best practices regarding securing voter registration databases and voting systems. For voters, EAC encouraged them to reach out to their election officials, ask questions, verify that their voter registration is up-to-date, and volunteer as poll workers so they could see election systems' security for themselves.

EAC understands that in today's time of new cyber threats U.S. elections must be secure, and voters must have confidence in their integrity. As such, EAC plans to help election officials secure their elections as the country moves forward.

EAC and the National Institute of Standards and Testing

EAC will work with the National Institute of Standards and Testing (NIST) on developing the cybersecurity framework as it relates to elections as critical infrastructure and on finishing test requirements and scripts to complete the next iteration of the Voluntary Voting System Guidelines (VVSG) version 2.0 in FY 2018.

EAC administers the most-used voting machine testing and certification program in the country. This program is essential to secure elections because it allows election administrators to purchase voting systems with confidence in their security and later verify the machine’s integrity. EAC is currently working on the newest version of EAC’s Voluntary Voting System Guidelines, VVSG 2.0, and plans to finish this in 2018. This requires administering public working groups, managing the development process, working with NIST on test requirements and scripts, and continuously remaining apprised of current developments in technology and elections. After these guidelines are finished, voting machines will be tested in EAC certified labs to the highest standard to date.

Voter Registration List Maintenance

Another vital resource EAC provides to election officials is information about best practices for voter registration list maintenance, including data matching criteria, efficient data sharing procedures and ways to best incorporate online registration. Voter registration list maintenance is critical to public confidence in elections because voter registration lists contain voters’ personal information. When voter registration lists are well maintained, voters have increased confidence in elections.

Studying Election Administration: The Election Administration and Voting Survey (EAVS) and Other Research

Federal law mandates that EAC collect, study, and distribute information on particular aspects of election administration and voting. This survey, EAVS, is the most comprehensive survey of election results data in the country, and many election jurisdictions, federal entities, and academics rely on this information. EAC plans to continue to produce EAVS and improve how it is produced. This is a critical resource, and EAC will work to ensure that it is high quality, accurate, and useful.

Budgetary Changes FY 2017 Request to FY 2018 President’s Budget Request
(in whole dollars)

Personnel Compensation and Benefits	-\$32,537
Reflects an increase of two full-time employees and decrease of 3 intermittent employees, and a 1.6 percent cost of living adjustment	
Travel	\$77,246
Other Services	-\$445,002
Reduce contracts - services to be provided by staff or postponed	
Miscellaneous	-\$45,215
Equipment rentals (-\$15,243), printing (-\$14,484), supplies and subscriptions (-\$15,013), equipment (-\$475)	

Budget Requests and Performance Measures by Strategic Goal

EAC's request is presented in terms of four goals: 1. Learn and Communicate, 2. Test and Certify, 3. Help Voters Register to Vote, and 4. Fund and Oversee:

LEARN AND COMMUNICATE

Strategic Goal 1: Help election officials administer elections by collecting, analyzing, and communicating information related to election administration practices, techniques, and experiences and related EAC services and operations and services. **\$3,693,790**

The anticipated outcome of the goal is to provide Congress, Federal agencies, State and local election officials, the public, academics, policy-makers, advocacy groups, and the media with reliable, accurate, high-quality, pertinent and non-partisan information, recommendations, guides and other election administration tools. The goal will be achieved by pursuing three strategic objectives: operate EAC Clearinghouse effectively; collect and release data on election administration practices, voting methods and voting practices that are useful and required by HAVA; and administer programs that research and release information, which provides timely and useful guidance for election officials and voters.

EAC Elections Clearinghouse

Congress requires EAC to maintain an election administration clearinghouse. EAC's clearinghouse provides a public portal for information about the administration of elections, and EAC's website, www.eac.gov, hosts the clearinghouse. Among its thousands of pages of content are information about EAC's voluntary voting system certification and testing program, research data, best practices, guidance documents, and information for voters on how to register to vote and contact their State elections offices.

The clearinghouse provides a central location for best practices, shared practices, innovation and creative solutions in election administration. The site will also become the new permanent home for the popular tools and guidance developed by the Presidential Commission on Election Administration (PCEA).

