US Virgin Islands
Board of Elections HAVA 2023
Security Grant Narrative

1. <u>**Voting Equipment Replacement and Upgrades**</u>

An assessment was conducted in 2022 of the current hardware and software to determine whether they can adequately address the needs of all stakeholders. We still have other voting equipment to purchase with this current Grant. Changes will be made to the overall system based on the results of the planned risk assessment (see item #4), the current needs of the voters of the US Virgin Islands and the available systems based on EAC certification requirement for voting systems.

> **Timeframe: February 2023 – December 2024**
> **Cost: $50,000.00**

2. <u>**Election Auditing:**</u>

Audits, standard practice in accounting and many governmental processes, are becoming increasingly common in elections. According to Matt Masterson, Stanford Internet Observatory, audits are "an area of election administration that we've seen grow at rapid rates, perhaps faster than any other area of election administration." The Elections System of the Virgin Islands wants to ensure voting systems operate accurately, that election officials comply with regulations or internal policies, and identify and resolve discrepancies to promote voter confidence in the election administration process. There is no national auditing standard, and methods can vary from procedural, traditional, risk-limiting, tiered, or a combination of one or more types. ESVI will randomly select one Voting Center and ensure the number of ballots in the ballot bin matches the number of ballots recorded on the DS200 tapes at the close of poll on Election Day. After each Election, the Board of Elections conducts an audit to ensure the accuracy of the voting machines to improve voter confidence. ESVI is interested in implementing a new audit process to continue to ensure the accuracy of the voting machines to improve voter confidence.

> **Timeframe: February 2023 – December 2024**
> **Cost: $15,000.00**

3. <u>**Voting Registration Systems and Management**</u>

The USVI Voter registration system will be updated so that the capabilities of the current system will be enhanced to make it more compatible with the required security upgrades. The new system will support the interoperability with the elections system's website that will allow voters to update their registration, support document scanning into the system,

registration online, support all mail out ballots, support transition to voting centers, and eventually voting online.

Motor Voter Registration Process

The current voter registration process in the Virgin Islands is paper based and is heavily dependent on the voter visiting the election system offices to register to vote. In addition to the various plans for upgrading the website, BOE intends to implement several projects to modernize the entire voter registration process in the territory to make it easier and more efficient for individuals to register to vote; reduce the administrative and logistical burden on election officials; and reduce costs associated with carrying out voter registration processes.

In most states on average, more than half of all voter registration activities are initiated at the Department of Motor Vehicles. This makes DMV a key partner in the voter registration process and integral to the success of the state's electoral process. The US Virgin Island Bureau of Motor Vehicles and the BOE will work in partnership to implement an electronic system of voter registration is efficient, user-friendly, cost effective timely and accurate. process leads to data entry errors, delays in processing registrations, and registration forms lost during transit.

The new motor voter system will allow voters to complete and sign voter registration forms electronically at the local BMV offices. The information, including the electronic signature, would be transmitted from BMV to BOE electronically through a secure system. Because the information is transmitted electronically, it would greatly reduce transmission time between the BMV and the registration offices. While the information is transmitted and maintained electronically, the system would permit the staff to print paper versions of the registration forms as part of the office procedures, as is currently required. The new electronic system would also benefit other DMV functions, allowing the Territory-wide to increase the impact of any state funding spent on implementing the system.

> **Timeframe: April 2023 – December 2025**
> **Cost: $60,000.00**

4. Cyber Vulnerabilities

Considering the increasing volume and sophistication of cyber threats, the US Virgin Islands Board of Elections (USVIBOE) believe that our current physical infrastructure and voter technology systems are at great risk of being penetrated and compromised. As such the USVIBOE has decided to utilize the 2023 HAVA Security Grants funds

a) to assess and identify any potential risks
b) determine the systems cybersecurity maturity
c) Develop and implement a plan to prevent, mitigate and respond to threats or penetration.
d) Monitor and evaluate the ongoing operations Risk Assessment.

The Assessment will provide the USVIBOE and the Election System with a repeatable and measurable process of assessing and identifying our risks and cybersecurity preparedness.

The Assessment will consist of two parts: Inherent Risk Profile and Cybersecurity Maturity. The Inherent Risk Profile identifies the inherent risk before implementing controls. The cybersecurity Maturity includes domains, assessment factors, components, and policies and procedures across five maturity levels to identify specific controls and practices that are in place.

