Wednesday, January 31, 2024

Councilmember Anita Bonds

Chair, Committee on Executive Administration and Labor

Council of the District of Columbia

John A. Wilson Building

1350 Pennsylvania Avenue, N.W.

Suite 404
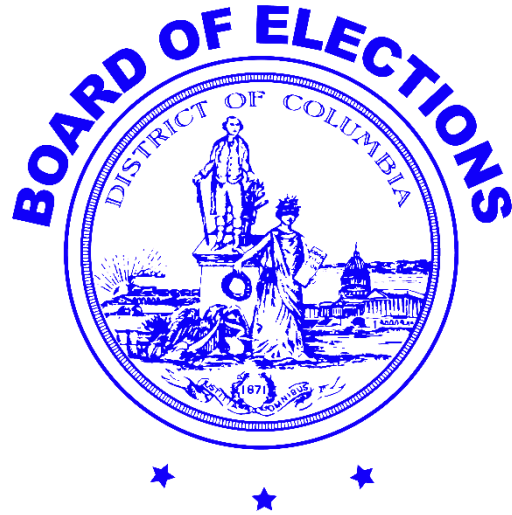
Washington, DC 20004

Dear Councilmember Bonds,

Please find enclosed the responses to your questions for the Performance Oversight Report for the DC Board of Elections. Please contact me if you have any questions.

Sincerely,

Monica H. Evans

Executive Director

Enclosures

PERFORMANCE OVERSIGHT REPORT
Fiscal Year 2023 – 2024

January 31, 2024

District of Columbia

Board of Elections

1015 Half Street, SE

Suite 750

Washington, DC 20003

<u>**General Questions**</u>

1. Please provide a current organizational chart for the agency, including the number of vacant, frozen, and filled positions in each division or subdivision. Include the names and titles of all senior personnel and note the date that the information was collected on the chart.

   RESPONSE:

DC Board of Elections Organizational Chart
As of 1/30/2024
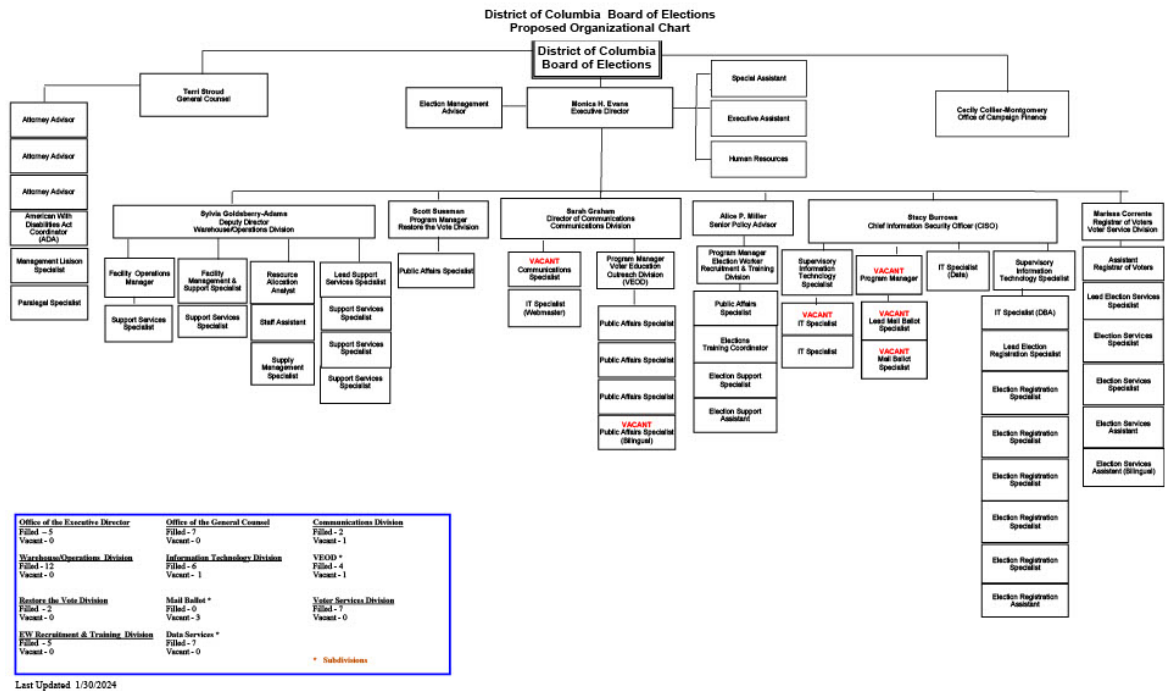
See Attachments for PDF of Org Chart.

DC Board of Elections Vacant Positions
As of 1/30/2024

> The following are current vacant positions that are fully supported by local funds, along with the current hiring status

Position Title	Division/ Subdivision	Current Status	Days Vacant	Description
Communications Specialist	Communications	Vacancy closed 1/06/2024. Qualified applicants are being interviewed on 2/1/24.	Position has been vacant 46 days. Employee resigned on 12/15/2023 as a Public Affairs Specialist. Position title was changed to meet DCBOE's need.	Serves as BOE's lead social and digital media communications strategist, supporting the Director of Communications with strategy, media outreach, creative design, branding, and other general communication needs.
Information Technology Specialist (Network Security)	Information Technology	Vacancy closed 1/6/2024. Qualified applicants are being interviewed.	Position has been vacant 162 days. Employee who occupied this position transitioned on 08/21/23.	Designs, implements, and supports BOE's network infrastructure information systems. Monitors network performance, troubleshoots issues, ensures optimal functionality, implements security measures to uphold the integrity and confidentiality of data, and participates in technical research and development.
Lead Mail Ballot Specialist	Information Technology/ Mail Ballot	Vacancy closed 1/9/2024. Qualified applicants are being interviewed.	New Position	Assists the Program Manager on matters related to list maintenance, canvassing for undeliverable mail, ballot processing procedures, data planning, program development, and the structuring and implementation of operational improvement.
Mail Ballot Specialist		Vacancy closed 1/9/2024. Qualified applicants are being interviewed.	New Position	Provides various election-related functions, including receiving incoming mail ballots in accordance with established procedures, performing signature verification, assisting in the maintenance of the voter history database, challenging ballots, and assisting with absentee voting by mail services.
Program Manager (Mail Ballot Processing)	Information Technology/ Mail Ballot	Vacancy closed 1/8/2024.	New Position	Oversees and ensures the accurate and efficient processing of the election ballots. Through ensuring

		Qualified applicants are being interviewed.		compliance with election laws and regulations and maintaining the integrity of the election process.
Public Affairs Specialist (Bilingual)	Communications/ Voter Education and Outreach Division (VEOD)	Vacancy closed 1/5/2024. Qualified applicants are being interviewed.	New Position	Conducts outreach to multilingual communities and residents to provide voter education information, facilitates voter registration, disseminates information to encourage participation in the electoral process, research and identifies organizations and events that will reach target multilingual populations, and participate in outreach events to provide public education and information and to connect with multilingual residents.

a. Please provide the number of divisions or bureaus within your agency, the number of staff in each division, the lead personnel of each division and their contact information, and the lead personnel's tenure in that division.

RESPONSE:

	Divisions/Subdivisions	No. of Staff	Division Lead	Contact Information	Tenure in the Division
1	Office of the Executive Director	6	Monica Evans	**mevans@dcboe.org** (202) 727-2511	3.9 Years
2	Office of the General Counsel	7	Terri Stroud	**tstroud@dcboe.org** (202) 727-3077	4.7 Years (GC) 21.5 Years (Attorney)
3	Warehouse Logistics & Operations	12	Sylvia Goldsberry-Adams	**sadams@dcboe.org** (202) 727-2090	22 Years
4	Restore the Vote	2	Scott Sussman	**ssussman@dcboe.org** (202) 727-6986	1.11 Years
5	Voter Education & Outreach	5	LaDawne White	**lwhite@dcboe.org** (202) 442-8338	4.4 Years
6	Communications	3	Sarah Graham	**sgraham@dcboe.org** (202) 235-4310	5 Months

7	Election Worker Recruitment and Training	5	Richard Thompson	**rthompson@dcboe.org** (202) 727-2041	4.4 Years
8	IT Services	7	Stacy Burrows	**sburrows@dcboe.org** (202) 221-8571	11 Months
			Antoine Fagan	**afagan@dcboe.org** (202) 727-1911	10.1 Years
9	Data Services	7	Mohammed Maeruf	mmaeruf@dcboe.org (202) 727-5407	7.6 Years
10	Mail Ballot Processing	3	Vacant		
11	Voter Services	7	Marissa Corrente	**mcorrente@dcboe.org** (202) 221-857	1.9 Years

b. Please provide an explanation of the roles and responsibilities of each division and subdivision.

RESPONSE:

OFFICE THE EXECUTIVE DIRECTOR:

BRIEF DESCRIPTION OF DUTIES: The Executive Director serves as the DC Board of Elections' primary management official in directing program operations and support activities. The Office of the Executive Director provides high level leadership and guidance and direction to subordinate divisions in the areas of voter registration and services, administration, IT, outreach, and training. Duties of the Executive Director include:

- Developing and directing the organizational machinery and procedures necessary to ensure the effective and efficient administration and execution of the election statutes of the District of Columbia;
- Reviewing all agency programs, plans and operations for adequacy and conformance with the policies of the Board;
- Assisting the Board and the General Counsel in the review of legislative proposals and development of agency regulations affecting agency operations in the delivery of election services; and
- Serving as the primary point of contact for the agency.

OFFICE OF THE GENERAL COUNSEL:

BRIEF DESCRIPTION OF DUTIES: The Office of the General Counsel represents the DC Board of Elections in all judicial and administrative proceedings relating to elections, voter registration, and campaign finance; proposes and drafts regulations consistent with legislation; researches, reviews, analyzes, and interprets pertinent court decisions, District and federal laws, rules, regulations, and other legal resources; ensures agency compliance with all relevant District and federal laws, including reporting requirements; discusses with public officials, candidates, attorneys, members of the public, and other interested parties legal questions involving the application of election laws, and gives guidance where appropriate; responds to Freedom of Information Act requests; and reviews all agency publications to ensure legal accuracy.

WAREHOUSE OPERATIONS AND LOGISTICAL DIVISION:

BRIEF DESCRIPTION OF DUTIES: The Warehouse Operations & Logistical Division is responsible for the maintenance of equipment and voting systems; the programming, coding, and testing of voting systems; conducting inventory of election materials for all polling sites; procuring polling place supplies and election equipment for property disposal efforts; ballot distribution and security; managing the agency's facilities and telecommunication needs; identifying and conducting site surveys to ensure adequacy, accessibility, and availability of polling sites; for coordinating Intra-District agency support; packing and assembling election materials for distribution to polling places; processing mail sent to and from BOE; providing voter outreach event logistics; and operating and collecting ballots from drop boxes.

RESTORE THE VOTE DIVISION:

BRIEF DESCRIPTION OF DUTIES: The Restore the Vote Division provides voter registration and outreach services to incarcerated District residents at Federal Bureau of Prison facilities and the Department of Corrections. This division will support the Restore the Vote initiative, which gives the right to vote back to approximately 4,500 DC residents who are currently incarcerated for a felony conviction. The Division ensures compliance with the Restore the Vote Legislation.

VOTER EDUCATION AND OUTREACH DIVISION:

BRIEF DESCRIPTION OF DUTIES: The Voter Education and Outreach Division (VEOD) serves as the centralized resource for public information about the DC Board of Elections to the community through the news media, social media, agency website, and public events. The VEOD is responsible for conducting a variety of engagement opportunities for the public, to include education on voter's rights and responsibilities, voting equipment

demonstrations, voter registration drives, and the recruitment of poll workers and ward coordinators. The goal of this office is to provide the most accurate and timely information to the public and to ensure that all eligible voters in the District are provided with accurate information and access to the Board's services with respect to outreach activities.

COMMUNICATIONS DIVISION

BRIEF DESCRIPTION OF DUTIES: The Communications Division is responsible for overseeing multi-faceted, comprehensive, internal and external communications strategies to execute the DC Board of Elections' mission and goals through various means, including but not limited to: online and print channels, media relations, social media, the DC Board of Elections website, and public events. Additionally, this division is responsible for reputational management, branding, and facilitating interviews, briefings, or press conferences for members of the media, as well as coordinating and managing the creation and development of collateral materials that include writing, editing, logistical planning with graphic design and print vendors, productions, and disseminations. Works with the media in a proactive manner to identify news opportunities and ensure positive news stories about the DC Board of Elections.

ELECTION WORKER RECRUITMENT AND TRAINING DIVISION

BRIEF DESCRIPTION OF DUTIES: The Election Worker Recruitment and Training Division (Election Worker Division) recruits DC residents from all eight wards within the District of Columbia who will work during Early Voting and on Election Day. The Division identifies election workers on a continuing basis by recruiting workers at community events held throughout DC year round. The goal and mission is to adequately staff Vote Centers by recruiting, training, and deploying thousands of election workers for both Primary and General Elections.

Another responsibility of the Election Worker Division is to effectively operate the agency's call center that is staffed with a seasonal workforce that begins operating a minimum of three months in advance of an election. Call center operators are responsible for contacting and scheduling over 3,000 election workers for a mandatory four-hour training class. The division identifies and trains instructors to conduct ten to twelve weeks of training for over 200 classes held Monday-Saturday prior to every election. The Election Worker Division ensures each election worker receives detailed hands-on instruction and training tailored to one of the four different roles that must be performed in each Vote Center on Election Day. The division also prepares a polling place operations manual that is given to each election worker.

During non-election years, the Division makes adjustments to the election process based upon lessons learned, survey feedback, and evaluations of election workers. The Election Worker Division conducts continuing election worker training for Precinct Captains, Special Ballot Clerks and Check-in Clerks. As part of the

continuous improvement process, the Division implements new developments and best practices identified in the election community. They are also charged with maintaining ongoing communication with election workers to ensure their continued commitment to and interest with supporting the election process.

INFORMATION TECHNOLOGY DIVISION

BRIEF DESCRIPTION OF DUTIES: The Information Technology Division (IT Division) provides both strategic IT vision and cost-effective technology solutions for accomplishing BOE's mission of enfranchising eligible residents, conducting elections, and assuring the integrity of the electoral process.

The IT Division is responsible for continued development and maintenance of technology policies, network management, software upgrades, and website enhancements. It is the responsibility of this division to enhance the level of training necessary to maintain the highest level of competency. Further, the division works to ensure that IT staff is properly trained to achieve the optimal level of competency in managing the current and evolving business technology and election technological initiatives.

In addition, the IT division oversees mobile and online technology and provides accurate information to BOE stakeholders. The IT division continuously monitors and improves the D.C. Board of Elections' security posture by maintaining up-to-date security solutions for all information systems, and collaborating with OCTO's Security Division and federal partners to remain abreast of Advanced Persistent Threats and other critical infrastructure possible vulnerabilities.

DATA SERVICES DIVISION

BRIEF DESCRIPTION OF DUTIES: The Data Services Division qualifies voter registration applications received from multiple sources to determine if applicants are eligible to register and vote. As part of list maintenance of the voter registration roll, the D.C. Board of Elections conducts biennial voter maintenance and sends address confirmation cards to voters who do not vote in general elections. The division processes correspondence received and acts accordingly to update the voter roll. In addition to regular voter maintenance, this division processes voter ID cards, coordinates with the Electronic Registration Information Center (ERIC) mailings and provides notices to other jurisdictions. The division also processes vote by mail for military and overseas voters by processing absentee request and voting transactions, including data entry for ballot mailing/tracking. It determines voter registration status for processing ballot measure petitions, special/challenged ballots, and candidate challenges. Maintains and manages voter history, master street index, creates elections and assigns appropriate ballot styles, the poll workers and voter roll database and responds to data requests and produces multiple reports required by the agency.

MAIL BALLOT PROCESSING DIVISION

BRIEF DESCRIPTION OF DUTIES: The Mail Ballot Processing Division is designed to oversee and ensure the accurate and efficient processing of the election ballots. Through ensuring compliance with election laws and regulations and maintaining the integrity of the election process by managing every aspect of the mail ballot process, including list maintenance, signature verification, and the public viewing processes.

VOTER SERVICES DIVISION

BRIEF DESCRIPTION OF DUTIES: The Voter Services Division is responsible for management and maintenance of the District's voter registry, including all aspects of voter qualification and document management. Also, develops and maintains the National Voter Registration Act (NVRA) manuals to assist with training. Responsible for various election-related functions such as ballot requests, post random audits, and recounts. This division also hosts brown bag training for candidates, processes all initiative, referendum and recall petitions to determine sufficiency, and oversees challenges associated with any petition filing.

The Voter Services Division is the first point of contact for most residents entering in the election process either by registering as a first-time voter, seeking ballot access, or filing ballot measures for presentation before the voters. This unit is a key source for voter information.

c. Please provide a narrative explanation of any changes to the organizational chart made during the previous year.