The Election Administration and Voting Survey (EAVS)

EAC administers and oversees the biennial Election Administration and Voting Survey (EAVS) of the 50 States, the District of Columbia, American Samoa, Guam, Puerto Rico and the U.S. Virgin Islands. EAVS is the only comprehensive collection and report of data on election administration and voting systems in the United States. The survey, performed in conjunction with the Department of Defense's Federal Voting Assistance Program, collects over one million data points of information about voter registration, number of ballots cast, military and overseas voting, absentee ballots, polling places, poll workers, and provisional ballots from state election officials. The survey data is used by election

officials, academics, and others to improve their methods, metrics, and tactics in serving voters and maintaining voter registration lists.

Collection of much of the data is Congressionally mandated, and EAC also uses the survey to help inform Congress on the Impact of the National Voter Registration Act (NVRA) on the Administration of Elections for Federal Office, and on the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA).

The FY 2018 Request

EAC continually adds content to the Clearinghouse. In FY 2018, EAC requests funds to:

- produce and publish best practices videos such as developing and maintaining complex online registration databases, set up and use of accessible voting equipment, registering to vote, and what happens inside the polling place;
- make additional accessible voting resources available such as best practices in accommodations for wheelchairs and individuals who need seating while waiting in line;
- provide regular staff-level contact with election officials to collect and share information; and
- disseminate information on voting system maintenance.

The FY 2018 request also includes funds to administer EAVS. In June 2018, EAC will release the Comprehensive Report on the 2016 Election Administration and Voting Survey. The survey report will include the 2018 Statutory Overview, a review of certain State election laws. Work will then begin on the 2018 Election Administration and Voting Survey, which will be released by June 30, 2020.

Further, the FY 2018 request includes funds for forums to bring together election officials, technology innovators, individuals with disabilities, accessibility equipment and voting system manufacturers, academics, computer programmers and security experts, voting system standards developers, and website developers and designers. Information from the forums will be used develop a wide range of best practices for posting on the EAC website. Examples include creating suggested best practices on subjects such as reaching voters with disabilities, vote centers, electronic pollbook use and early voting.

The FY 2018 request includes funds for staff; \$62,110 for staff and invitational travel for discussion groups; the EAC website contract at \$177,549; \$394,791 for the 2018 Election Administration and Voting Survey; and \$25,499 for supplies and media subscriptions.

TEST AND CERTIFY

Strategic Goal 2: Help election officials procure, understand, and use high quality voting equipment by testing and certifying vendor-created voting systems against EAC-created standards of security, functionality, and accessibility. **\$1,816,149**

The anticipated outcome of the goal is voting equipment that operates more reliably and securely and is more accessible to individuals with disabilities. Objectives for FY18 are to:

develop and update the VVSG; provide for the accreditation of independent laboratories qualified to test voting systems to Federal standards, and for the revocation of accreditation as appropriate; and administer the testing, certification, decertification, and recertification of voting system hardware and software by accredited laboratories.

Under HAVA, EAC is responsible for assisting States with improvements to voting systems through the distribution of Federal funds and by creating and administering a voluntary voting machine testing and certification program. The testing program creates standards against which voting machines can be tested, works with EAC accredited labs to test vendor-submitted machines against these standards, and certifies machines that successfully pass these tests. The program is transparent. It publishes all test plans, test reports and related information as well as reports on voting system anomalies in the field during use in an election. Use of the program by the states is voluntary, but 47 states use it in some way when deciding which voting systems to allow to be used in their elections.

EAC works continuously to reduce the cost of voting system testing without compromising voting system quality and conformance through use of automated source code review tools by EAC-accredited Voting System Test Laboratories (VSTLs) and similar innovative uses of technology. Comprehensive procedures for the program are detailed in EAC's Voting System Testing and Certification Program Manual, which is available online.

The program also:

- supports local election officials in the areas of engineering change order (ECO) updates, acceptance testing, and pre-election system verification for EAC-certified systems, issuance of Requests for Procurement (RFPs) and information on how to maintain aging voting technology;
- increases quality control in voting system manufacturing by means of periodic manufacturing facility audits of EAC-registered manufacturers; and
- provides procedures to manufacturers for the testing and certification of voting systems to specified Federal standards as required by HAVA Section 231(a)(1).

In addition to its certification duties, the division works in a cooperative and coordinated manner with the National Institute of Standards and Technology (NIST) to evaluate and accredit VSTLs. As a condition of accreditation, all VSTLs must hold a valid accreditation from NIST's National Voluntary Laboratory Accreditation Program (NVLAP).