To complete the Assessment, the system's inherent risk profile will first be assessed based on five categories:
• Technologies and Connection Types
• Delivery Channels
• Online Technology Services
• Organizational Characteristics
• External Threats

The Assessment is intended to be used primarily on a system-wide basis and when introducing new products and services as follows:

• **System-wide. Conduct a** review of the Inherent Risk Profile to understand which policies, procedures, processes, and controls are in place and should be in place system-wide and where gaps may exist. Following this review, a determination will be made of the appropriate maturity levels for the system in each domain or the target state for Cybersecurity Maturity. Management can then develop action plans for achieving the target state.

• **New products, services, or initiatives**. Using the Assessment before launching a new product, service, or initiative can help the Board of Elections and management understands how these might affect the system's inherent risk profile and resulting desired maturity levels.
The Inherent Risk Profile identifies activities, services, and products within the

systems and those external connections that are needed or being utilized as part of the system.

• **Technologies and Connection Types.** Certain types of connections and technologies may pose a higher inherent risk depending on the complexity and maturity, connections, and nature of the specific technology products or services. This category includes the number of Internet service provider (ISP) and third-party

connections, whether systems are hosted internally or outsourced, the number of unsecured connections, the use of wireless access, volume of network devices, end-of-life systems, extent of cloud services, and use of personal devices.

- **Delivery Channels.** Various delivery channels for products and services may pose a higher inherent risk depending on the nature of the specific product or service offered. Inherent risk increases as the variety and number of delivery channels increases. This category addresses those services that are available through online and mobile delivery channels and the interactivity of the website thus the potential for data exposure.

- **Online/Mobile Products and Technology Services.** Different products and technology services offered by institutions may pose a higher inherent risk depending on the nature of the specific product or service offered. The Election system currently provide information to the public via the website. In order to ensure that the voter's information and other sensitive data is secured the website will be updated to add a more interactive, reliable, and timely feature.

- **Organizational Characteristics.** This section will consider organizational characteristics, such as number of direct employees and cybersecurity contractors, changes in security staffing or consultants, the number of users with privileged access, changes in information technology (IT) environment, locations of business presence, and locations of operations and data centers.

• **External Threats.** The volume and type of attacks (attempted or successful) affect the inherent risk exposure. This category considers the volume and sophistication of the attacks targeting the system.

After completion of the assessment the system's Cybersecurity Maturity level will be evaluated for each of five domains:

• Cyber Risk Management and Oversight
• Threat Intelligence and Collaboration
• Cybersecurity Controls
• External Dependency Management
• Cyber Incident Management and Resilience

Cyber risk management and oversight

Cyber risk management and oversight addresses the board's oversight and management's development and implementation of an effective system-wide cybersecurity program with comprehensive policies and procedures for establishing appropriate accountability and oversight.

Threat intelligence network reporting and sharing

Threat intelligence and collaboration includes processes to effectively discover, analyze, and understand cyber threats, with the capability to share information internally and with appropriate third parties.

Timeframe: March 2023 – December 2024

Cost:$15,000.00

5. **Training**

Election Officials, Office of the Supervisor of Elections and Board Staff

The US Virgin Islands Board of Elections do not conduct training for board members, the board staff or the staff of the Office of the Supervisor of Elections. This proposed annual, training will be mandatory, this will make everyone aware of changes in election laws; provide them with updated information regarding the BOE's priorities for the year; and allows the exchange of information between election officials and staff.   Through the office of the Supervisor of Elections the BOE will also establish a secure website for staff and board members to access tools, training materials, and guidance documents.
Meeting the BOE and Supervisor of Elections responsibility to ensure that all election officials are adequately trained will require the deployment of innovative, effective, and convenient techniques to deliver quality and uniform training territory wide. One viable option to accomplish this goal is the development of a territory-wide, one-stop, online training portal for staff and board members.
Another viable option for training of BOE members, BOE staff and the staff of the Supervisor's office is certified training offered through national training centers such as the Election Center's Professional Education Program. The goal is to provide the highest level of professional knowledge and expert skill in election administration and voter registration practices.

Timeframe: August 2023 – August 2024

Cost: $50,000.00

6. **Communication**

Coordinate with the webmaster to upgrade our webpage to incorporate the following applications:

1. Election Official Application online
2. Election Official Quiz online
3. Application for Electors to check their status and polling place – Completed in 2018
4. Comprehensive Marketing Strategy for the 2020 Election Cycle and beyond

These are ongoing projects for ESVI and this additional funding will allow ESVI to complete our goals.