RESPONSE: In FY 2023, BOE reviewed the current agency structure and organization operation. This review involved a high-level critical assessment of agency needs related to staffing the essential functions of the agency in order to meet the core mission of the agency with respect to voter demands and ensure election integrity.

BOE was granted an increase in its personnel ceiling from 60 to 64 FTEs to meet the need of the multilingual population and to implement a process to ensure the integrity of the vote-by-mail ballot process. In FY 2024, BOE received local funding to support 64 FTEs which included a multilingual Public Affairs Specialist (CS-11) to support the implementation of the Local Resident Voting Rights Amendment Act of 2022, and the Vote by Mail Ballot Processing Center (MS-13, CS-11, CS-9).

BOE was also able to hire a Director of Communications and revamped the Communications Division to take it to the next level. The Executive Director will

continue to review the agency's organizational structure to optimize performance and maximize resources.

2. Please provide a current Schedule A for the agency which identifies each position by program and activity, with the employee's title/position, salary, fringe benefits, residency status, and length of time with the agency. Please note the date that the information was collected. The Schedule A should also indicate if the position is continuing/term/temporary/contract or if it is vacant or frozen. Please separate salary and fringe and indicate whether the position must be filled to comply with federal or local law.

   RESPONSE:

Question 2														
Board of Elections (DLO)														
As of January 24 , 2024														
No	Title	Name	Hire Date	Posn Stat	Vac Stat	Posn Nbr	Grade	Step	Salary	Fringe 16.1%	Program	Cost Center	Reg/Temp/Term	Budget
1	Attorney-Advisor	Pembrobe,Christine R.	1/31/2022	A	F	00000588	15	1	$151,508.00	$24,391.98	100092	50295	Reg	10/1/2023
2	Attorney-Advisor	Quintana,Jorge A	10/23/2023	A	F	00001216	14	1	$128,795.00	$20,736.00	100092	50295	Reg	10/1/2023
3	GEN-COUNSEL	Stroud,Terri D	10/26/1998	A	F	00002061	3	0	$226,842.00	$36,521.56	100092	50295	Reg	10/1/2023
4	IT-Specialist--Customer-Suppor	Mengesha,Mreaed Y.	6/5/2023	A	F	00008446	9	1	$54,183.00	$8,723.46	100071	50294	Term	10/1/2023
5	Public-Affairs-Specialist	Jackson, Shirley A	7/8/1996	A	F	00009282	13	10	$119,916.00	$19,306.48	100003	50297	Reg	10/1/2023
6	Election-Support-Assistant	Walker II,Patrick J.	10/12/2021	A	F	00010745	7	3	$47,975.00	$7,723.98	100028	50292	Reg	10/1/2023
7	REGISTRAR-OF-VOTERS	Corrente,Marissa L.	3/14/2022	A	F	00016854	14	0	$133,829.16	$21,546.49	500206	50291	Reg	10/1/2023
8	Election-Registration-Special	Everett,Edward R	7/17/2000	A	F	00017038	9	8	$66,306.00	$10,675.27	100071	50294	Reg	10/1/2023
9	IT-Specialist--DataMgmt-	Berhe,Yonatan	3/28/2022	A	F	00017053	13	8	$113,950.00	$18,345.95	100071	50294	Reg	10/1/2023
10	Election-Services-Specialist	Troxler,Darius	4/10/2023	A	F	00017317	9	2	$55,915.00	$9,002.32	500206	50291	Reg	10/1/2023
11	EXECUTIVE-ASST	Johnson,Linda J	9/7/1993	A	F	00020540	12	10	$103,333.00	$16,636.61	100058	50293	Reg	10/1/2023
12	Executive-Director	Evans,Monica H	3/4/2019	A	F	00021388	11	0	$226,842.00	$36,521.56	100154	50290	Reg	10/1/2023
13	Support-Services-Specialist	Fleming,Tarrod	4/2/2018	A	F	00022022	9	7	$64,574.00	$10,396.41	100058	50293	Reg	10/1/2023
14	Election-Services-Assistant--B	Smith,Vanessa Mitzel	10/23/2023	A	F	00022211	7	5	$51,091.00	$8,225.65	500205	50291	Reg	10/1/2023
15	Election-Registration-Speci	Turner,Kelly Anne	6/2/2014	A	F	00024001	9	6	$62,842.00	$10,117.56	100071	50294	Reg	10/1/2023
16	Election-Registration-Speci	Reddick,Loveris M	5/15/2000	A	F	00025504	9	10	$69,770.00	$11,232.97	500205	50291	Reg	10/1/2023
17	IT-Specialist--DataMgmt-	Legette,Randy	8/2/2010	A	F	00026173	13	7	$110,967.00	$17,865.69	100071	50294	Reg	10/1/2023
18	Election-Registration-Assistan	Delaney,Ashley	6/1/2022	A	F	00033584	7	2	$46,417.00	$7,473.14	500205	50291	Reg	10/1/2023
19	Election-Management-Advisor	Mcghie,Kenneth J	2/21/2017	A	F	00033693	15	0	$160,737.94	$25,878.81	100154	50290	Reg	10/1/2023
20	Support-Services-Specialist	Mattocks,Steven A	8/18/2003	A	F	00036506	11	8	$79,971.00	$12,875.33	500204	50291	Reg	10/1/2023
21	Lead-Election-Services-Special	Thompson,Myisha	5/12/2008	A	F	00036665	11	2	$67,383.00	$10,848.66	100154	50290	Reg	10/1/2023
22	SUPPLY-MANAGEMENT-SPECIALIST	Jenkins,Quanic M.	6/20/2023	A	F	00037352	9	4	$59,378.00	$9,559.86	100022	50294	Term	10/1/2023
23	Facility-Management - Support	Jones,Duan	3/19/2007	A	F	00037446	13	8	$113,950.00	$18,345.95	500204	50291	Reg	10/1/2023
24	Election-Services-Assistant	Waters,LaQuisha Quanitta	4/24/2023	A	F	00038652	7	5	$51,091.00	$8,225.65	500206	50291	Reg	10/1/2023
25	Program-Manager	Thompson II,Richard	6/11/2018	A	F	00038706	13	0	$123,059.46	$19,812.57	100003	50297	Reg	10/1/2023
26	Management-Liaison-Specialist	Garcia,Karla D	4/21/1997	A	F	00042605	12	10	$103,333.00	$16,636.61	100058	50293	Reg	10/1/2023
27	Facilities-Operations-Manager	Budoo,Arlin Jerome	7/16/2001	A	F	00043652	13	0	$115,501.00	$18,595.66	500204	50291	Reg	10/1/2023
28	Staff-Assistant	Alexander,Yolanda A	8/17/2020	A	F	00043653	9	5	$61,110.00	$9,838.71	100028	50292	Reg	10/1/2023
29	SPECIAL-ASSISTANT	Alexander,Melissa	9/2/2018	A	F	00046577	7	0	$102,064.82	$16,432.44	100154	50290	Reg	10/1/2023
30	Supervisory-IT-Specialist	Fagan,Antoine	6/8/2009	A	F	00071838	15	0	$159,674.54	$25,707.60	100071	50294	Reg	10/1/2023
31	Supervisory-IT-Specialist	Maeruf,Mohammed	7/5/2016	A	F	00071839	15	0	$159,674.55	$25,707.60	100071	50294	Reg	10/1/2023
32	Support-Services-Specialist	Featherstone Jr.,Michael	3/19/2018	A	F	00075213	9	7	$64,574.00	$10,396.41	100058	50293	Reg	10/1/2023
33	Election-Training-Coordinator	NEWSOME Jr.,KEVIN A	4/2/2007	A	F	00075214	12	5	$90,805.00	$14,619.61	100058	50293	Reg	10/1/2023
34	Attorney-Advisor	Walker,LaKetha A	10/23/2023	A	F	00075227	12	1	$91,650.00	$14,755.65	500204	50291	Reg	10/1/2023
35	Election-Services-Specialist	McAbee,Terron	10/13/2015	A	F	00085684	9	2	$55,915.00	$9,002.32	500204	50291	Reg	10/1/2023
36	Lead-Support-Services-Speciali	Hunter,Robert Thomas	11/30/1973	A	F	00086208	12	9	$100,827.00	$16,233.15	100058	50293	Reg	10/1/2023
37	Attorney-Advisor	Miller,Alice P	1/3/2017	A	F	00090854	15	10	$193,382.00	$31,134.50	500204	50291	Reg	10/1/2023
38	Assistant-Registrar-of-Voters	Green Wright,Millicent	4/18/2016	A	F	00091419	12	1	$80,784.00	$13,006.22	500204	50291	Reg	10/1/2023
39	Deputy-Director	Goldsberry Adams,Sylvia	4/18/2017	A	F	00091420	16	0	$184,305.78	$29,673.23	500204	50291	Reg	10/1/2023
40	Support-Services-Specialist	Vieira,Oswaldo	5/6/2022	A	F	00094828	9	2	$55,915.00	$9,002.32	500205	50291	Term	10/1/2023
41	Election-Registration-Speciali	Martinez,Marina R	12/8/2014	A	F	00094829	9	7	$64,574.00	$10,396.41	500205	50291	Reg	10/1/2023
42	Election-Registration-Speciali	Gumbs,Synieya	11/29/2015	A	F	00094830	9	9	$68,088.00	$10,954.12	500205	50291	Reg	10/1/2023
43	American-Disability-Act-Coordi	Pensel,Jay F	1/31/2022	A	F	00094988	13	9	$116,833.00	$18,826.21	100092	50295	Reg	10/1/2023
44	Communications-Specialist			A	V	00095359	12	0	$80,784.00	$13,006.22	100003	50297	Reg	10/1/2023
45	Paralegal-Specialist	Erskine,Tonisha A.	1/6/2020	A	F	00097125	9	4	$59,378.00	$9,559.86	100092	50295	Reg	10/1/2023
46	PUBLIC-AFFAIRS-SPECIALIST	Coulter,Jaloney A.	2/27/2023	A	F	00097297	9	4	$59,378.00	$9,559.86	100003	50297	Term	10/1/2023
47	Human-Resources-Specialist	Dease,Francine	10/14/2008	A	F	00099347	14	5	$124,091.00	$19,978.65	100028	50292	Reg	10/1/2023
48	Chief-Info--Security-Officer	Burrows,Stacy A.	6/8/2020	A	F	00099691	16	0	$140,958.00	$22,694.24	100071	50294	Reg	10/1/2023
49	Public-Affairs-Specialist	McCann,Lenez Juadette	3/5/2018	A	F	00099748	13	8	$113,950.00	$18,345.95	100003	50297	Reg	10/1/2023
50	Program-Manager	Sussman,Scott Lawrence	2/28/2022	A	F	00099749	14	0	$135,248.75	$21,775.05	100003	50297	Reg	10/1/2023
51	Lead-Election-Registration-Spe	Nabinett,Raynell D	9/5/1995	A	F	00099750	11	6	$75,775.00	$12,199.78	500204	50291	Reg	10/1/2023
52	Program-Manager	White,Ladawne L	4/18/2017	A	F	00099751	13	0	$130,525.45	$21,014.60	100154	50290	Reg	10/1/2023
53	Director-of-Communications	Graham,Sarah W.	8/28/2023	A	F	00100030	14	0	$130,000.00	$20,930.00	100003	50297	Reg	10/1/2023
54	IT-Specialist--Network-Svcs--			A	V	00100072	13	0	$93,069.00	$14,984.11	100092	50295	Reg	10/1/2023
55	IT-Specialist--System-Analysis	Laso,Jose A	2/18/2020	A	F	00102194	13	9	$116,833.00	$18,826.21	100071	50294	Reg	10/1/2023
56	Public-Affairs-Specialist	Philson,Xenyatta D	4/2/2018	A	F	00102306	11	1	$65,285.00	$10,510.89	100003	50297	Reg	10/1/2023
57	Public-Affairs-Specialist	Key, Kamill A.	2/16/2021	A	F	00102307	12	4	$88,300.00	$14,216.30	100003	50297	Reg	10/1/2023
58	Support-Services-Specialist	Mayes,David U	4/13/2020	A	F	00102498	9	9	$68,088.00	$10,954.12	100058	50293	Reg	10/1/2023
59	Resource-Allocation-Analyst	Shy,Khalid Malik	12/34/2015	A	F	00102640	13	5	$105,001.00	$16,905.16	500204	50291	Reg	10/1/2023
60	Election-Support-Specialist	Offor,Chinyere Tamunotonye	5/27/2018	A	F	00102657	12	4	$88,300.00	$14,216.30	500204	50291	Reg	10/1/2023
61	Public-Affairs-Specialist--Bil			A	V	00112207	9	0	$ 54,183.00	$8,723.46	100003	50297	Reg	10/12/2023
62	Ballot-Processing-Specialist			A	V	00112567	9	0	$ 54,183.00	$8,723.46	500204	50291	Reg	12/29/2023
63	Lead-Ballot-Processing-Special			A	V	00112570	11	0	$ 65,285.00	$10,510.89	500205	50291	Reg	12/29/2023
64	Program Manager			A	V	00112566	13	0	$ 119,416.00	$19,225.98			Reg	

* All positions are filled with local funding

See Attachments for PDF of table.

3. Please list all employees detailed to or from your agency. For each employee identified, please provide the name of the agency the employee is detailed to or from, the reason for the detail, the date of the detail, and the employee's projected date of return.

RESPONSE: There are no employees detailed either to or from the BOE.

4. Please provide the Committee with:
   a. A list of all employees who received or retained cellphones, personal digital assistants, or similar communications devices at agency expense in FY23 and Q1 of FY24;

   RESPONSE:

Cell Phone Assignment
Alice Miller
Antoine Fagan
Antonio Laso
Arlin Budoo
Ashley Delaney
Bria Walker
Chinyere Offor
Christine Pembroke
Darius Troxler
David Mayes
Duan Jones
Edward Everett
Francine Dease
Jaloney Coulter
Jay Penuel
Jorge Quintana
Karla Garcia
Kelly Turner
Kenneth McGhie
Kenyatta Philson
Kevin Newsome
Khalid Malik Shy
LaDawne White
LaKetha Walker
Laquisha Waters
Lenez McCann
Linda Johnson
Louvenia Reddick
Marina Martinez
Marissa Corrente
Melissa Alexander

Michael Featherstone
Millicent Green-Wright
Mohammed Maeruf
Monica Evans
Mread Mengesha
Myisha Thompson
Patrick Walker
Cell Phone Assignment Continued
Quanic Jenkins
Randy Legette
Raynelle Nabinett
Richard Thompson
Robert Hunter
Scott Sussman
Shirley Jackson
Stacy Burrows
Steven Mattocks
Sylvia Adams
Syniaya Gumbs
Tarrod Fleming
Terri Stroud
Terron McAbee
Tonisha Erskine
Vanessa Smith
Yolanda Alexander
Yonatan Berhe

b. A list of monthly costs for cell phones, tablets, and laptops;

RESPONSE: BOE spends approximately $35,706.00 monthly for wireless telecommunications which includes staff cellphones, vote center cell phones, MiFi devices, Election Systems and Software DS200 MiFi embedded devices, iPads, and laptops. (Please see details below).