NVLAP accreditation is the primary means by which EAC helps ensure that each VSTL meets and continues to meet the technical requirements of the EAC program. NVLAP uses the international standards (ISO 17025) to review each VSTL's technical, physical and personnel resources, as well as its testing, management, and quality assurance policies and protocols. EAC monitors VSTLs through a comprehensive compliance management program and on-site reviews to ensure that VSTLs meet all program requirements.

In addition to voting system certification and laboratory accreditation, EAC along with its 110-member Standards Board, 37-member Board of Advisors, and 15-member Technical Guidelines Development Committee (TGDC) work together to update and implement voluntary testing guidelines for voting systems.

The FY 2018 Request

The Voting System Testing and Certification division will work on providing information on voting system sustainability. EAC is working to release the next iteration of the Voluntary Voting System Guidelines , VVSG 2.0, in FY 2018. The division will also continue ongoing efforts to educate and train users on revisions to the VVSG. After the release of VVSG 2.0, the TGDC, the Commissioners and EAC staff will start work on the next VVSG.

The FY 2018 request includes payroll and benefits for staff; \$65,800 for travel including educational meetings on the next iteration of the VVSG; \$8,575 for webinar services to reduce travel costs and travel time; \$5,000 for printing of the VVSG; \$4,000 for training and conference registration fee; and \$525 for software.

The Annual Non-Expenditure Transfer to NIST

In 2018, EAC total includes a request for the annual non-expenditure transfer to NIST at \$1,500,000 for activities required under HAVA Sections 221 Technical Guidelines Development Committee (TGDC), 231 Certification and Testing of Voting Systems, and 245 Study and Report on Electronic Voting and the Electoral Process.

EAC will work with NIST to set priorities for FY 2018. The focus in FY 2018 will be finalization of VVSG 2.0 and cybersecurity. We plan to work with NIST on finishing test requirements and scripts that apply to the VVSG, and developing the cybersecurity framework as it relates to elections as critical infrastructure. The EAC-NIST Public Working Group on Cybersecurity is one of three groups aimed at collecting requirements from processes and functions conducted by election officials during pre-election, election, and post-election. Four constituency groups have been created to identify the corresponding technical requirements in human factors (usability & accessibility), cybersecurity, interoperability, and testing. The cybersecurity group will hold meetings to discuss and develop guidance for voting system cybersecurity-related issues, including security controls and auditing capabilities. The guidance will be used in the ongoing development of the VVSG. We anticipate the Cybersecurity Working Group will also research and discuss threats and security technologies to assist election officials in the performance of their duties.

HELP VOTERS REGISTER TO VOTE

Strategic Goal 3: Help to ensure that voters can register to vote by administering and maintaining the National Voter Registration Act (NVRA). **\$419,704**

The anticipated outcome for the goal is that the national mail voter registration form is available to citizens to register to vote, register with a political party, or report a change of name, address, or other information. The objective is to administer the National Mail Voter Registration Form.

EAC administers the National Mail Voter Registration Form prescribed by the National Voter Registration Act of 1993 (NVRA) (“Motor Voter”). The form is updated when the states request changes to their instructions, and translated for required languages. Each state, the District of Columbia, American Samoa, Guam, Puerto Rico and the U.S. Virgin Islands has its own instructions on how to complete the form, which include voter registration rules and regulations.

The form is available on eac.gov in English, Spanish, Chinese, Japanese, Korean, Tagalog, and Vietnamese. The Election Management Program, including user-friendly Quick Start Guide educational materials, provides information to State and local election officials and voters on topics such as voter registration, and Uniformed and Overseas voters. EAC provides informational materials on the Federal election process and election terminology in languages other than English.

The FY 2018 Request

The FY 2018 request includes funds for staff and translations of educational materials and the voter registration form.

FUND AND OVERSEE

Strategic Goal 4: Help election officials procure modern election systems by distributing federal funds used for voting systems purchased by the states. **\$1,770,357**

The anticipated outcome of the goal is for states and other recipients to promptly and accurately receive federal funds administered by EAC and use the funds appropriately to improve the administration of elections for Federal office in accordance with HAVA.