Website Upgrade

Upgrade to a Federal Identity and Credential Access Management (FICAM) vendor with Level of Assurance 3for identity verification when processing online forms. Provide management dashboard with website traffic, website use, and other internal metrics.

Create secure forms that allow users to fill out all forms online and securely transmit the information to the BOE and the Election System by-passing the need to be physically present in the office to complete forms. Allow users to complete address changes online as well as change of party. Allow users to submit email and mailing addresses to be notified of election day changes to include changes in polling places or voting center. Allow users to schedule appointments for services such as ID cards or duplicate cards.

Poll worker recruitment and available positions will be online so that interested persons can apply and take a skills test prior to being interviewed and selected. The website will also be upgraded to add a Poll worker, board and staff training material (videos and slide presentation), and interactive test for potential poll workers as well as annual testing for trained workers, ADA training videos, and general information and announcements for staff, BOE and Poll workers.

As the Virgin Islands electorate becomes more reliant on their personal computers to conduct their electoral activities, BOE will be expected to provide real-time, online access to all its service offerings including customized and personalized voter information, voting information, and other information relating to elections (polling place location, polling place accessibility characteristics, candidates, registrar information, and the joint board information, etc.). Currently, most communications from BOE or the Office of the Supervisor of Elections to registered and potential voters occur through paper notices, Press Releases, letters, and telephone calls. In the future, voter notices and other information may be more efficiently transmitted using email, internet technologies, and automated telecommunications technologies. Using new transmission methods will increase the timeliness of information delivered to voters and greatly reduce costs for BOE and the office of the Supervisor of Elections. Electronic communications are essential in communicating with Virgin Islands military and overseas voters that are often unable to reach the election offices during normal business hours due to differences in time zones and the cost of making international calls. BOE's online portal will continue to follow the best practices established by the Election Assistance Commission.

Timeframe: August 2021 – December 2024

Cost: $10,000.00

GRANTEE NAME:	Elections System of the VI			
AWARD TYPE:	FORMULA	MATCH %:	0%	
PROJECT PERIOD START DATE:	3/23/2018	INDIRECT COST % (IF APPLIED):	0%	
PROJECT PERIOD END DATE:		INDIRECT COST TYPE:		

SECTION A: GRANT BUDGET	YEAR ONE	YEAR TWO	YEAR THREE	YEAR FOUR	YEAR FIVE	TOTAL:
FEDERAL AMOUNT	$ 600,000.00	$ 600,000.00	$ 200,000.00	$ 200,000.00		$ 1,600,000.00
NON FEDERAL MATCH						$ -
TOTAL:	$ 600,000.00	$ 600,000.00	$ 200,000.00	$ 200,000.00	$ -	$ 1,600,000.00

SECTION B: BUDGET CATEGORIES (Federal Only)	Voting Equipment	Voting Processes	Voter Registration Systems	Election Auditing	Cyber and Physical Security	Voter Education	Accessibility	Other (Provide description in this box)	Other (Provide description in this box)	TOTALS	% Fed Total
PERSONNEL						$ 135,000.00		POLLWORKERS		$ 135,000.00	8%
FRINGE RELATED TO SALARY										$ -	0%
EQUIPMENT	$ 850,000.00	$ 140,000.00	$ 200,000.00	$ 27,000.00	$ 23,000.00		$ 40,000.00	ELECTION DAYS		$ 1,280,000.00	80%
TRAINING		$ 80,000.00						POLLWORKERS		$ 80,000.00	5%
CONTRACTUAL		$ 105,000.00						POLLWORKERS		$ 105,000.00	7%
OTHER (Describe)										$ -	0%
OTHER (Describe)										$ -	0%
SUBGRANTS										$ -	0%
TOTAL DIRECT COSTS	$ 850,000.00	$ 325,000.00	$ 200,000.00	$ 27,000.00	$ 23,000.00	$ 135,000.00	$ 40,000.00	$ -	$ -	$ 1,600,000.00	100%
INDIRECT COSTS (if applied)										$ -	0%
TOTAL PROGRAM BUDGET	$ 850,000.00	$ 325,000.00	$ 200,000.00	$ 27,000.00	$ 23,000.00	$ 135,000.00	$ 40,000.00	$ -	$ -	$ 1,600,000.00	100%
PERCENTAGE BY CATEGORY	53%	20%	13%	2%	1%	8%	3%	0%	0%		

SECTION C: NON FEDERAL MATCH RESOURCES SOURCE DESCRIPTION	STATE FUNDS	OTHER	TOTAL:
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
	$ -	$ -	$ -