Provider	Quantity	Description	Unit	Monthly Cost
Verizon Wireless	236	DS 200 poll place ballot scanner	Each	$50.00
Verizon Wireless	69	Cell phones for staff	Each	$38.99
AT&T	100	iPads for Voter Services	Each	$37.99
AT&T	115	Mifi devices for Vote Centers	Each	$33.99
AT&T	136	Tablets for Site Coordinators	Each	$36.23
AT&T	16	Samsung Tablet for voting assistance	Each	$32.99
T-Mobile	160	Vote Center Cell phones for Vote Centers	Each	$51.00

c. A list of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned in FY23 and Q1 of FY24;

RESPONSE: BOE currently has the following leased vehicles: (1) 2023 Transit 250 van; (1) 2023 Sienna Caravan; (1) 2018 Transit 350 van; and (1) 2013 E-350-15 passenger van. BOE also has a 2018 Dodge caravan in DPW's shop for repairs. All the vehicles are used for a variety of tasks, including delivering election equipment and supplies; moving inventory between BOE's warehouse and outreach locations; identifying and surveying polling places; disposing of election materials; and traveling to and from designated voter registration agencies, correctional facilities, and other public and private sites. All vehicles are maintained at the warehouse and are driven only by BOE employees. These vehicles are not assigned to any one employee.

d. A list of travel expenses, arranged by employee for FY23 and Q1 of FY24, including the justification for travel; and

RESPONSE:

DC Board of Elections						
Travel Summary						
FY 2023 (October 2022 - September 2023)						
NAME	**POSITION**	**DATE(s)**	**EVENT**	**LOCATION**	**EXPENSES**	**JUSTIFICATION**
Alexander, Melissa	Special Assistant	3/20/23 – 3/25/23	The Election Center Professional Education Program Special Session - Travel Costs	Raleigh, NC	$2,010.04	Election Certification Training
Budoo, Arlin	Facilities Operations Manager	4/26/23 -4/30/23	The Election Center – Election Certification – Travel Costs	Houston, TX	$1,806.12	Election Certification Training
		5/21/23 – 5/24/23	The National Postal Forum – Travel Costs	Charlotte, NC	$1,279.80	Election Mail workshop
Burrows, Stacy	Chief Information Security Officer				$1,586.77	Election Certification Training
					$1,954.12	Election Certification Training
Fagan, Antoine	Chief Technology Officer	8/28/23 -9/1/23	Windows Server 2019 Administration	McLean, VA	$3,275.00	Training (Virtual)
Jackson, Shirley	Public Affairs Specialist	4/25/23 – 4/30/23	The Election Center Special Workshop Election Certification – Travel Costs	Houston, TX	$1,774.81	Election Certification Training
Legette, Randy	IT Specialist	4/28/23 – 4/30/23	The Election Center Special Workshop Election Certification – Travel Costs	Houston, TX	$2,026.62	Election Certification Training
Mohammed, Maeruf	Supervisory IT Specialist	4/25/23 -4/30/23	The Election Center Special Workshop Election Certification – Travel Costs	Houston, TX	$1,749.37	Election Certification Training
Osvaldo, Vieira	Support Services Specialist	5/21/23 – 5/24/23	The National Postal Forum – Travel Costs		$1,381.25	Election Mail Workshop
Thompson, Richard	Program Manager	7/19/23 - 7/22/23	The Election Center Summer Session Election Certification – Travel Costs	Milwaukee, WI	$1,327.98	Election Certification Training
		3/20/23 -3/24/23	The Election Center Professional Education Program – Election Certification – Travel Costs	Raleigh, NC	$1,443.52	Election Certification Training
White, Ladawne	Program Manager	3/21/23 – 3/26/23	The Election Center Professional Education Program Special Session – Election Certification - Travel Costs	Raleigh, NC	$1,373.20	Election Certification Training
REGISTRATION FEES			ELECTION CENTER REGISRATION FEES	*SUB TOTAL*	$ 24,793.00	
			DC Board of Elections			
			Travel Summary			
			FY 2024 (October 2023 – to Date)			
Evans, Monica	Executive Director	10/15/23 -10/17/23	The Election Center – Enhancing the Profession of Election Administration Symposium – Travel Costs	Auburn, AL	$1,734.27	Election Certification Training
Corrente, Marissa	Registrar of Voters	11/15/23 – 11/17/23	Student Learn Student Vote Coalition – Registration Fee	College Park, MD	$75.00	Election Certification Training
Key, Kamil	Public Affairs Specialist	11/15/23 -11/17/23	Student Learn Student Vote Coalition – Registration Fee	College Park, MD	$75.00	Outreach
Stroud, Terri	General Counsel	10/15/23 -10/17/23	The Election Center – Enhancing the Profession of Election Administration Symposium – Travel Costs	Auburn, AL	$1,213.97	Election Symposium
REGISTRATION FEES			ELECTION CENTER REGISTRATION FEES		$ 1,014.00	
				SUB TOTAL	$4,112.24	
				TOTALS:	$ 28,905.24	

e. A list of the total workers' compensation payments paid in FY23 and Q1 of FY24, including the number of employees who received workers' compensation payments, in what amounts, and for what reasons.

RESPONSE: There have been no workers' compensation payments paid in FY 23 and FY 24 to date.

5. For FY23 and Q1 of FY24, please list all intra-District transfers to or from the agency.

RESPONSE:

FY 2023:

Buyer	Seller	Purpose	FY2023 Budgeted Amount of Transfer
Board of Elections	Department of General Services	Security Guard Services	$117,383.45
Board of Elections	The Chief technology Officer	Distributed Antenna System	$39,778.39
Board of Elections	DC Department of Motor Vehicles	To provide data for the purpose of verifying accuracy of information provided by the voters	$24,000.00
Board of Elections	Metropolitan Police Department	Ballot Box Escort Services	$46,917.12
Board of Elections	District of Columbia Public Schools	Using DC Public Schools as Polling Sites	$46,247.00

FY 2024:

From Agency	To Agency	Purpose	FY2023 Budgeted Amount of Transfer
Board of Elections	DC Department of Motor Vehicles	To provide data for the purpose of verifying accuracy of information provided by the voters	$15,000.00

6. For FY23 and Q1 of FY24, please identify any special purpose revenue funds maintained by, used by, or available for use by the agency. For each fund identified, provide:
   a. The revenue source name and code;
   b. The source of funding;
   c. A description of the program that generates the funds;
   d. The amount of funds generated by each source or program;
   e. Expenditures of funds, including the purpose of each expenditure; and
   f. The current fund balance.

RESPONSE: The BOE did not maintain, use, or have available for use any special purpose revenue accounts during FY23 or FY24 to date.

7. Please list all memoranda of understanding ("MOU") entered into by your agency during FY23 and Q1 of FY24, as well as any MOU currently in force. For each, indicate the date on which the MOU was entered and the termination date.

RESPONSE:

FY 2023:

Buyer	Seller	Purpose	FY2023 Budgeted Amount of Transfer	Entered Date of MOU	Termination Date of MOU
Board of Elections	Department of General Services	Security Guard Services	$ 117,383.45	10/1/2022	9/30/2023
Board of Elections	The Chief technology officer	Distributed Antenna System	$ 39,778.39	10/1/2022	9/30/2023
Board of Elections	DC Department of Motor Vehicles	To provide data for the purpose of verifying accuracy of information provided by the voters	$ 24,000.00	10/1/2022	9/30/2023
Board of Elections	Metropolitan Police Department	Ballot Box Escort Services	$ 46,917.12	10/1/2022	9/30/2023
Board of Elections	District of Columbia Public Schools	Using DC Public Schools as Polling Sites	$ 46,247.00	10/1/2022	9/30/2023

| Board of Elections | University of the District of Columbia | Vote Center | $ 40,000.00 | 10/1/20 22 | 9/30/202 3 |

FY 2024:

Buyer	Seller	Purpose	FY2023 Budgeted Amount of Transfer	Entered Date of MOU	Termination Date of MOU
Board of Elections	DC Department of Motor Vehicles	To provide data for the purpose of verifying accuracy of information provided by the voters	$ 15,000.00	10/1/2023	9/30/2024

8. Please provide a table showing your agency's Council-approved original budget, revised budget (after reprogramming, etc.), and actual spending, by program and activity, for FY21, FY22, FY23 and Q1 of FY24.
   a. For each program and activity, please include total budget and break down the budget by funding source (federal, local, special purpose revenue, or intra-district funds).
   b. Include any over- or under-spending. Explain any variances between fiscal year appropriations and actual expenditures for FY23 and Q1 of FY24 for each program and activity code.
   c. Attach the cost allocation plans for FY23 and FY24.
   d. In FY23 and Q1 of FY24, did the agency have any federal funds that lapsed? If so, please provide a full accounting, including amounts, fund sources (e.g. grant name), and reason the funds were not fully expended.

   RESPONSE:

   Information for FY 21 and FY22 are provided using the budget chapters in BOE's attachments.

Local	FY23	FY24 (through 12/31/2023)
District Approved budget	$11,869,576.00	$14,804,377.00
Revised Budget	$11,719,576.00	$14,804,377.00
Actual Spending	$10,950,162.14	$5,054,052.42
Federal Funds Lapse	n/a	n/a

Federal	FY23	FY24 (through 12/31/2023)
District Approved budget	$0.00	$0.00
Revised Budget	$1,771,945.30	$0.00
Actual Spending	$187,552.07	$0.00
Federal Funds Lapse	n/a	n/a

9. Please provide as an attachment a chart showing the agency's overall Grants, Contracts, and Reprogramming received during FY23 and Q1 of FY24. Please breakdown into the following:
   a. Name and amount of federal source of funding agency and program, broken down in percentage (%) and dollar amount ($);
   b. Name and amount of local source of funding agency and program, broken down in percentage (%) and dollar amount ($);
   c. Identify whether each funding source is recurring or one-time;
   d. Identify whether the contract was competitively bid or sole-source; and
   e. Indicate the receiving agency and amount of funding for funds moved out of the agency.

   RESPONSE:

   FY 2023:

Grants	
9a	HAVA23 Amount $ 1,000,000
9b	N/A
9c	One-Time
9d	N/A
9e	N/A
Contracts	
9a	
9b	
9c	N/A
9d	
9e	

	Reprogramming
9a	N/A
9b	$490,000 From local PS to NPS; various programs 100022- MISC Fringe; 100071-Continuing Full Time; 100092- Continuing Full Time; 500204-Continuing Full Time $340,915 from local NPS to NPS; various programs 500204-Election Operations; 500205-Voter Registration
9c	One-Time
9d	N/A
7e	N/A

FY 2024: Not Applicable

10. Please provide a copy of required Small Business Enterprise (SBE) Report for FY23.

RESPONSE: Below you will find a screen shot from the District Enterprise System's ("DES") agency compliance module that shows the FY23 BOE's SBE goal. The report appears to be incomplete. All the FY 23 special exceptions have not been processed. We have consistently met our goal and have been in compliance on expendable budgeting spending with certified SBEs for well over twenty years. In most instances, the SBE businesses awarded contracts provided commodities that the BOE could utilize while preparing for an election – primarily office and precinct supplies, printing services, and advertisements. However, there are unique, custom/specific election goods and services that cannot be set-aside for SBEs. BOE will use certified SBEs whenever possible.

🏛 Board of Election... | 🝙 Budgets | ⌄ ✕ | 🝙 **B-00625 ...** | ⌄ ✕

Total Appropriated Monitored GrossBudget ⓘ	Baseline SBE Goal ⓘ
$11,869,576.00	$5,934,788.00
Total Initial Automatic Exclusions ⓘ	
$9,479,924.82	
Total Approved Exceptions Amount ⓘ	
$2,387,151.69	
Total Initial Approved Exceptions Amount ⓘ	
$2,364,222.18	
Initial Approved Expendable Budget ⓘ	Initial Approved SBE Goal ⓘ
$2,389,651.18	$1,194,825.59
Total Adjusted Approved Exclusions ⓘ	
$9,272,924.82	
Total Adjusted Approved Exceptions ⓘ	
$2,387,151.69	
Adjusted Approved Expendable Budget ⓘ	
$3,405,007.57	
Total Adjusted Monitored Budget ⓘ	
$3,195,508.08	
Total Negative Adjustments	
$0.00	
Total Adj Appr Anticipated Expend Budget ⓘ	Adjusted Approved SBE Goal ⓘ
$3,405,007.57	$1,702,503.79

⌄ SBE Spend

Q1 SBE Spend	Q2 SBE Spend
$205,598.01	$54,351.05
Q3 SBE Spend	Q4 SBE Spend
$76,011.05	$165,850.61
Q1 SBE Subcontracting Spend	Q2 SBE Subcontracting Spend
$36,478.25 ✎	
Q3 SBE Subcontracting Spend	Q4 SBE Subcontracting Spend
✎	
Total SBE Spend	Percentage towards SBE Goal
$538,288.97	31.62%

11. Please provide the following information regarding capital projects:
    a. A list of all capital projects in the financial plan.
    b. For FY21, FY22, FY23, and Q1 of FY24 an update on all capital projects under the agency's purview, including a status report on each project, the timeframe for project completion, the amount budgeted, actual dollars spent, and any remaining balances, to date.
    c. An update on all capital projects planned for FY24, FY25, FY26, FY27, and FY28.
    d. A description of whether the capital projects begun, in progress, or concluded in FY21, FY22, FY23, or Q1 of FY24, had an impact on the operating budget of the agency. If so, please provide an accounting of such impact.

RESPONSE: OCP/IT restructured the voter registration and election management database contract in FY 22 after deployment was achieved and entered into a new support maintenance agreement. The new contract base period runs from October 1, 2022 through September 30, 2023 for the total price of $352,300; Option Period One (1) total price - $382,580; Option Period Two (2) total price - $426,283; Option Period Three (3) total price - $462,904; and Option Year Four (4) total price - $515,250. To date, BOE has spent approximately $2 million on the new voter registration system. The remaining balance is approximately $942,000.00.

12. Please list all lawsuits pending and resolved, that name the agency as a party, during FY23 and Q1 of FY24. Identify the case name and number, claim and status.

RESPONSE:

Open Cases

Case/Party Names: *Public Interest Legal Foundation, Inc. ("PILF"), v. Monica Holman Evans*
Docket No.: US Dist. Ct. for DC No. 21-CA-3180
Claim: The suit alleges that the Board is out of compliance with the National Voter Registration Act's public records provision. The Board denied PILF's request for certain records due to the requested records not being subject to public disclosure.
Current status: Stayed pending settlement negotiations

Case/Party Names: *Stacia Hall, et al., v. D.C. Board of Elections*
Docket No.: US Dist. Ct. for DC No. 23-CV-1261
Claim: This is a challenge to the Local Resident Voting Rights Act. It was initially filed in D.C. Superior Court (Case No. 23 CAB 1544) but was removed to federal court by the Office of Attorney General ("OAG") who represents the Board in the matter.
Current status: Motion to dismiss pending

Case/Party Names: *District of Columbia Democratic Party, et al., v. Muriel Bowser, et al.*
Docket No.: DC Sup. Ct. No. 23-CAB-5414
Claim: This is a challenge to Initiative Measure No. 83.
Current status: Motion to dismiss pending and initial status hearing set for February 23, 2024

Case/Party Names: *Dr. Shiva Ayyadurai v. Merrick Garland, et al.*
Docket No.: US Dist. Court. for DC No. 23-CV-2079
Claim: Request for a declaration that plaintiff is eligible to serve as President notwithstanding the constitutional "natural born citizens clause" or, alternatively, that this qualification matter presents a non-justiciable political issue for the voters.
Current status: Board's motion to dismiss pending

Case/Party Names: *Christopher Long v. D.C. Board of Elections*
Docket No.: DC Sup. Ct. No. 23 SCB 1673

Claim: This is the resubmission of a matter previously dismissed without prejudice (see 2021 SC3 000389). Plaintiff seeks $10,000.00 in damages based on a claim concerning an overdraft caused to his bank account when a stop payment was imposed on a $500 check for his service as an election worker.
Current status: Initial hearing set for February 2, 2024

Closed Cases

Case/Party Names: *D.C. Board of Elections v. Marlena Edwards*
Docket No.: DC Sup. Ct. No. 2023 CAB 984
Claim: Petition for Superior Court enforcement of an Office of Campaign Finance ("OCF") order imposing a fine for the failure to timely file a report of receipts and expenditures.
Current Status: Petition granted

Case/Party Names: *D.C. Board of Elections v. Courtney Snowden*
Docket No.: DC Sup. Ct. No. 2023 CAB 984 (case not yet docketed)
Claim: Petition for Superior Court enforcement of an OCF order imposing a fine for the failure to timely file a report of receipts and expenditures.
Current Status: Petition granted

Case/Party Names: *D.C. Board of Elections v. Lamont Harrell*
Docket No.: DC Sup. Ct. No. 2023 CAB 970
Claim: Petition for Superior Court enforcement of an OCF order imposing a fine for the failure to timely file a report of receipts and expenditures
Current Status: Petition granted

Case/Party Names: *D.C. Board of Elections v. Jacque Patterson*
Docket No.: DC Sup. Ct. No. 2023 CAB 560
Claim: Petition for Superior Court enforcement of an OCF order imposing a fine for the failure to timely file a report of receipts and expenditures
Current Status: Petition granted

Case/Party Names: *Kathy Henderson v. D.C. Board of Elections*
Docket No.: DCCA No. 21-AA-824
Claim: Appeal from BOE Case No. 21-004 (insufficiency of recall petition against Advisory Neighborhood Commissioner ("ANC") Sydelle Moore)
Current Status: Dismissed as moot

Case/Party Names: *Dorothy Douglas v. D.C. Board of Elections*
Docket No.: DCCA No. 22-AA-921
Claim: Candidate who lost her election bid for the "ANC" for Single-Member District ("SMD") 7C07 seat challenged the ANC election results in SMDs 7C07 and 7D03.
Current Status: Summary affirmance granted

Case/Party Names: *District of Columbia Democratic Party, et al., v. Muriel Bowser, et al.,*

Docket No.: DC Sup. Ct. No. 23-CAB 4732
Claim: This is a challenge to Initiative No. 83.
Case status: Voluntarily dismissed

13. Please describe the agency's procedure for handling allegations of workplace harassment during FY23 and Q1 of FY24. Indicate the following:
    a. Date of offense;
    b. Whether the parties report to the same supervisor;
    c. The findings of substantiation or non-substantiation;
    d. What official action was taken; and
    e. Identify the deciding official in each case.

    RESPONSE: The BOE did not have any reports or allegations of workplace harassment. The BOE works to foster a healthy and collaborative work environment where all of our employees can thrive. In the event an allegation is made, the BOE adheres to DCHR Issuance I-2019-8 Maintaining A Healthy Workplace: Anti-Bullying Policy and Chapter 16 of the D.C. District Personnel Manual.