Goal 4 consists of three strategic objectives: accurately and timely disburse Federal financial assistance administered by EAC; effectively monitor Federal financial assistance administered by EAC; and provide technical assistance and guidance on the management of Federal financial assistance administered by EAC to reduce the risk of inappropriate use of funds and accounting errors. Goal 4 is administered by the Payments and Grants Management unit and the Office of the Inspector General (OIG).

NOTE: The detailed OIG request of \$1,065,300, without overhead costs, appears in Attachment A to this document, starting on page 19.

EAC’s Payments and Grants Management unit is responsible for distributing payment and grant funds; monitoring grantee performance; providing technical assistance to States and grantees on the use of funds; and reporting on requirements payments, other formula funds, and discretionary grants to improve administration of elections for Federal office. The office recommends actions to resolve audit findings on the use of HAVA funds. Via a Memorandum of Understanding with the U.S. Department of Health and Human Services, the unit sets indirect cost rates with grantees.

The office provides technical assistance on use of \$382,188,580 not yet reported as spent by the States on the annual Federal Financial Reports (balance of payments and grants plus interest), and on the use of an estimated \$1,003,984,519 in Federal HAVA funds for voting and voting-related equipment (see chart below). The following chart estimates initial value of voting and voting-related equipment purchased by the states using Federal HAVA funds. Amounts are aggregate and reported in the fiscal year proceeding the year the expense was incurred. (Note that the chart does not reflect equipment that has been sold or otherwise disposed of as it reaches the end of its useful life.)

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
Section 102 Funds	\$90,122	\$137,401	\$ (267,813)	\$ (10,769)	\$ 0
Section 251 Funds	40,410,437	43,417,090	168,169,476	75,586,153	110,248,566
Total	\$40,500,559	\$43,554,491	\$167,901,663	\$75,575,384	\$110,248,566

Source: States, as part of annual financial and narrative reports

The FY 2018 Request

For FY 2018, goals include achieving the performance targets for timeliness, including resolving 100 percent of audit findings within established timeframes, awarding grants in established timeframes, and submitting references to State Plans to the *Federal Register* within 30 days of receipt.

The request includes funds for staff; an estimated \$3,250 for site visit travel; \$150,000 for a financial management support contract, including pre- and post-audit technical assistance to the States; \$5,000 for the Memorandum of Understanding with the U.S. Department of Health and Human Services for indirect cost rate negotiation services; and \$20 for supplies.

Information Technology (IT) Infrastructure

The EAC Information Technology Office continues to explore new innovations to update and improve network services for security, availability, efficiency and productivity. For example, EAC is working with GSA to leverage GSA's cloud computing strategy to host EAC's continuity of operations plan (COOP) site and emails.

EAC operates its own infrastructure, using GSA's backbone for security purposes. IT staff maintains personal computers, smart phones, and servers; provides software requested by EAC staff, remote access services, VOIP and IVR; and performs vulnerability scans (in addition to GSA's backbone infrastructure scans) and remediates and updates security patches so that staff are equipped to perform work both on- and off-site in a secure environment.

For security purposes, EAC uses GSA's network backbone for its infrastructure, and GSA manages a firewall, external intrusion detection, T1 lines and routers and switches for Federal Information Security Management Act (FISMA) compliance on EAC's behalf. EAC's cyber security management needs are covered by GSA through an annual Memorandum of Understanding for IT services and equipment at approximately \$28,500 for FY 2018. The agreement funds the tools that enable GSA to continuously monitor EAC's IT systems security as described in OMB M-10-15, *FY 2010 Reporting Instructions for the FISMA and Agency Privacy Management* dated April 21, 2010. In FY 2016, EAC received a clean opinion on its FISMA audit.

Status of Management Challenges

EAC's Inspector General reported on two categories of management challenges in October 2015: performance management and accountability, and records management. The former consists of a pending Communications and Clearinghouse Plan, which is under review. Regarding records management, submission of records retention schedules for the Research, Policy, and Programs (RPP) Division pending completion of a records inventory. The Testing and Certification schedule was submitted to and returned by NARA for changes. Finally, EAC is planning a system to organize and archive emails.

Improper Payments

The Improper Payments Act requires each Federal agency to assess all programs and identify which, if any, may be subject to high risk with respect to improper payments. EAC does not believe that it has any programs where the erroneous payments could exceed 2.5 percent of program payments or the \$10.0 million threshold set in OMB Guidance to trigger further agency action.