14. Please describe the agency's handling of sexual harassment claims received during FY23 and Q1 of FY24. Indicate the following:
    a. Date of offense;
    b. Whether the parties report to the same supervisor;
    c. The findings of substantiation or non-substantiation;
    d. What official action was taken;
    e. Identify the investigating official or Sexual Harassment Officer (SHO) for each claim; and
    f. The date the report was forwarded to the Mayor's Office of Legal Counsel.

    RESPONSE: The BOE did not receive any reports of sexual harassment. The BOE is dedicated to providing a secure workplace free from harassment, abuse, and intimidation for all our employees. In the event a claim is filed, the BOE adheres to the Mayor's Order 2023-131 dated October 31, 2023, and Chapters 16 and 18 of the DC District Personnel Manual.

15. Please list and describe all investigations, audits, studies, or reports by other entities regarding the work of the agency or conduct of agency employees during FY23 and Q1 of FY24.

    RESPONSE: None.

16. Provide a list of all publications, brochures and pamphlets prepared by or for the agency during FY23 and Q1 of FY24.

    RESPONSE: Not Applicable.

17. Please provide a list of all studies, research papers, reports, and analyses that the agency prepared or contracted for during FY23 and Q1 of FY24. Please state the status and

purpose of each. Please submit a hard copy to the Committee if the study, research paper, report, or analysis is complete.

RESPONSE: Not Applicable.

18. Please provide a copy of the agency's FY23 performance plan. Please explain which performance plan objectives are completed in FY23 and whether they were completed on time and within budget. If they were not, please provide an explanation.

RESPONSE:
https://oca.dc.gov/sites/default/files/dc/sites/oca/publication/attachments/BOE23.pdf

See Attachments

All FY23 performance plan objectives were met and completed on time and within budget except for the ones indicated below:

BOE did not meet its target with respect to the target number of District of Columbia residents who are registered to vote each month (2,327/3,000).

BOE did not meet its target with respect to the target number of voters who registered or updated their voter registration information electronically through the Board's mobile registration application (10,243/15,000).

With respect to the aforementioned targets, they were not met despite BOE's vigorous voter registration outreach efforts and numerous means by which to register, including in-person (at the Board and at designated voter registration agencies), online, and by mail. In addition, some voters may choose to forego pre-voting registration in light of the Board's same day registration program. Going forward, the Board may adjust its voter registration targets or omit these particular indicators altogether.

BOE did not meet its target with respect to the target percentage of polling places that were operationally accessible. The Disability Rights DC (DRDC) unit at University Legal Services surveyed 87 vote centers during the General Election in November of 2022. Fifty-nine percent of those surveyed were found to be operationally accessible. Circumstances that impacted operational accessibility include insufficient staffing for curbside voting, malfunctioning of the ballot on demand printers which impacted curbside voting, lack of designated accessible parking and inadequate signage. Additionally, it was noted that some elevators were inaccessible, some locations did not have audio headsets on the ballot marking devices, and some heavy doors were not propped open. When requests were made to remedy these situations, vote center staff immediately took action, where possible, to correct these circumstances. To mitigate operational inaccessibility, the election worker training has been modified to emphasize accessibility and its importance. As such, each election worker will receive accessibility training.

BOE did not meet its target with respect to the target percentage of precincts that successfully electronically transmitted election results to Board headquarters on

election night (90%). We were unable to establish adequate connectivity to modem election night results from nine of our 90 Vote Centers. Therefore, election results had to be manually uploaded at our headquarters location. We are working to identify solutions to this issue ahead of the 2024 primary election.

Regarding our 2023 strategic initiative concerning the use of credit header data for list maintenance purposes, while we have not finalized this project, we have signed a contract with a credit reporting agency, and we are currently working on the required security plan to accompany the use of this data. Leveraging credit header data provided by a third-party data provided will allow us to identify voters who have a new address on file with the credit provider. We hope to use this data to identify voters who move within or outside of DC in a timelier and more efficient manner.

19. Please provide a copy of your agency's approved FY24 performance plan as submitted to the Office of the City Administrator, including approved goals, objectives, timelines, planned program and projects, anticipated FTE allocation and expenditure, and metric outcomes to be analyzed.

    RESPONSE:
    https://oca.dc.gov/sites/default/files/dc/sites/oca/page_content/attachments/Board%20of%20Elections_2023-12-01.pdf

    See Attachments

20. Please provide the number of FOIA requests for FY23 and Q1 of FY24, that were submitted to your agency. Include the number granted, partially granted, denied, and pending. In addition, please provide the average response time, the estimated number of FTEs required to process requests, the estimated number of hours spent responding to these requests, and the cost of compliance.

    RESPONSE: Please see the table below.

	FY 23 (10/1/22 – 9/30/23)	FY 24 (10/1/23 – present)
Total Number of FOIA Requests Received	183	52
Number of FOIA Requests Granted	68	18
Number of FOIA Requests Partially Granted	56	13
Number of FOIA Requests Denied	0	0
Number of FOIA Requests Pending	4	4
Average Response Time to Fulfill FOIA Requests	3 Days	3 Days
Estimated Number of FTEs Required to Process FOIA Requests	1	1
Estimated Number of Hours Spent Responding to FOIA Requests	100	15
Cost of Compliance	$0	$0

21. Please provide each collective bargaining agreement that is currently in effect for agency employees. Please include the bargaining unit and the duration of each agreement. Please note if the agency is currently in bargaining and its anticipated completion.

RESPONSE: All BOE staff are Non-Union (XAA) employees and the BOE is not under any collective bargaining agreement

22. If there are any boards or commissions associated with your agency, please provide a chart listing the names, confirmation dates, terms, wards of residence, and attendance of each member. Include any vacancies. Please also attach agendas and minutes of each board or commission meeting in FY23 and Q1 of FY24, if minutes were prepared. Please inform the Committee if the board or commission did not convene during any month.

RESPONSE: Please see the chart below.

Board Member	Confirmation Date	Term Expiration	Ward of Residence	Regular Board Meeting Attendance	Special Board Meeting Attendance
Gary Thompson	1/4/2022	7/7/2024	4	14/14	9/9
Michael Gill	4/4/2016	7/7/2023	4	2/2	3/5
Karyn Greenfield	1/7/2020	7/7/2025	4	12/14	9/9
J.C. Boggs	12/20/2022	7/7/2023*	3	12/12	2/4

* Nomination to extend term to 7/7/2026 is pending.

No regular meeting was held in December 2022 (although two special meetings were held that month) or in August 2023 (although one special meeting was held that month).

Agendas and minutes from FY22 to date may be accessed here: https://www.dropbox.com/scl/fo/aleiyk02g8os35b02fr6n/h?rlkey=sgm2cqeei532l7zy2e xz5sqxi&dl=0.

Board meeting agendas and minutes are also available at: https://www.dcboe.org/about-us/meetings-and-hearings/notices,-agendas,-and-minutes.

23. Please list all reports or reporting currently required of the agency in the District of Columbia Code or Municipal Regulations. Indicate the following:
    a. Report due date;
    b. If the agency complied;

c. Date of actual transmittal; and

d. To which entity the reports were filed.

RESPONSE:

Election Administration and Voting Survey (EAVS)
- Submitted to the Election Assistance Commission (EAC) and to the Mayor.
- Report due by February 1 of each odd-numbered year.
- Report is required under federal and District law. DC Official Code § 1-1001.05 (j).
- Currently in compliance; report submitted on February 1, 2023.

After Action Report
- Posted on Board's website.
- Report due within 90 days following a general election.
- Report is required under District law; DC Official Code § 1-1001.05(k). The 2022 General Election After-Action Report was posted on the Board's website on February 6, 2023.

New Employee Salary and Residence Reports
- Submitted to the Mayor and Council.
- Report due annually, typically submitted in the Performance Oversight Hearing Responses.
- Report is required under District law. DC Official Code § 1-1001.05 (e)(1)(C) ("The Board shall submit to the Mayor and Council annual reports detailing the names of all new employees, their pay schedules, titles, and place of residence.").
- Currently in compliance.

Manual Audit Report
- Posted on Board's website.
- Report due before certification of election results.
- Report required under District law. DC Official Code § 1-1001.09a (j) ("The Board shall publish on its website and make available for public inspection a report of results of the manual audit before certification of the official election results.").
- Currently in compliance; the last report, concerning the November 2022 General Election, was posted on November 22, 2022.

Voter Registration Activity Report
- Published in the DC Register.
- Report is due monthly, on the 3rd Friday of each month.
- Report is required under District law. DC Official Code § 1-1001.05 (a)(7) (The Board shall "[p]ublish in the District of Columbia Register on the 3rd Friday of every month, the total number of qualified electors registered to vote in the District as of the last day of the month preceding publication. Such

notice shall be broken down by ward and political party affiliation, where applicable, and shall list the total number of new registrants, party changes, cancellations, changes of names, and/or addresses processed under each category.").

- Currently in compliance; the December 2023 statistics were published on January 19, 2024.

Freedom of Information Act Report

- Submitted to the Mayor's Office of Legal Counsel.
- Report is due after the close of each fiscal year.
- Report is required under District law. DC Official Code § 2-538 (a).
- Currently in compliance, the FY2023 report was timely submitted on December 18, 2023.

Annual Agency Accountability Report

- Submitted to the Office of the City Administrator.
- Report is due before January 15 of each year.
- Report is required under District law. DC Official Code § 1-614.13.
- Currently in compliance.
- https://oca.dc.gov/sites/default/files/dc/sites/oca/page_content/attachments/OAH_2024-01-12.pdf

Language Access Compliance Report
- Submitted to the Office of Human Rights on October 30, 2023.
- Report is due before November 1 of each year (within sixty (60) days after the end of each fiscal year).
- Report is required under District law. 3 D.C.M.R. 4-1214.
- Currently in compliance.

24. Please provide a list of any additional training or continuing education opportunities made available to agency employees. For each additional training or continuing education program, please provide the subject of the training, the names of the trainers, and the number of agency employees that were trained.

RESPONSE: BOE staff members have participated in virtual presentations/conferences from the Election Center and the National Association of State Election Directors (NASED). These conferences have offered reduced fees for attending their virtual events, making them even more accessible. Trainers are national election officials, Auburn University professors, as well as federal government officials with specialized experience in their fields.

Several members of the BOE staff have completed or are in the process of completing the coursework necessary to receive the Certified Elections/Registration Administrator (CERA) designation, the highest elections professional achievement. The CERA designation, which is offered through The Election Center's Professional Education

Program, is achieved through a multi-year course of study which entails completion of twelve core courses taught by the Master's in Public Administration faculty of Auburn University. The coursework includes topics such as ethics, voter registration, elections law, planning, communications, and voter participation, among others. The intent of the program is to professionalize the management of voter registration and elections administration in promoting and preserving public trust in the democratic process. (Please see the travel summary, Q4d).

BOE encourages and provides staff with opportunities to participate in DCHR's Center for Workforce Development program (PeopleSoft/Percipio), which provides training opportunities and skill development programs, software education, and general customer service awareness.

BOE invested in the human resources personnel and provided the opportunity to become a certified Public Sector HR Associate, an International Public Management Associate – HR, and a DCHR HR-Certified graduate, which contributes to and advances the BOE strategic direction.

Additionally, the BOE provided staff with opportunities to participate in hands-only CPR/AED/First Aid training and to become certified in CPR/AED/First Aid and in mental health first aid, which can provide emotional support and practical help to their colleagues as well as residents and constituents.

Employee No.	Title of Training	Portal/Trainer
1	Personnel Actions	PeopleSoft
	MSS Time Entry - Online	PeopleSoft
	MSS Approve Time - Online	PeopleSoft
	Telecommuting [Online Course]	PeopleSoft
	Sexual Harassment Prevention f	PeopleSoft
	Cybersecurity Awareness Training	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	The Basics of Coronavirus	PeopleSoft
	The Basics of Contact Tracing	PeopleSoft
	Contact Trace Make Up WebEx	PeopleSoft
	Effective Communication	PeopleSoft
	Case Monitoring and Resources	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft

	Phishing Training Course	PeopleSoft	
	OCTO Cyber Security (KB4)	PeopleSoft	
	Cyber Essent Working Remo(KB4)	PeopleSoft	
	Harassment Prevention for US E	PeopleSoft	
	Harassment Prevention for US M	PeopleSoft	
	Phishing Training Course	PeopleSoft	
	OCTO Cyber Security (KB4)	PeopleSoft	
	Cyber Essent Working Remo(KB4)	PeopleSoft	
	Peer Coaching	PeopleSoft	
	OCTO Cyber Security (KB4)	PeopleSoft	
2	Overview of DC GIS - ArcGIS	PeopleSoft	
	Introduction to Supervision	PeopleSoft	
	Mastering the Art of Change	PeopleSoft	
	Motivation &Teambuilding	PeopleSoft	
	ESS Time Entry -Online	PeopleSoft	
	MSS Time Entry - Online	PeopleSoft	
	MSS Approve Time - Online	PeopleSoft	
	Critical Thinking for Supv.	PeopleSoft	
	Statements of Work	PeopleSoft	
	Ethical Decision Making	PeopleSoft	
	ESS Time Entry -Online	PeopleSoft	
	Ethics Standards-DC Employees	PeopleSoft	
	Sexual Harassment For Managers	PeopleSoft	
	Sexual Harassment: 1 What Is	PeopleSoft	
	Sexual Harassment: 1 What Is H	PeopleSoft	
	SexHrassWrkp:3 Prevention	PeopleSoft	
	Sexual Harassment in the Workplace	PeopleSoft	

		Sexual Harassment Awareness	PeopleSoft
		GLBT Cultural Competency	PeopleSoft
		Sexual Harassment Prevention f	PeopleSoft
		Sexual Harassment Prevent 2018	PeopleSoft
		Cybersecurity Awareness Training	PeopleSoft
		OCTO Cyber Security (KB4)	PeopleSoft
		The Basics of Contact Tracing	PeopleSoft
		The Basics of Coronavirus	PeopleSoft
		OCTO Cyber Security (KB4)	PeopleSoft
		Ethics for DC Employees-Online	PeopleSoft
		Phishing Training Course	PeopleSoft
		OCTO Cyber Security (KB4)	PeopleSoft
		Cyber Essent Working Remo(KB4)	PeopleSoft
		Harassment Prevention for US E	PeopleSoft
		Harassment Prevention for US M	PeopleSoft
		Phishing Training Course	PeopleSoft
		OCTO Cyber Security (KB4)	PeopleSoft
		Cyber Essent Working Remo(KB4)	PeopleSoft
	3	Word 2003- Level I	PeopleSoft
		Excel 2003- Level I	PeopleSoft
		Viol & Safety in the Workplace	PeopleSoft
		Values and Ethics	PeopleSoft
		ESS Time Entry -Online	PeopleSoft
		Sexual Harassment Prevention f	PeopleSoft
		Cybersecurity Awareness Training	PeopleSoft
		OCTO Cyber Security (KB4)	PeopleSoft
		The Basics of Coronavirus	PeopleSoft

	The Basics of Contact Tracing	PeopleSoft
	Case Monitoring and Resources	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Phishing Training Course	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Cyber Essent Working Remo(KB4)	PeopleSoft
	Harassment Prevention for US E	PeopleSoft
	Phishing Training Course	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Cyber Essent Working Remo(KB4)	PeopleSoft
	MSS Time Entry - Online	PeopleSoft
	MSS Approve Time - Online	PeopleSoft
	Mid-Year Discussion & PIP MSS	PeopleSoft
	Performance Management MSS	PeopleSoft
	Progressive Discipline MSS	PeopleSoft
	Building High Performing Tm.	PeopleSoft
	Principles of Management MSS	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
4	Sexual Harassment Prevention f	PeopleSoft
	At-Risk Elementary School	PeopleSoft
	Referral Process - District of	PeopleSoft
	Resilient Together: Coping wit	PeopleSoft
	Coping with Loss	PeopleSoft
	DCPS Language Access	PeopleSoft
	Harassment Prevention for US E	PeopleSoft
	Mandated Reporter Training	PeopleSoft

5	The Basics of Coronavirus	PeopleSoft
	The Basics of Contact Tracing	PeopleSoft
	Phishing Training Course	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Cyber Essent Working Remo (KB4)	PeopleSoft
	Harassment Prevention for US E	PeopleSoft
	Phishing Training Course	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Cyber Essent Working Remo (KB4)	PeopleSoft
	Problem Solving Skills	PeopleSoft
	Project Management Fundamental	PeopleSoft
	MBTI Myers-Briggs WebEx	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
6	Harassment Prevention for US E	PeopleSoft
	Phishing Training Course	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Cyber Essent Working Remo (KB4)	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
7	Harassment Prevention for US E	PeopleSoft
	Writing Essent. Communications	PeopleSoft
	Language Access WebEx	PeopleSoft
	LGBTQ Cultural Competency	PeopleSoft
	Writing Essent. Communications	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft

8	Phishing Training Course	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Cyber Essent Working Remo (KB4)	PeopleSoft
	Harassment Prevention for US E	PeopleSoft
	Phishing Training Course	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Cyber Essent Working Remo (KB4)	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
9	Excel 2003 - Level I	PeopleSoft
	Values and Ethics	PeopleSoft
	ESS Time Entry -Online	PeopleSoft
	Sexual Harassment Prevention f	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	The Basics of Coronavirus	PeopleSoft
	The Basics of Contact Tracing	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Phishing Training Course	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Cyber Essent Working Remo (KB4)	PeopleSoft
	Harassment Prevention for US E	PeopleSoft
	Phishing Training Course	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Cyber Essent Working Remo (KB4)	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
10	Customer Service	PeopleSoft
	Personal Comp Win 2000	PeopleSoft

	Conversational Spanish I	PeopleSoft
	Critical Thinking	PeopleSoft
	Word 2003 - Level I	PeopleSoft
	PowerPoint 2003	PeopleSoft
	Practical Writing	PeopleSoft
	Values and Ethics	PeopleSoft
	ESS Time Entry -Online	PeopleSoft
	Cybersecurity Awareness	PeopleSoft
	Microsoft Access 2010-Level I	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	The Basics of Coronavirus	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Phishing Training Course	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Cyber Essent Working Remo (KB4)	PeopleSoft
	Harassment Prevention for US E	PeopleSoft
11	Customer Service	PeopleSoft
	Career Development (Videos):	PeopleSoft
	ESS Time Entry -Online	PeopleSoft
	Writing for Essential Comm	PeopleSoft
	Business Etiquette & Prof.	PeopleSoft
	Ethics Standards-DC Employees	PeopleSoft
	Presentation Skills	PeopleSoft
	Ethics Webinar	PeopleSoft
	Telecommuting [Online Course]	PeopleSoft
	HR Job Science- (HR STAFF ONLY)	PeopleSoft
	HR Job Science- (HR STAFF ONLY)	PeopleSoft
	LGBT Cultural Competency Online	PeopleSoft
	Paid Family Leave	PeopleSoft
	Process a Manual Wage in Grade	PeopleSoft

	Position Management	PeopleSoft
	Position Management	PeopleSoft
	Initiate/Process a Promotion	PeopleSoft
	Cybersecurity Awareness Training	PeopleSoft
	9.2 eRecruit (HR)	PeopleSoft
	9.2 Core HR & Position Mgmt	PeopleSoft
	9.2 Core HR & Position Mgmt	PeopleSoft
	Sexual Harassment Prevention f	PeopleSoft
	Procrastination: Admitting i	PeopleSoft
	Reasonable Suspicion Training	PeopleSoft
	Cybersecurity Awareness Training	PeopleSoft
	Coaching Techniques that Drive	PeopleSoft
	Calculating Service	PeopleSoft
	Qualifications Analysis	PeopleSoft
	Language Access	PeopleSoft
	Workplace Harassment Prevention	PeopleSoft
	Leading through Inspiration	PeopleSoft
	MSS Time Entry - Online	PeopleSoft
	Contact Trace WebEx	PeopleSoft
	The Basics of Coronavirus	PeopleSoft
	The Basics of Contact Tracing	PeopleSoft
	Effective Communication	PeopleSoft
	MSS Approve Time - Online	PeopleSoft
	MSS Approve OT Request -Online	PeopleSoft
	MSS Approve Abs Request-Online	PeopleSoft
	Vision Zero Traffic Safety	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Universal Leave	PeopleSoft
	W-4 Certification	PeopleSoft

	Accepted Delegation for T&L	PeopleSoft
	Phishing Training Course	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Cyber Essent Working Remo (KB4)	PeopleSoft
	HR Strategic Human Capital	PeopleSoft
	Intro to DC Gov't Contracting	PeopleSoft
	HR Employee Relations	PeopleSoft
	Managing Conflict Effectively	PeopleSoft
	Quality Customer Care WebEx	PeopleSoft
	Managing Up	PeopleSoft
	ADA Compliance Self-Assessment	PeopleSoft
	Giving and Receiving Feedback	PeopleSoft
	HR Benefits	PeopleSoft
	Communicating with Confidence	PeopleSoft
	Language Access WebEx	PeopleSoft
	Emotional Intelligence Concept	PeopleSoft
	Writing Essent. Communications	PeopleSoft
	Communicating Non-Defensively	PeopleSoft
	Welcome to M365 Overview	PeopleSoft
	Harassment Prevention for US E	PeopleSoft
	ADA Coordinator Title 1	PeopleSoft
	ADA Coordinator Title 2	PeopleSoft
	Phishing Training Course	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Cyber Essent Working Remo (KB4)	PeopleSoft
	Leave Management Training	PeopleSoft
	Leave Restriction Brown Bag	PeopleSoft

	Understanding Anger Mgmt.	PeopleSoft
	Writing Essent. Communications	PeopleSoft
	MBTI Myers-Briggs WebEx	PeopleSoft
	Peer to Manager, Now What?	PeopleSoft
	Communicate Strategically MSS	PeopleSoft
	Mid-Year Discussion & PIP MSS	PeopleSoft
	Giving & Receiving Feedback ESS	PeopleSoft
	Emotional Intelligence Concept	PeopleSoft
	Performance Management MSS	PeopleSoft
	Progressive Discipline MSS	PeopleSoft
	Building High Performing Tm.	PeopleSoft
	Principles of Management MSS	PeopleSoft
	Performance Management ESS	PeopleSoft
	Effective Performance Review	PeopleSoft
	Creating Top Talent Management	PeopleSoft
	Behavioral Interviewing Process	PeopleSoft
	Principles of Management MSS	PeopleSoft
	Managing Workplace Conflict	PeopleSoft
	Mid-Year Discussion & PIP MSS	PeopleSoft
	Dev Your Career & Direct Reports	PeopleSoft
	Strategies for Time Management	PeopleSoft
	Employee Dispute Resolution	PeopleSoft
	Language Access WebEx	PeopleSoft
	HR Retirement	PeopleSoft
	HR Organization Design	PeopleSoft
	HR Recruitment & Interviewing	PeopleSoft

		OCTO Cyber Security (KB4)	PeopleSoft
	12	Harassment Prevention for US E	PeopleSoft
		Writing Essent. Communications	PeopleSoft
		Password Best Practices	PeopleSoft
		Phishing Training Course	PeopleSoft
		Privacy Basics 1	PeopleSoft
		Privacy Basics 2	PeopleSoft
		Public Wi-Fi	PeopleSoft
		OCTO Cyber Security (KB4)	PeopleSoft
	13	Ergonomics in the Workplace	PeopleSoft
		Workplace Safety Orientation	PeopleSoft
		Ethics for DC Employees-Online	PeopleSoft
		LGBT Cultural Competency Online	PeopleSoft
		Getting Started with Visio 201	PeopleSoft
		Language Access	PeopleSoft
		PASS Buyer	PeopleSoft
		Contract Administrator	PeopleSoft
		Contract Administrator	PeopleSoft
		Project Management	PeopleSoft
		Effective Statements of Work	PeopleSoft
		MSS Time Entry - Online	PeopleSoft
		MSS Approve Time - Online	PeopleSoft
		MSS Approve Abs Request-Online	PeopleSoft
		Cybersecurity Awareness	PeopleSoft
		Getting Started with Access 20	PeopleSoft
		Sexual Harassment Prevention f	PeopleSoft
		Microsoft Project 2010	PeopleSoft
		Building a Schedule with Project	PeopleSoft

	Creating Resources in Project	PeopleSoft
	Defining Project Properties in	PeopleSoft
	Initializing a Project	PeopleSoft
	Inserting Basic Charts in Excel	PeopleSoft
	Introduction to Project 2010	PeopleSoft
	Introduction to Project Manage	PeopleSoft
	Managing Up	PeopleSoft
	Project Management Essentials	PeopleSoft
	Introduction to Ubuntu	PeopleSoft
	Creating Basic Tables in Access	PeopleSoft
	The Basics of Coronavirus	PeopleSoft
	The Basics of Contact Tracing	PeopleSoft
	ADA Compliance Self-Assessment	PeopleSoft
	Introduction to ODR Online	PeopleSoft
	Introduction to the ADA Online	PeopleSoft
	Title 1 Legal Overview Online	PeopleSoft
	Title 1 Process - Online	PeopleSoft
	Agency Training Coordinator Di	PeopleSoft
	Harassment Prevention for US E	PeopleSoft
	ADA Coordinator Title 1	PeopleSoft
	ADA Coordinator Title 2	PeopleSoft
	Phishing Training Course	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Cyber Essent Working Remo (KB4)	PeopleSoft
	Virtual Private Network	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft

14	Harassment Prevention for US E	PeopleSoft
15	Cybersecurity Awareness	PeopleSoft
	Sexual Harassment Prevention f	PeopleSoft
	Vision Zero Traffic Safety	PeopleSoft
	Phishing Training Course	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Cyber Essent Working Remo (KB4)	PeopleSoft
	Harassment Prevention for US E	PeopleSoft
	Phishing Training Course	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Cyber Essent Working Remo (KB4)	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
16	Personnel Actions	PeopleSoft
	Personnel Actions	PeopleSoft
	ESS Time Entry - Online	PeopleSoft
	MSS Time Entry - Online	PeopleSoft
	MSS Approve Time - Online	PeopleSoft
	Ethics Webinar	PeopleSoft
	Sexual Harassment Prevention f	PeopleSoft
	PASS Buyer	PeopleSoft
	9.2 eRecruit Job Posting	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	The Basics of Coronavirus	PeopleSoft
	Phishing Training Course	PeopleSoft
	Cyber Essent Working Remo (KB4)	PeopleSoft
	PASS Buyer	PeopleSoft
	Harassment Prevention for US E	PeopleSoft

		Introduction to DIFS	PeopleSoft
		Purchase Card (PCard) Reconcil	PeopleSoft
		Phishing Training Course	PeopleSoft
		OCTO Cyber Security (KB4)	PeopleSoft
		Cyber Essent Working Remo (KB4)	PeopleSoft
		OCTO Cyber Security (KB4)	PeopleSoft
	17	Critical Thinking	PeopleSoft
		Powerful Communication	PeopleSoft
		Sexual Harassment Prevention f	PeopleSoft
		Cybersecurity Awareness Training	PeopleSoft
		Communicating Non-Defensively	PeopleSoft
		OCTO Cyber Security (KB4)	PeopleSoft
		The Basics of Coronavirus	PeopleSoft
		The Basics of Contact Tracing	PeopleSoft
		OCTO Cyber Security (KB4)	PeopleSoft
		Phishing Training Course	PeopleSoft
		OCTO Cyber Security (KB4)	PeopleSoft
		Cyber Essent Working Remo (KB4)	PeopleSoft
		Harassment Prevention for US E	PeopleSoft
		Phishing Training Course	PeopleSoft
		OCTO Cyber Security (KB4)	PeopleSoft
		Cyber Essent Working Remo (KB4)	PeopleSoft
		How to Get Out of Your Own Way	PeopleSoft
		OCTO Cyber Security (KB4)	PeopleSoft
	18	ESS Time Entry -Online	PeopleSoft
		MSS Time Entry - Online	PeopleSoft

	MSS Approve Time - Online	PeopleSoft
	Ethics Webinar	PeopleSoft
	Sexual Harassment Prevention f	PeopleSoft
	Cybersecurity Awareness Traini	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	The Basics of Coronavirus	PeopleSoft
	The Basics of Contact Tracing	PeopleSoft
	Effective Communication	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Phishing Training Course	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Cyber Essent Working Remo (KB4)	PeopleSoft
	Harassment Prevention for US E	PeopleSoft
	Harassment Prevention for US M	PeopleSoft
	Phishing Training Course	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Cyber Essent Working Remo (KB4)	PeopleSoft
	Language Access WebEx	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
19	Basic Computer Skills	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Quality Customer Care WebEx	PeopleSoft
	Phishing Training Course	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Cyber Essent Working Remo (KB4)	PeopleSoft
	Harassment Prevention for US E	PeopleSoft

	Phishing Training Course	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Cyber Essent Working Remo (KB4)	PeopleSoft
	Customer Service: Discovering	PeopleSoft
	Building Customer Relationship	PeopleSoft
	Writing Essent. Communications	PeopleSoft
20	Values and Ethics	PeopleSoft
	Customer Service	PeopleSoft
	Sexual Harassment Prevention f	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	The Basics of Coronavirus	PeopleSoft
	The Basics of Contact Tracing	PeopleSoft
	Vision Zero Traffic Safety Trn	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Phishing Training Course	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Cyber Essent Working Remo (KB4)	PeopleSoft
	Harassment Prevention for US E	PeopleSoft
	Phishing Training Course	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Cyber Essent Working Remo (KB4)	PeopleSoft
	Communicating Non-Defensively	PeopleSoft
	Writing Essent. Communications	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
21	LGBT Cultural Competency Online	PeopleSoft

	Giving and Receiving Feedback	PeopleSoft
	Setting Boundaries	PeopleSoft
	Personality - Myers-Briggs	PeopleSoft
	Language Access	PeopleSoft
	Intro to DC Gov't Contracting	PeopleSoft
	Microsoft Access 2010-Level I	PeopleSoft
	Overview of DC GIS - ArcGIS	PeopleSoft
	Effective Statements of Work	PeopleSoft
	Effective Presentation Skills	PeopleSoft
	Procurement Foundation	PeopleSoft
	Pass Sourcing	PeopleSoft
	Pass Contracts	PeopleSoft
	SharePoint 2010-Level 1	PeopleSoft
	Project Management	PeopleSoft
	Managing Up	PeopleSoft
	Time Management	PeopleSoft
	PASS Buyer	PeopleSoft
	MSS Time Entry - Online	PeopleSoft
	MSS Approve Time - Online	PeopleSoft
	Sexual Harassment Prevention f	PeopleSoft
	Cybersecurity Awareness Traini	PeopleSoft
	Cybersecurity Awareness Traini	PeopleSoft
	Cybersecurity Awareness Traini	PeopleSoft
	Sexual Harassment Prevention f	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Pass Sourcing	PeopleSoft
	Pass Contracts	PeopleSoft
	Contact Trace WebEx	PeopleSoft
	The Basics of Coronavirus	PeopleSoft
	The Basics of Contact Tracing	PeopleSoft

	Effective Communication	PeopleSoft
	Case Monitoring and Resources	PeopleSoft
	Becoming a Successful Collaborator	PeopleSoft
	Coping with Information Overload	PeopleSoft
	Communicating Effectively	PeopleSoft
	Aligning Goals and Priorities	PeopleSoft
	Make the Time You Need: Get	PeopleSoft
	Office 365: Getting to know Windows	PeopleSoft
	Developing Emotional Intelligence	PeopleSoft
	OneDrive for Business: Signing	PeopleSoft
	OneDrive for Business: Using	PeopleSoft
	Working with the Interface and	PeopleSoft
	Formatting Text in Word 2016	PeopleSoft
	Customizing Options and Using	PeopleSoft
	Creating and Formatting Tables	PeopleSoft
	Headers, Footers, Page Numbery	PeopleSoft
	Using the Navigation Pane and	PeopleSoft
	Word 2016: Opening & Setting U	PeopleSoft
	OneDrive for Business: Organization	PeopleSoft
	Word 2016: Creating, Opening &	PeopleSoft
	Word 2016: Formatting Document	PeopleSoft
	Word 2016: Editing Documents	PeopleSoft
	Word 2016: Using the Find & Re	PeopleSoft
	Word 2016: Using Word 2016 wit	PeopleSoft
	Excel 2016: Getting Started	PeopleSoft
	Excel 2016: Creating, Saving &	PeopleSoft

	Performance Management	PeopleSoft
	Vision Zero Traffic Safety Trn	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Ethics for DC Employees-Online	PeopleSoft
	Phishing Training Course	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Cyber Essent Working Remo (KB4)	PeopleSoft
	Grants Management 101	PeopleSoft
	Designing Change Management	PeopleSoft
	Commitment Accounting - Online	PeopleSoft
	Basic Budgeting for Non-finance	PeopleSoft
	Basic Budgeting for Non-finance	PeopleSoft
	Quality Customer Care WebEx	PeopleSoft
	Using/Managing the DC PCard	PeopleSoft
	BEGA Ethics	PeopleSoft
	BEGA Hatch Act Training	PeopleSoft
	PASS Buyer	PeopleSoft
	Effective Statements of Work	PeopleSoft
	PASS Buyer	PeopleSoft
	Understanding the DC Budget	PeopleSoft
	Harassment Prevention for US E	PeopleSoft
	Introduction to DIFS	PeopleSoft
	Introduction to DIFS	PeopleSoft
	Intro to DC Gov't Contracting	PeopleSoft
	Phishing Training Course	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Cyber Essent Working Remo (KB4)	PeopleSoft
	PASS Buyer	PeopleSoft