Mandated Reports to Congress

EAC continues to provide an annual report of EAC's activities to Congress by January 31 of each year for the preceding year ending September 30. The current report was released January 31, 2017.

EAC continues to provide a biennial report on the impact of the NVRA by June 30 of each odd-numbered year. The latest report was released on June 30, 2016.

EAC provides recommendations to improve election data collection and data provided to Congress in the biennial report on the Election Administration and Voting Survey released in the fall of the year subsequent to the Federal election. The current report was released on June 30, 2016.

Attachment A

Office of Inspector General

BACKGROUND

The United States Election Assistance Commission (EAC) is a bipartisan Commission created and authorized by the Help America Vote Act of 2002 (HAVA). The Office of Inspector General (OIG) was established by HAVA and the Inspector General Act of 1978 (IG Act), as amended, to provide independent and objective reporting to EAC and Congress through its audit and investigative activities.

Charged with the identification and prevention of waste, fraud, and abuse of Federal resources, the OIG strives to promote economy, efficiency and effectiveness in EAC programs and operations. To accomplish this goal, OIG conducts regular audits of recipients of grant funds distributed by the EAC, annual audits of EAC's operations, and periodic reviews and audits of EAC program operations and transactions. In addition, the OIG conducts investigations in response to allegations against EAC, its grant recipients, or other third parties involved in EAC programs.

THE BUDGET IN SUMMARY

OIG's fiscal year (FY) 2018 request reflects a 5 percent reduction below the net discretionary total for FY 2017. The request of \$1,065,300 includes \$2,355 as a transfer to the Council of Inspectors General for Integrity and Efficiency (CIGIE) in keeping with the provisions of the Inspector General Reform Act of 2008. The request also includes \$5,000 for costs associated with training and professional development for OIG's full-time employees.

OIG ACTIVITIES AND PROJECTS

OIG primarily engages in three activities or projects: auditing grant programs, conducting investigations of grant recipients or other third parties related to EAC programs, and conducting audits and investigations of EAC programs and operations.

Auditing Grant Programs

Section 902 of HAVA gives EAC and other agencies making a grant or payment the authority to conduct audits of any recipients of funds. EAC is further authorized to conduct regular audits of funds distributed under HAVA. OIG conducts those audits on behalf of EAC.

Over the past several years, OIG has focused on auditing the large grants distributed to states under Title II of HAVA. These grants represent the vast majority of grant funds distributed by the EAC. The objectives of the state audits are to determine whether the state: (1) expended HAVA payments in accordance with the HAVA and related administrative requirements; and (2) complied with the HAVA requirements for replacing punch card or lever voting machines,

establishing an election fund, appropriating five percent matching funds, and maintaining state expenditures for elections at a level not less than expended in the state's base fiscal year.

OIG's program to ensure economy, efficiency and integrity in the use of funds is not limited to audits. OIG has also worked with the EAC to help educate states on the requirements that are associated with federal funding.

In the coming fiscal years, OIG will continue to work to protect the federal investment in the electoral process and to promote economy, efficiency, and integrity in EAC grant programs through its audit and education programs.

Investigations

When allegations are made concerning the misappropriation of HAVA funds, the OIG is responsible for investigating those allegations. OIG has instituted a number of new activities to improve and increase information available to EAC employees and the general public about how and when to make complaints of fraud, waste, abuse and mismanagement. OIG operates a web site that includes the ability to file an on-line complaint.

OIG does not currently employ an investigator. When issues arise that require investigation, OIG contracts with other government agencies for investigative services.

Internal Audits

OIG is also responsible for conducting reviews, audits, and investigations of EAC's internal policies, procedures, and actions. Over the past several fiscal years, OIG has conducted a number of internal reviews. OIG has issued a total of 29 reports regarding EAC's operations. These reports assess the efficiency of EAC's operation and its compliance with governing statutes and regulations, including compliance with the Federal Information Security Management Act (FISMA) and compliance with the Federal Travel Regulations.

OIG GOALS AND OBJECTIVES

In FY 2018, OIG will continue its programs of auditing EAC grant recipients, conducting external investigations, and auditing and investigating EAC programs and operations. OIG is currently staffed by one full-time employee: the Inspector General. The attorney position is currently vacant. OIG will continue to use contract auditors in FY 2018 to conduct audits.