	Introduction to Reporting	PeopleSoft
	Contract Administrator	PeopleSoft
	Using/Managing the DC PCard	PeopleSoft
	Chart of Accounts (COA) Micro.	PeopleSoft
	Understanding the DC Budget	PeopleSoft
	Purchase Card (PCard) Reconcil	PeopleSoft
	Purchase Card (PCard) Reconcil	PeopleSoft
	Travel Approval and Reimbursements	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
22	MSS Time Entry - Online	PeopleSoft
	MSS Approve Time - Online	PeopleSoft
	Sexual Harassment Prevention f	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	The Basics of Coronavirus	PeopleSoft
	The Basics of Contact Tracing	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Taking the Lead with Workplace	PeopleSoft
	Expert Insights on Managing St	PeopleSoft
	Phishing Training Course	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Cyber Essent Working Remo (KB4)	PeopleSoft
	Harassment Prevention for US E	PeopleSoft
	Harassment Prevention for US M	PeopleSoft
	Phishing Training Course	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Cyber Essent Working Remo (KB4)	PeopleSoft

	Peer to Manager, Now What?	PeopleSoft
	Building High Performing Tm.	PeopleSoft
	Principles of Management MSS	PeopleSoft
	Performance Management MSS	PeopleSoft
	Reasonable Suspicion MSS	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
23	Harassment Prevention for US E	PeopleSoft
24	Harassment Prevention for US E	PeopleSoft
	Writing Essent. Communications	PeopleSoft
	LGBTQ Cultural Competency	PeopleSoft
	Language Access WebEx	PeopleSoft
	Writing Essent. Communications	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
25	Sexual Harassment Prevention f	PeopleSoft
	Cybersecurity Awareness Traini	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	The Basics of Coronavirus	PeopleSoft
	The Basics of Contact Tracing	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Phishing Training Course	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Cyber Essent Working Remo (KB4)	PeopleSoft
	Harassment Prevention for US E	PeopleSoft
	Women in Leadership: Mastering	PeopleSoft

	Leader campon-demand: Women's	PeopleSoft
	Leader campon-demand: Women's	PeopleSoft
	CompTIA A+ Core 1: Installing	PeopleSoft
	Development & Testing with Agi	PeopleSoft
	Development & Testing with Agile	PeopleSoft
	Development & Testing with Agile	PeopleSoft
	Development & Testing with Agile	PeopleSoft
	Agile Software Projects: Software	PeopleSoft
	Agile Software Projects: Software	PeopleSoft
	Phishing Training Course	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Cyber Essent Working Remo (KB4)	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
26	Microcomputer Fund	PeopleSoft
	Access 2003- Level I	PeopleSoft
	Values and Ethics	PeopleSoft
	Access 2002: 1 Creating Database	PeopleSoft
	Access 2003: 2 Designing and	PeopleSoft
	MSS Time Entry - Online	PeopleSoft
	MSS Approve Time - Online	PeopleSoft
	Ethics Webinar	PeopleSoft
	GBLT Cultural Competency	PeopleSoft
	ESS Time Entry -Online	PeopleSoft
	ESS Absence Request - Online	PeopleSoft
	Telecommuting [Online Course]	PeopleSoft
	Sexual Harassment Prevention f	PeopleSoft
	Cybersecurity Awareness Traini	PeopleSoft

		Cybersecurity Awareness Traini	PeopleSoft
		PowerPoint 2016: Getting Start	PeopleSoft
		OCTO Cyber Security (KB4)	PeopleSoft
		The Basics of Coronavirus	PeopleSoft
		The Basics of Contact Tracing	PeopleSoft
		Vision Zero Traffic Safety Trn	PeopleSoft
		OCTO Cyber Security (KB4)	PeopleSoft
		Phishing Training Course	PeopleSoft
		OCTO Cyber Security (KB4)	PeopleSoft
		Cyber Essent Working Remo (KB4)	PeopleSoft
		Harassment Prevention for US E	PeopleSoft
		Phishing Training Course	PeopleSoft
		OCTO Cyber Security (KB4)	PeopleSoft
		Cyber Essent Working Remo (KB4)	PeopleSoft
		Travel Approval and Reimbursement	PeopleSoft
		OCTO Cyber Security (KB4)	PeopleSoft
	27	ESS Time Entry -Online	PeopleSoft
		Sexual Harassment Prevention f	PeopleSoft
		Cybersecurity Awareness Traini	PeopleSoft
		Cybersecurity Awareness Traini	PeopleSoft
		OCTO Cyber Security (KB4)	PeopleSoft
		The Basics of Coronavirus	PeopleSoft
		Vision Zero Traffic Safety Trn	PeopleSoft
		Phishing Training Course	PeopleSoft
		OCTO Cyber Security (KB4)	PeopleSoft
		Cyber Essent Working Remo (KB4)	PeopleSoft

	Harassment Prevention for US E	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
28	Excel 2003 - Level I	PeopleSoft
	ESS Time Entry -Online	PeopleSoft
	Cybersecurity Awareness Traini	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	The Basics of Coronavirus	PeopleSoft
	The Basics of Contact Tracing	PeopleSoft
	Harassment Prevention for US E	PeopleSoft
	Phishing Training Course	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Cyber Essent Working Remo (KB4)	PeopleSoft
	Fundamentals of Emergency Mgmt	PeopleSoft
	Intro to DC Gov't Contracting	PeopleSoft
29	MSS Time Entry - Online	PeopleSoft
	MSS Approve Time - Online	PeopleSoft
	Harassment Prevention for US E	PeopleSoft
	Harassment Prevention for US M	PeopleSoft
	Phishing Training Course	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Cyber Essent Working Remo (KB4)	PeopleSoft
	Giving and Receiving Feedback	PeopleSoft
	Performance Management MSS	PeopleSoft
	Building High Performing Tm.	PeopleSoft
	LGBTQ Cultural Competency	PeopleSoft

	Progressive Discipline MSS	PeopleSoft
	Language Access WebEx	PeopleSoft
	Communicate Strategically MSS	PeopleSoft
	Reasonable Suspicion MSS	PeopleSoft
	Advancing Racial Equity MSS	PeopleSoft
	Building Workplace Motivation	PeopleSoft
	Principles of Management MSS	PeopleSoft
	Managing Workplace Conflict	PeopleSoft
	Progressive Discipline MSS	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
30	The Basics of Coronavirus	PeopleSoft
	The Basics of Contact Tracing	PeopleSoft
	Vision Zero Traffic Safety Trn	PeopleSoft
	Phishing Training Course	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Cyber Essent Working Remo (KB4)	PeopleSoft
	Harassment Prevention for US E	PeopleSoft
	Contract Administrator	PeopleSoft
	Effective Statements of Work	PeopleSoft
	Intro to Market Research	PeopleSoft
	PASS Buyer	PeopleSoft
	Intro to DC Gov't Contracting	PeopleSoft
	Phishing Training Course	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Cyber Essent Working Remo (KB4)	PeopleSoft
	Using/Managing the DC PCard	PeopleSoft

	Chart of Accounts (COA) Micro	PeopleSoft
	Travel Approval and Reimbursements	PeopleSoft
	Understanding the DC Budget	PeopleSoft
	Data Driven Decision Making	PeopleSoft
	Advancing Racial Equity MSS	PeopleSoft
	Understanding the DC Budget	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
31	The Basics of Coronavirus	PeopleSoft
	The Basics of Contact Tracing	PeopleSoft
	Phishing Training Course	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Cyber Essent Working Remo (KB4)	PeopleSoft
	Harassment Prevention for US E	PeopleSoft
	Phishing Training Course	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Cyber Essent Working Remo (KB4)	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
32	Project Management	PeopleSoft
	Intro to DC Gov't Contracting	PeopleSoft
	Sexual Harassment Prevention f	PeopleSoft
	Cybersecurity Awareness Traini	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	The Basics of Coronavirus	PeopleSoft
	The Basics of Contact Tracing	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft

	Quality Customer Care WebEx	PeopleSoft
	Phishing Training Course	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Cyber Essent Working Remo (KB4)	PeopleSoft
	Harassment Prevention for US E	PeopleSoft
	Phishing Training Course	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Cyber Essent Working Remo (KB4)	PeopleSoft
	Moving from Bias to Inclusion	PeopleSoft
	Moving from Bias to Inclusion	PeopleSoft
	Expert Insights on Managing Up	PeopleSoft
	Administrative Support: Working	PeopleSoft
	Effective Business Writing	PeopleSoft
	Peer to Manager, Now What?	PeopleSoft
	Chess Not Checkers	PeopleSoft
	LGBTQ Cultural Competency	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
33	Telecommuting [Online Course]	PeopleSoft
	Sexual Harassment Prevention f	PeopleSoft
	Sexual Harassment Prevent 2018	PeopleSoft
	MSS Approve Time - Online	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	The Basics of Coronavirus	PeopleSoft
	The Basics of Contact Tracing	PeopleSoft
	Effective Communication	PeopleSoft
	Case Monitoring and Resources	PeopleSoft

	OCTO Cyber Security (KB4)	PeopleSoft
	Phishing Training Course	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Cyber Essent Working Remo (KB4)	PeopleSoft
	Harassment Prevention for US E	PeopleSoft
	Harassment Prevention for US M	PeopleSoft
	MSS Time Entry - Online	PeopleSoft
	Progressive Discipline MSS	PeopleSoft
	Building High Performing Tm.	PeopleSoft
	The Four Agreements	PeopleSoft
	Principles of Management MSS	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
34	Cybersecurity Awareness Traini	PeopleSoft
	Coaching	PeopleSoft
	Giving Appropriate Feedback	PeopleSoft
	Sexual Harassment Prevention f	PeopleSoft
	Coaching to Shift Perception	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Coaching to Shift Perception	PeopleSoft
	MSS Time Entry - Online	PeopleSoft
	MSS Approve Time - Online	PeopleSoft
	MSS Approve Abs Request-Online	PeopleSoft
	MSS Approve OT Request -Online	PeopleSoft
	The Basics of Coronavirus	PeopleSoft
	Contact Trace WebEx	PeopleSoft
	The Basics of Contact Tracing	PeopleSoft

	Effective Communication	PeopleSoft
	Case Monitoring and Resources	PeopleSoft
	Vision Zero Traffic Safety Trn	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Ethics for DC Employees-Online	PeopleSoft
	Phishing Training Course	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Cyber Essent Working Remo (KB4)	PeopleSoft
	PASS Buyer	PeopleSoft
	Harassment Prevention for US E	PeopleSoft
	Phishing Training Course	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Cyber Essent Working Remo (KB4)	PeopleSoft
	Performance Management MSS	PeopleSoft
	Principles of Management MSS	PeopleSoft
	Mid-Year Discussion & PIP MSS	PeopleSoft
	Communicate Strategically MSS	PeopleSoft
	Progressive Discipline MSS	PeopleSoft
	Building High Performing Tm.	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	LGBT Cultural Competency Online	PeopleSoft
	Racial Equity Assessment ESS	PeopleSoft
35	CompTIA Security+: Risk Manage	PeopleSoft
	Cybersecurity Awareness:	PeopleSoft
	Cloud Computing Fundamentals:	PeopleSoft
	Calm Body - Morning Wake Up	PeopleSoft

	Harassment Prevention for US E	PeopleSoft	
	CompTIA Security+: Analyzing A	PeopleSoft	
	Network Security Threats and T	PeopleSoft	
	CompTIA PenTest+: Scoping	PeopleSoft	
	Certified Secure Software Life	PeopleSoft	
	SSCP 2021: Secure Wireless Com	PeopleSoft	
	Harnessing the Power of DevOps	PeopleSoft	
	MS Azure DevOps Solutions: Too	PeopleSoft	
	Certified Information Systems	PeopleSoft	
	Splunk: Getting Started	PeopleSoft	
	OCTO Cyber Security (KB4)	PeopleSoft	
36	Customer Service	PeopleSoft	
	ESS Time Entry -Online	PeopleSoft	
	Ethics Webinar	PeopleSoft	
	Personality - Myers-Briggs	PeopleSoft	
	Microsoft Excel 2010 - Level I	PeopleSoft	
	Powerful Communication	PeopleSoft	
	Microsoft Access 2010-Level I	PeopleSoft	
	Microsoft Excel 2010-Level II	PeopleSoft	
	Writing for Essential Comm	PeopleSoft	
	Microsoft Excel 2010-Level II	PeopleSoft	
	The Basics of Coronavirus	PeopleSoft	
	The Basics of Contact Tracing	PeopleSoft	
	Writing Essent. Communications	PeopleSoft	
	Writing a Position Description	PeopleSoft	
	Harassment Prevention for US E	PeopleSoft	

	Phishing Training Course	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Cyber Essent Working Remo (KB4)	PeopleSoft
	HR Employee Relations	PeopleSoft
	HR Benefits	PeopleSoft
	LGBT Cultural Competency Online	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Language Access	PeopleSoft
37	Harassment Prevention for US E	PeopleSoft
	Phishing Training Course	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Cyber Essent Working Remo (KB4)	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
38	Phishing Training Course	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Cyber Essent Working Remo (KB4)	PeopleSoft
	Harassment Prevention for US E	PeopleSoft
	Phishing Training Course	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Cyber Essent Working Remo (KB4)	PeopleSoft
	Project Management Fundamental	PeopleSoft
	MBTI Myers-Briggs WebEx	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
39	Harassment Prevention for US E	PeopleSoft
	Using/Managing the DC PCard	PeopleSoft
	PASS Buyer	PeopleSoft

		OCTO Cyber Security (KB4)	PeopleSoft
	40	MSS Time Entry - Online	PeopleSoft
		MSS Approve Time - Online	PeopleSoft
		Ethics Webinar	PeopleSoft
		Ethics Standards-DC Employees	PeopleSoft
		Sexual Harassment Prevention f	PeopleSoft
		OCTO Cyber Security (KB4)	PeopleSoft
		The Basics of Coronavirus	PeopleSoft
		The Basics of Contact Tracing	PeopleSoft
		OCTO Cyber Security (KB4)	PeopleSoft
		Cyber Essent Working Remo (KB4)	PeopleSoft
		Harassment Prevention for US E	PeopleSoft
		OCTO Cyber Security (KB4)	PeopleSoft
	41	ESS Time Entry -Online	PeopleSoft
		Customer Service	PeopleSoft
		Sexual Harassment Prevention f	PeopleSoft
		Cybersecurity Awareness Traini	PeopleSoft
		OCTO Cyber Security (KB4)	PeopleSoft
		The Basics of Coronavirus	PeopleSoft
		OCTO Cyber Security (KB4)	PeopleSoft
		Phishing Training Course	PeopleSoft
		OCTO Cyber Security (KB4)	PeopleSoft
		Cyber Essent Working Remo (KB4)	PeopleSoft
		Harassment Prevention for US E	PeopleSoft
		Phishing Training Course	PeopleSoft
		OCTO Cyber Security (KB4)	PeopleSoft

		Cyber Essent Working Remo (KB4)	PeopleSoft
		OCTO Cyber Security (KB4)	PeopleSoft
	42	Cybersecurity Awareness Traini	PeopleSoft
		Sexual Harassment Prevention f	PeopleSoft
		Microsoft PowerPoint 2010	PeopleSoft
		Microsoft PowerPoint 2010	PeopleSoft
		Microsoft Excel 2010 - Level I	PeopleSoft
		LGBT Cultural Competency Online	PeopleSoft
		MSS Time Entry - Online	PeopleSoft
		MSS Approve Time - Online	PeopleSoft
		Telecommuting [Online Course]	PeopleSoft
		OCTO Cyber Security (KB4)	PeopleSoft
		Performance Management (MSS)	PeopleSoft
		Sexual Harassment Prevent MSS	PeopleSoft
		Sexual Harassment Prevention f	PeopleSoft
		The Basics of Coronavirus	PeopleSoft
		The Basics of Contact Tracing	PeopleSoft
		OCTO Cyber Security (KB4)	PeopleSoft
		Phishing Training Course	PeopleSoft
		OCTO Cyber Security (KB4)	PeopleSoft
		Cyber Essent Working Remo (KB4)	PeopleSoft
		Harassment Prevention for US M	PeopleSoft
		Harassment Prevention for US E	PeopleSoft
		Phishing Training Course	PeopleSoft
		OCTO Cyber Security (KB4)	PeopleSoft

	Cyber Essent Working Remo (KB4)	PeopleSoft
	Improving Your Technical Writing	PeopleSoft
	Communicate Strategically MSS	PeopleSoft
	Writing Essent. Communications	PeopleSoft
	Giving/Receiving Feedback MSS	PeopleSoft
	Mindfulness/Managing Stress MSS	PeopleSoft
	Principles of Management MSS	PeopleSoft
	Building High Performing Tm.	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
43	ESS Time Entry -Online	PeopleSoft
	Sexual Harassment Prevention f	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	The Basics of Coronavirus	PeopleSoft
	The Basics of Contact Tracing	PeopleSoft
	Phishing Training Course	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Cyber Essent Working Remo (KB4)	PeopleSoft
	Harassment Prevention for US E	PeopleSoft
44	OCTO Cyber Security (KB4)	PeopleSoft
	MSS Time Entry - Online	PeopleSoft
	MSS Approve Time - Online	PeopleSoft
45	MSS Time Entry - Online	PeopleSoft
	MSS Approve Time - Online	PeopleSoft
	Harassment Prevention for US E	PeopleSoft