GOAL 1: *Protect the Federal investment in our electoral system.*

The Federal government has made a sizable investment in the American electoral system. Congress has appropriated \$3.25 billion in grant funds to the states for improvement of election infrastructure and processes.

OIG relies primarily on contract auditors to conduct audits of these grants to states. Budgetary restrictions will require that we continue to rely on contractors to conduct the majority of the

audits of grant recipients. OIG will continue to focus its efforts on the \$3.25 billion in grants appropriated to the states.

GOAL 2: *Promote economy, efficiency and integrity in EAC programs and operations.*

A critical portion of the OIG mission is to promote economy and efficiency in government programs and operations and to detect and prevent fraud, waste, abuse, and mismanagement in government programs and involving government resources. OIG fulfills this portion of its mission by conducting audits and evaluations of EAC operations, including contracting for an annual audit of financial statements and a review of compliance with the Federal Information Security Management Act (FISMA). While these two reviews cover a large portion of EAC's operations on an annual basis, OIG also conducts audits and evaluations of programs or specific EAC transactions.

OIG is also charged with identifying and investigating waste, fraud and abuse in EAC programs and operations. To meet this requirement, OIG operates a hotline that allows people to make complaints via telephone, fax, email, mail, and on-line. Using the web site the OIG reaches out to those persons involved with EAC and its programs, as well as those impacted by those programs to ensure they know how and where to make complaints of fraud, waste, abuse, or mismanagement.

OIG can help ensure integrity in EAC programs and operations by investigating alleged waste, fraud or abuse. Complaints from the hotline as well as information from audits and evaluations can identify potential civil or criminal wrongdoing. When OIG identifies potential wrongdoing, it can institute an investigation. OIG will continue to rely upon interagency agreements with other offices of Inspector General to conduct investigations of fraud, waste, abuse and mismanagement.

GOAL 3: *Effectively communicate successes and opportunities for improvement.*

OIG uses various tools to communicate with the EAC, the Congress, and the general public concerning the status of EAC's programs and operations as well as OIG's activities in conducting audits, evaluations, inspections, and investigations. OIG issues reports following each formal engagement, regardless of type. Reports are disbursed to the entity that is the subject of the audit or evaluation, as well as the EAC and oversight and appropriations committees of Congress.

OIG also produces two semi-annual reports to Congress in each fiscal year. Those reports summarize the audit, evaluation, inspection and investigation reports issued by OIG during the relevant six months. The documents also report on OIG activities by including statistics such as the number of findings that are outstanding, the amount of costs that were questioned, as well as how much in federal funding could be put to better use.

OIG also uses technology to communicate with its stakeholders and the public. The OIG operates a web site where it makes information available concerning its operations, issued

reports, rights and protections for whistleblowers, as well as an on-line form for making complaints of fraud, waste, abuse and mismanagement.

In FY 2018, OIG will continue its outreach efforts to keep EAC, Congress and the public informed of OIG’s activities as well as its reviews of EAC programs and operations.

GOAL 4: *Effective and efficient OIG operations.*

As OIG evaluates the effectiveness and efficiency of EAC programs and operations, it is important for the OIG to ensure that its operations are effective and efficient, including having the needed policies, procedures and practices to underpin its operations. OIG will focus on providing a supportive working environment including providing professional education and training for its employees. All OIG employees will be required to meet the continuing education requirements applicable under the Generally Accepted Government Auditing Standards.

OIG BUDGET REQUEST BY OBJECT CLASS				
		FY 2016 Enacted	FY 2017 Request	FY 2018 Request
	Personal Compensation and Benefits			
11.1	Full-time permanent	\$ 147,250	\$ 147,250	\$ 153,750
11.9	Total personal compensation	147,250	147,250	153,750
12.1	Civilian personnel benefits	39,500	39,500	55,925
	Contractual Services and Supplies			
21	Travel and transportation of persons	15,000	10,000	10,000
24	Printing and reproduction	3,000	3,000	1,000
25.2	Other services	939,891	909,492	799,170
25.3	Other purchases of goods and services from Government accounts			35,000
26	Supplies and materials	4,000	4,000	3,600
	Acquisition of Assets			
31	Equipment	5,000	5,000	4,500
	Financial Transfers			
94	Financial Transfers	3,600	3,125	2,355
	Total Program	\$1,157,241	\$ 1,121,367	\$ 1,065,300

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