		Harassment Prevention for US M	PeopleSoft
		Phishing Training Course	PeopleSoft
		OCTO Cyber Security (KB4)	PeopleSoft
		Cyber Essent Working Remo (KB4)	PeopleSoft
		Language Access WebEx	PeopleSoft
		LGBTQ Cultural Competency	PeopleSoft
		Emotional Intelligence Concept	PeopleSoft
		Performance Management MSS	PeopleSoft
		Progressive Discipline MSS	PeopleSoft
		Principles of Management MSS	PeopleSoft
		Performance Management MSS	PeopleSoft
		Reasonable Suspicion MSS	PeopleSoft
		Language Access WebEx	PeopleSoft
		Communicate Strategically MSS	PeopleSoft
		Building High Performing Tm.	PeopleSoft
		OCTO Cyber Security (KB4)	PeopleSoft
	46	Project Management	PeopleSoft
		Performance Management	PeopleSoft
		Procurement I	PeopleSoft
		Human Resources Sys I	PeopleSoft
		Procurement I	PeopleSoft
		Leadership Principles	PeopleSoft
		HR Mgmt - EEO/Diversity	PeopleSoft
		Perf. Based Budgeting	PeopleSoft
		From Peer to Boss	PeopleSoft
		PowerPoint 2003	PeopleSoft
		Customer Service	PeopleSoft
		ESS Time Entry -Online	PeopleSoft
		MSS Time Entry - Online	PeopleSoft

	MSS Approve Time - Online	PeopleSoft
	Multigenerational Workplace	PeopleSoft
	Microsoft Project 2007	PeopleSoft
	Microsoft Outlook 2007	PeopleSoft
	Performance Management	PeopleSoft
	Customer Service	PeopleSoft
	Ethics Webinar	PeopleSoft
	Sexual Harassment for Managers	PeopleSoft
	Performance Management (MSS)	PeopleSoft
	Comp & Class Online Training	PeopleSoft
	Managing for Rapid Change and	PeopleSoft
	Embracing Organizational Chang	PeopleSoft
	Preparing for Organizational C	PeopleSoft
	Managing Workplace Stress	PeopleSoft
	Progressive Discipline	PeopleSoft
	Cybersecurity Awareness Traini	PeopleSoft
	Sexual Harassment Prevention f	PeopleSoft
	Microsoft PowerPoint 2010	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	The Basics of Contact Tracing	PeopleSoft
	The Basics of Coronavirus	PeopleSoft
	Vision Zero Traffic Safety Trn	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Taking Stock of Your Work/Life	PeopleSoft
	Phishing Training Course	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Cyber Essent Working Remo (KB4)	PeopleSoft

	Harassment Prevention for US E	PeopleSoft	
	Phishing Training Course	PeopleSoft	
	OCTO Cyber Security (KB4)	PeopleSoft	
	Cyber Essent Working Remo (KB4)	PeopleSoft	
	Communicating Non-Defensively	PeopleSoft	
	Communicating Effectively with	PeopleSoft	
	Introduction to DIFS	PeopleSoft	
	OCTO Cyber Security (KB4)	PeopleSoft	
47	Developing Emotional Intelligence	PeopleSoft	
	Sexual Harassment Prevention f	PeopleSoft	
	Enabling Business Process Imp	PeopleSoft	
	Vision Zero Traffic Safety Trn	PeopleSoft	
	The Basics of Coronavirus	PeopleSoft	
	The Basics of Contact Tracing	PeopleSoft	
	Phishing Training Course	PeopleSoft	
	OCTO Cyber Security (KB4)	PeopleSoft	
	Cyber Essent Working Remo (KB4)	PeopleSoft	
	CISSP 2021: (ISC)2 & the CISSP	PeopleSoft	
	Harassment Prevention for US E	PeopleSoft	
	Phishing Training Course	PeopleSoft	
	OCTO Cyber Security (KB4)	PeopleSoft	
	Cyber Essent Working Remo (KB4)	PeopleSoft	
	MSS Time Entry - Online	PeopleSoft	
	MSS Approve Time - Online	PeopleSoft	
	Peer to Manager, Now What?	PeopleSoft	
	Giving and Receiving Feedback	PeopleSoft	

		Building High Performing Tm.	PeopleSoft
		LGBTQ Cultural Competency	PeopleSoft
		Emotional Intelligence Concept	PeopleSoft
		Mid-Year Discussion & PIP MSS	PeopleSoft
		Language Access WebEx	PeopleSoft
		Performance Management MSS	PeopleSoft
		Communicate Strategically MSS	PeopleSoft
		Mindfulness/Managing Stress MSS	PeopleSoft
		Communicating Non-Defensively	PeopleSoft
		Mid-Year Discussion & PIP MSS	PeopleSoft
		Labor Liaison: What You Need	PeopleSoft
		Intro to Market Research	PeopleSoft
		Sexual Harassment Prev. MSS	PeopleSoft
		Writing Essent. Communications	PeopleSoft
		Advancing Racial Equity MSS	PeopleSoft
	48	ESS Time Entry -Online	PeopleSoft
		Introduction to Supervision	PeopleSoft
		Excel 2007 - Level I	PeopleSoft
		Introduction to PCs	PeopleSoft
		MS Office 2007 New Features	PeopleSoft
		Critical Thinking	PeopleSoft
		Work-Life Effectiveness	PeopleSoft
		DC Government Contracting	PeopleSoft
		Excel 2007 - Level II	PeopleSoft
		Sexual Harassment Prevention f	PeopleSoft
		Cybersecurity Awareness Traini	PeopleSoft
		OCTO Cyber Security (KB4)	PeopleSoft

	The Basics of Coronavirus	PeopleSoft
	The Basics of Contact Tracing	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Phishing Training Course	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Cyber Essent Working Remo (KB4)	PeopleSoft
	Harassment Prevention for US E	PeopleSoft
	Phishing Training Course	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Cyber Essent Working Remo (KB4)	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
49	Procurement I	PeopleSoft
	Project Management	PeopleSoft
	Human Resources Sys I	PeopleSoft
	Procurement I	PeopleSoft
	Leadership Principles	PeopleSoft
	Performance Management	PeopleSoft
	HR Mgmt - EEO/Diversity	PeopleSoft
	Perf. Based Budgeting	PeopleSoft
	Values and Ethics	PeopleSoft
	ESS Time Entry -Online	PeopleSoft
	MSS Time Entry - Online	PeopleSoft
	MSS Approve Time - Online	PeopleSoft
	Multigenerational Workplace	PeopleSoft
	Sexual Harassment	PeopleSoft
	Telecommuting [Online Course]	PeopleSoft
	Sexual Harassment Prevention f	PeopleSoft
	Sexual Harassment Prevent 2018	PeopleSoft
	Using the DC Purchase Card	PeopleSoft

	Cybersecurity Awareness Traini	PeopleSoft
	Effective Statements of Work	PeopleSoft
	Contract Administrator	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	The Basics of Coronavirus	PeopleSoft
	The Basics of Contact Tracing	PeopleSoft
	Effective Communication	PeopleSoft
	Case Monitoring and Resources	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Phishing Training Course	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Cyber Essent Working Remo (KB4)	PeopleSoft
	Harassment Prevention for US E	PeopleSoft
	Harassment Prevention for US M	PeopleSoft
	Purchase Card (PCard) Reconcil	PeopleSoft
	Phishing Training Course	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Cyber Essent Working Remo (KB4)	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
50	Microsoft Excel 2010 - Level I	PeopleSoft
	Microsoft Access 2010-Level I	PeopleSoft
	Microsoft Project 2010	PeopleSoft
	Adobe InDesign-Level 1	PeopleSoft
	Microsoft Visio 2010-Level I	PeopleSoft
	Microsoft PowerPoint 2010	PeopleSoft
	SharePoint 2010-Level 1	PeopleSoft

	Sexual Harassment Prevention f	PeopleSoft
	Cybersecurity Awareness Traini	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	The Basics of Coronavirus	PeopleSoft
	The Basics of Contact Tracing	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Phishing Training Course	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Cyber Essent Working Remo (KB4)	PeopleSoft
	Harassment Prevention for US E	PeopleSoft
	Phishing Training Course	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Cyber Essent Working Remo (KB4)	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
51	OCTO Cyber Security (KB4)	PeopleSoft
	The Basics of Coronavirus	PeopleSoft
	The Basics of Contact Tracing	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Phishing Training Course	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Cyber Essent Working Remo (KB4)	PeopleSoft
	Harassment Prevention for US E	PeopleSoft
	Phishing Training Course	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Cyber Essent Working Remo (KB4)	PeopleSoft

		OCTO Cyber Security (KB4)	PeopleSoft
	52	ESS Time Entry -Online	PeopleSoft
		Ethics Webinar	PeopleSoft
		Telecommuting [Online Course]	PeopleSoft
		Microsoft Outlook 2010	PeopleSoft
		Microsoft Excel 2010 - Level I	PeopleSoft
		Microsoft Excel 2010 - Level I	PeopleSoft
		Sexual Harassment Prevention f	PeopleSoft
		Cybersecurity Awareness Traini	PeopleSoft
		OCTO Cyber Security (KB4)	PeopleSoft
		MSS Time Entry - Online	PeopleSoft
		MSS Approve Time - Online	PeopleSoft
		The Basics of Coronavirus	PeopleSoft
		The Basics of Contact Tracing	PeopleSoft
		Effective Communication	PeopleSoft
		Case Monitoring and Resources	PeopleSoft
		OCTO Cyber Security (KB4)	PeopleSoft
		Phishing Training Course	PeopleSoft
		OCTO Cyber Security (KB4)	PeopleSoft
		Cyber Essent Working Remo (KB4)	PeopleSoft
		Harassment Prevention for US E	PeopleSoft
		Phishing Training Course	PeopleSoft
		OCTO Cyber Security (KB4)	PeopleSoft
		Cyber Essent Working Remo (KB4)	PeopleSoft
		Mid-Year Discussion & PIP MSS	PeopleSoft
		Communicate Strategically MSS	PeopleSoft

		Progressive Discipline MSS	PeopleSoft
		OCTO Cyber Security (KB4)	PeopleSoft
	53	Microsoft Excel 2010 - Level I	PeopleSoft
		Sexual Harassment Prevention f	PeopleSoft
		Sexual Harassment Prevention f	PeopleSoft
		Cybersecurity Awareness Traini	PeopleSoft
		Cybersecurity Awareness Traini	PeopleSoft
		OCTO Cyber Security (KB4)	PeopleSoft
		The Basics of Contact Tracing	PeopleSoft
		Vision Zero Traffic Safety Trn	PeopleSoft
		Phishing Training Course	PeopleSoft
		OCTO Cyber Security (KB4)	PeopleSoft
		Cyber Essent Working Remo (KB4)	PeopleSoft
		Harassment Prevention for US E	PeopleSoft
		LGBT Cultural Competency Online	PeopleSoft
		OCTO Cyber Security (KB4)	PeopleSoft
		Language Access	PeopleSoft
	54	Ethics for DC Employees-Online	PeopleSoft
		LGBT Cultural Competency Online	PeopleSoft
		The Basics of Coronavirus	PeopleSoft
		The Basics of Contact Tracing	PeopleSoft
		Phishing Training Course	PeopleSoft
		OCTO Cyber Security (KB4)	PeopleSoft
		Cyber Essent Working Remo (KB4)	PeopleSoft
		Harassment Prevention for US E	PeopleSoft

	Phishing Training Course	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Cyber Essent Working Remo (KB4)	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
55	OCTO Cyber Security (KB4)	PeopleSoft
	Language Access	PeopleSoft
	Harassment Prevention for US E	PeopleSoft
56	Vision Zero Traffic Safety Trn	PeopleSoft
	PASS Buyer	PeopleSoft
	The Basics of Coronavirus	PeopleSoft
	Phishing Training Course	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Cyber Essent Working Remo (KB4)	PeopleSoft
	Effective Statements of Work	PeopleSoft
	Agency Training Coordinator Di	PeopleSoft
	Using/Managing the DC PCard	PeopleSoft
	Harassment Prevention for US E	PeopleSoft
	Phishing Training Course	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
	Cyber Essent Working Remo (KB4)	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft
57	Phishing Training Course	PeopleSoft
	Privacy Basics 2	PeopleSoft
	Public Wi-Fi	PeopleSoft
	Harassment Prevention for US E	PeopleSoft
	Phishing Training Course	PeopleSoft

	OCTO Cyber Security (KB4)	PeopleSoft
	Cyber Essent Working Remo (KB4)	PeopleSoft
	OCTO Cyber Security (KB4)	PeopleSoft

CPR/AED/FIRST AIDE CERTIFIED
Training provided by Fire and Emergency Services (FEMS)
September 7,2023

- Four Employees Trained

CPR/AED/FIRST AIDE HANDS-ONLY
Training provided by Fire and Emergency Services (FEMS)
October 11, 2023

- 17 Employees Trained

MENTAL HEALTH FIRST AIDE AT WORK CERTIFIED
Training provided by National Council for Mental Wellbeing
October 25, 2023

- 13 Employees Trained

25. Does the agency conduct annual performance evaluations of all its employees? Who conducts such evaluations? What steps are taken to ensure that all agency employees are meeting individual job requirements?

    RESPONSE: The agency conducts annual performance evaluations on most employees. Each supervisor is responsible for conducting performance evaluations for subordinate staff. Staff members are asked to complete self-evaluations. Self-evaluations are useful tools to engage in conversations about performance. To ensure employees are meeting individual job requirements, supervisors provide regular and ongoing feedback. As necessary, employee job responsibilities are adjusted and intervention occurs. When formal feedback is provided to an employee, it is placed into their personnel file.

26. Please include a chart of FY23 employee evaluation rating showing the employee's job title, duties/responsibilities, classification grade, salary, date of employment, and FY22 evaluation rating. Also identify if the employee has been separated from the agency during FY23 or Q1 of FY24.

RESPONSE:

Duties/Responsibilities	Grade/Step	Salary	Date of Hire	Separation Date
Plans, develops and coordinates special projects and programs, ensuring that projects are carried out in a timely manner, and in accordance with established policies and procedures.	7/0	$102,064.82	9/2/2018	
Provides substantive administrative and management support to the Warehouse/Operations division.	9/5	$61,110.00	8/17/2020	
Provides long-term strategy in the areas of database best practices, database maintenance, and data support by supporting the implementation of database and application systems, participating in database and application architecture reviews, capacity planning, database and application installation and configuration, standard database management, as well as application-specific database and application procedure development.	13/8	$113,950.00	3/28/2022	
Manages the facility support program for the agency, consisting of the Central Office and all polling sites and early vote centers throughout the District of Columbia, which are housed in a variety of different facilities including public schools, churches, recreation centers and other private or public buildings and all matters surrounding BOE operations, vehicles and locations.	13/0	$115,501.00	7/16/2001	
Provides technical credibility, insight, and innovation to ensure the successful development, implementation, management, and	16/0	$140,958.00	6/8/2020	

maintenance of the information security systems, processes, and policies that are required to protect the breadth of DCBOE's enterprise systems and data.				
Manages an extensive agency-based voter registration program under the provisions of the National Voter Registration Act and act as DCBOE's liaison with all associated governmental agencies.	14/0	$133,829.16	3/14/2022	
Coordinates all activities related to voter education, voter outreach and community engagement, organizing and staffing outreach events, managing and facilitating voter education programs and activities, engaging diverse populations, building new partnerships, and developing public information materials and digital communications to increase voter awareness and civic engagement.	9/4	$59,378.00	2/27/2023	
Plans, develops and directs human capital functions for the agency, including, but not limited to: strategic human capital planning and supporting agency management with recruiting, hiring and managing staff human resource needs. Has advisory responsibility for the resolution of human resources and administrative issues/problems, which she must provide the stimulus of resourceful leadership. The work involves the development and submission of HR (personnel action) requests related to position classification, recruitment, staffing, employee and labor relations, training, record management, incentive awards, proposal for adverse	14/5	$124,091.00	10/14/2008	

action, grievances and appeals, performance evaluations, tours of duty, leave and pay administration, and other human resource matters.				
Performs various tasks associated with the management and maintenance of the District of Columbia's voter registry.	7/2	$46,417.00	6/1/2022	
Provides legal support services which facilitates the work of the legal staff.	9/5	$61,110.00	1/6/2020	
Directs program operations and supports activities associated with election operations, including the conduct of elections and agency administration. Provides leadership and direction to subordinate organizations in the areas of voter registration, service administration, and support; represents DCBOE in the management of financial, material, and personnel resources; executes duties associated with DCBOE's independent personnel authority; assists the Board during formal hearings and meetings; and assists the Board and the General Counsel in the development of legislative proposals affecting agency operations in the delivery of election services.	11/0	$226,842.00	3/4/2019	
Assists in the operation and maintenance of the District of Columbia's voter registry, covering all aspects of voter qualification, data entry, verification, activity reporting, and document control.	9/8	$66,306.00	7/17/2000	
Responsible for the planning, designing, installation, and maintenance of computer systems and voting machines election software and	15/0	$159,674.54	6/8/2009	

hardware for DCBOE's computing platforms, as well as, delivery of IT assets and infrastructure (LAN/WAN) operations, development and maintenance.				
Provides support to warehouse operations and warehouse-based programs, including: maintenance of equipment and voting systems; inventory of election materials for all polling sites; property disposal; ballot security; and internal controls of all election materials for all polling sites.	9/7	$64,574.00	3/19/2018	
Provides support to warehouse operations and warehouse-based programs, including: maintenance of equipment and voting systems; inventory of election materials for all polling sites; property disposal; ballot security; and internal controls of all election materials for all polling sites.	9/7	$64,574.00	4/2/2018	
Provides administrative and support functions for the General Counsel and the professional staff, as well as provide support to DCBOE's human resources operations.	12/10	$103,333.00	4/21/1997	
Provides assistance to the Executive Director in executing level strategic planning, policy analysis and development, direction, administration, and oversight to a wide range of activities in the office to help the agency achieve its mission. Responsible for supervision of operations staff, determining necessary operations relevant to elections, carrying out and overseeing the election operations sections, evaluating the effectiveness of programs and procedures attributed to operations and electronic systems. Oversees	16/0	$184,305.78	4/18/2017	

the agency's logistical operations associated with the conduct of elections, resource management, human resources, risk management, external relations, facilities and warehouse operations.				
Manages DCBOE's communications plan and provides strategic communications leadership in advancing DCBOE's mission and, serves as Public Information Officer.	14/0	$130,000.00	8/28/2023	
Provides election services to the public, candidates for public office, and proponents of ballot measures to best meet the needs of the District's diverse electorate.	12/1	$80,784.00	4/18/2016	
Assists in the operation and maintenance of the District of Columbia's voter registry, covering all aspects of voter qualification, data entry, verification, activity reporting, and document control.	9/9	$68,038.00	11/29/2015	
Oversees warehouse operations and warehouse-based programs, including maintenance of equipment and voting systems, inventory of election materials for all polling sites, property disposal efforts, ballot security, and internal controls of all election materials for all polling sites.	12/9	$100,827.00	11/10/1973	
Coordinates activities related to voter education, voter outreach and community engagement, organizing and staffing the election worker call center, participating in outreach events, and activities, engaging diverse populations, and developing public information materials and digital communications to increase voter awareness and civic engagement.	13/10	$119,916.00	7/8/1996	

Served as the principal spokesperson for all media responses and inquires received by the department and providing advice to the Director and managers, as appropriate, regarding the best approach to public statements.	13/10	$119,916.00	9/13/2020	12/15/2023
Provides services to the DCBOE, including, but not limited to, budgeting and financial management, and procurement activities, facilities and equipment maintenance, property management, and other logistical activities.	9/4	$59,378.00	6/20/2023	
Provides substantive technical and administrative assistance to the Executive Director and other staff of the office in the daily accomplishment of required support functions.	12/10	$103,333.00	9/7/1993	
Manages the facility support program for the agency, consisting of the Central Office and all polling sites and early vote centers throughout the District of Columbia, which are housed in a variety of different facilities including public schools, churches, recreation centers and other private or public buildings.	13/8	$113,950.00	3/19/2007	
Coordinates all activities related to voter education, voter outreach and community engagement, organizing and staffing outreach events, managing and facilitating voter education programs and activities, engaging diverse populations, building new partnerships, and develop public information materials and digital communications to increase voter awareness and civic engagement.	12/4	$81,258.00	3/8/2022	12/30/2023

Performs all necessary development, maintenance and expansion of the website contents – including records, forms, applications and graphics, to ensure operational functionality of DCBOE's website and online records search tool; to connect DCBOE with the community; to ensure that communications are aligned with DCBOE's brand messaging and policies; and to expand DCBOE presence through the design and implementation of new web-based applications that will positively impact the customer's experience.	13/9	$116,933.00	2/18/2020	
Provides long-term strategy in the areas of database best practices, database maintenance, and data support by supporting the implementation of database and application systems, participating in database and application architecture reviews, capacity planning, database and application installation and configuration, standard database management, as well as application-specific database and application procedure development.	13/7	$110,967.00	8/2/2010	
Responsible for the planning, designing, installation, and maintenance of computer systems and voting machines election software and hardware for DCBOE's computing platforms, as well as, delivery of IT assets and infrastructure (LAN/WAN) operations, development and maintenance.	15/0	$159,674.55	7/5/2016	
Assists in the operation and maintenance of the District of Columbia's voter registry, covering all aspects of voter qualification, data entry,	9/7	$64,574.00	12/8/2003	

verification, activity reporting, and document control.				
Provides support to warehouse operations and warehouse-based programs, including: maintenance of equipment and voting systems; inventory of election materials for all polling sites; property disposal; ballot security; and internal controls of all election materials for all polling sites.	11/8	$79,971.00	8/18/2003	
Provides support to warehouse operations and warehouse-based programs, including: maintenance of equipment and voting systems; inventory of election materials for all polling sites; property disposal; ballot security; and internal controls of all election materials for all polling sites.	9/9	$68,038.00	4/13/2020	
Provides election services to the public, candidates for public office, and proponents of ballot measures to best meet the needs of the District's diverse electorate which includes reviewing, and issuing nomination documents for candidates seeking ballot access, and assisting candidates in the verification process of signatures on initiatives, referendums, and recall petitions,.	9/2	$55,915.00	10/13/2015	
Coordinates all activities related to voter education, voter outreach and community engagement, organizing and staffing outreach events, managing and facilitating voter education programs and activities, engaging diverse populations, building new partnerships, and developing public information materials	12/3	$85,794.00	12/9/2019	5/8/2023

and digital communications to increase voter awareness and civic engagement.				
Coordinates all activities related to fulfilling the mission of the Restore the Vote Division, responding to written and telephonic inquiries regarding ballots and election operations, collecting, assembling, preparing and disseminating information to various points of contacts and electors within the Federal Bureau of Prisons (BOP), the Department of Corrections (DOC), the Prince George's County Correction Department, and other correctional systems.	13/8	$113,950.00	3/5/2018	
Serves as chief senior advisor to DCBOE's Board members and Executive Director on matters pertaining to election operations and supports policy and the operation of election programs and services.	15/0	$160,737.94	2/21/2017	
Assists the senior level computer specialist with providing technical support to agency personnel; in addition to assisting in the development, configuration, installation, and maintenance/troubleshooting of agency data communications systems, subsystem, and workstation hardware/software operations throughout the agency.	9/1	$54,183.00	6/5/2023	
Provides advice, guidance, expertise on maters associated with the conduct of elections, and agency administration.	15/10	$193,382.00	1/3/2017	

Provides election services to the public, candidates for public office, and proponents of ballot measures to best meet the needs of the District's diverse electorate which includes reviewing, and issuing nomination documents for candidates seeking ballot access, and assisting candidates in the verification process of signatures on initiatives, referendums, and recall petitions,.	9/6	$62,842.00	9/13/2020	7/16/2023
Leads the operations and maintenance of the DCBOE's various election-related functions, including covering all aspects of voter qualifications, maintaining the voter registry and voter history database, verifying registration status for petitions and challenged ballots, and overseeing the absentee voting by mail services.	11/6	$75,775.00	9/5/1995	
Manages and coordinates the recruitment and selection of polling officials, develops and establishes, implements, and evaluates polling officials training programs, assists in the development, production, and dissemination of training materials for election workers, and serves as the first point of contact for District residents who express an interest in becoming election workers.	12/5	$90,805.00	4/2/2007	
Coordinates the election worker recruitment and training program and monitors vote centers logistics, develops, implements, and coordinates the recruitment and selection of polling officials, assists in the development, production, and dissemination of training materials for election	12/4	$88,300.00	5/27/2018	

workers, and maintains the election worker database.				
Serves as a legal representative of DCBOE with full responsibility for preparation for administrative hearings and proceedings before the local and federal courts of the District of Columbia, as well as rulemaking and the provision of legal advice with respect to all matters related to the Board's mission and areas of responsibility.	15/1	$151,503.00	1/31/2022	
Coordinates DCBOE's efforts to comply with the Americans with Disabilities Act (ADA), the Rehabilitation Act of 1973, and other federal and state laws and regulations pertaining to persons with disabilities; investigates any complaints that the agency has violated Title II of the ADA; coordinates the agency's efforts to comply with the provisions of the Language Access Act (LAA) and its Language Access (LA) activities; and sets and executes the objectives of the agency's LA Plan.	13/9	$116,933.00	1/31/2022	
Coordinates all activities related to voter education, voter outreach and community engagement, organizing and staffing outreach events, managing and facilitating voter education programs and activities, engaging diverse populations, building new partnerships, and developing public information materials and digital communications to increase voter awareness and civic engagement.	11/1	$65,285.00	4/2/2018	

Serves as a legal representative of DCBOE with full responsibility for preparation for administrative hearings and proceedings before the local and federal courts of the District of Columbia, as well as rulemaking and the provision of legal advice with respect to all matters related to the DCBOE's mission and areas of responsibility.	14/1	$128,795.00	10/23/2023	
Assists in the operation and maintenance of the District of Columbia's voter registry, covering all aspects of voter qualification, data entry, verification, activity reporting, and document control.	9/10	$69,770.00	5/15/2000	
Coordinates all procurement and contract related activities for BOE, and performs a wide range of analyses and forecasting for operating costs, which involves overseeing the financial aspects of services provided by DCBOE as the fiscal year progresses.	13/5	$105,001.00	12/14/2015	
Responds to written, telephonic or in-person inquiries regarding voter registration, candidate qualification and other election issues. Assisting with data entry and maintaining documents and data for the voter registry program and responding to qualification, verification, and election processing and ballot tabulation.	7/5	$51,091.00	10/23/2023	
Provides legal and compliance advise to DCBOE, represents DCBOE in various legal proceedings and serves as the principal attorney in the development of new and amended legislation and regulations.	3/0	$226,842.00	10/26/1998	

Develops and produces election information and voter education materials to be disseminated to increase voter awareness, confidence, and trust and to encourage citizen participation in the electoral process. Through the use of media outlets, public presentations in neighborhoods, schools, and churches, visibility at community events, and virtual communication options, election-related questions can be answered well in advance of Election Day.	14/0	$135,248.75	2/28/2022	
Manages and coordinates the recruitment and selection of polling officials, develops and establishes a comprehensive and quality training program, maintains the overall integrity and quality of the election worker database including post-election worker evaluations, and develops, produces and disseminates training materials for election workers.	13/0	$123,059.46	6/11/2018	
Works with the Assistant Registrar and the Registrar of Voters in overseeing, reviewing, and issuing nomination documents for candidates seeking ballot access, monitoring the verification process of signatures on initiative, referendum, and recall petitions, and providing election services to the public, candidates for public office, and proponents of ballot measures to best meet the needs of the District's diverse electorate.	11/2	$67,383.00	5/12/2008	

Provides election services to the public, candidates for public office, and proponents of ballot measures to best meet the needs of the District's diverse electorate which includes reviewing, and issuing nomination documents for candidates seeking ballot access, and assisting candidates in the verification process of signatures on initiatives, referendums, and recall petitions,.	9/2	$55,915.00	4/10/2023	
Assists in the operation and maintenance of the District of Columbia's voter registry, covering all aspects of voter qualification, data entry, verification, activity reporting, and document control.	9/+	$62,842.00	6/2/2014	
Provides support to warehouse operations and warehouse-based programs, including: maintenance of equipment and voting systems; inventory of election materials for all polling sites; property disposal; ballot security; and internal controls of all election materials for all polling sites.	9/2	$55,915.00	5/6/2022	
Provides administrative assistance to the poll worker, recruitment and training team, monitor voting locations for the elections office, and maintains the digital media content and public information materials for recruitment and selection of polling officials.	7/3	$47,975.00	10/12/2021	
Serves as a legal representative of DCBOE with full responsibility for preparation for administrative hearings and proceedings before the local and federal courts of the District of Columbia, as well as rulemaking and the	12/1	$91,650.00	10/23/2023	

provision of legal advice with respect to all matters related to the DCBOE's mission and areas of responsibility.				
Responds to written, telephonic or in-person inquiries regarding voter registration, candidate qualification and other election issues. Assisting with data entry and maintaining documents and data for the voter registry program and responding to qualification, verification, and election processing and ballot tabulation.	7/5	$51,091.00	4/24/2023	
Develops and produces election information and voter education materials to be disseminated to increase voter awareness, confidence, and trust and to encourage citizen participation in the electoral process. Through the use of media outlets, public presentations in neighborhoods, schools, and churches, visibility at community events, and virtual communication options, election-related questions can be answered well in advance of Election Day.	13/0	$130,525.45	4/18/2017	

27. Please provide a list of programs, initiatives, activities conducted by the agency to comply with a Racial Equity Lens objective.

RESPONSE: BOE participated in the OP Racial Equity Action Plan/Focus Group #2. Staff members have also engaged in training to understand the importance of racial equity and how to apply racial equity lenses to their work.

28. Please provide a chart of agency programs conducted during FY23. Include the following:
    a. Initiation date;
    b. Number and grade of FTEs assigned;
    c. Program manager;
    d. Total budget expenditure for the program (e.g. FTE salaries, materials, etc.); and

e. Outcomes from implementation (e.g., policy changes, program continuation, public support comments, etc.)

Agency Program	Initiation Date	Number and Grade of FTEs	Program Manager	Budget Expenditure	Outcomes
Restore the Vote	2/28/2022	2	Scott Sussman	$275,000	Work with returning citizens, educate and register residents in correctional facilities, and ensure residents are able to vote
National Voter Registration Act (NVRA) Direct Engagement	7/1/2019	1	Ken McGhie	$200,000	Training NVRA agencies and tracking compliance.

29. Please provide a chart showing the agency's program priorities for FY23 and FY24. Include the following:
    a. Staffing numbers;
    b. Expenditure;
    c. Community outreach activities; and
    d. Measurable outcomes or metrics associated for each priority.

Program Priority	Staffing Numbers	Expenditure	Community Outreach Activities	Measurable Outcomes
Implementation of the Local Resident Voting Rights Amendment Act (non-citizens voting in local elections)	1	$1,183,000 (Staffing, database development, education and outreach, and written materials)	Written materials and brochures have been developed. The Voter Education and Outreach Division provides outreach to DC residents.	Number of non-citizens registered to vote in the District of Columbia

Mail Ballot Processing Unit	3 FTEs (plus temporary workers)	$1,223,500 (Staffing and equipment)	Written materials and mail ballot instructions provide guidance regarding voting by mail. The Voter Education and Outreach Division oversees outreach to DC residents.	Processing mail ballots timely and accurately.

30. Please provide a copy of the agency's FY23 Performance Accountability Report of strategic objectives, indicate if key performance indicators were met, and with which other government agency was the report filed.

   RESPONSE:
   https://oca.dc.gov/sites/default/files/dc/sites/oca/page_content/attachments/BOE_2024-01-16.pdf

   See Attachments.

   See also response to Q18 above.

I. AGENCY SPECIFIC QUESTIONS

31. What methods does the BOE use to solicit feedback on its policies and procedures from its key stakeholders and customers, such as political campaigns and voter education organizations?

   RESPONSE: BOE solicits feedback in several ways. We post information on our website for public comment and the website has an "Ask the Director" feature. Interested individuals may submit questions or comments before the record closes after our monthly board meetings. There is a 30-day comment period for all rulemaking. We monitor comments and discussions on social media. We also have comment cards at all voting locations to give voters an opportunity to share their voting experiences.

32. Please provide the amount of any Help America Vote Act ("HAVA") funds expended in FY23 and FY24, to date, the purpose for the expenditures, and the BOE's projected use for any remaining funds.

   RESPONSE: A request for this information has been sent to the CFO's office for a formal response.

33. Please describe the BOE's voter registration activities during FY23 and FY24, to date.

   RESPONSE: In FY 23 and FY 24 to date, BOE has partnered with numerous high schools, community organizations, non-profit groups, and District agencies to engage seniors, students, adult-learners, people with disabilities, as well as hard-to-reach populations, such as unhoused or displaced individuals. In FY23, BOE participated in approximately 130 outreach events to engage and register eligible residents. From FY24 to date, BOE continues to participate in community events, meetings and educational workshops to educate and engage residents on voter registration and voting requirements, voting options, election-related dates and deadlines, and Early Voting and Election Day. BOE has proactively and strategically partnered with a variety of external partners and stakeholder groups to register voters and facilitate hands-on demonstrations on the voting equipment. Through these collaborative efforts, BOE has successfully participated in approximately 45 outreach events.

   a. How, specifically, does the BOE focus its registration efforts on areas of the District or populations *(e.g.,* students, young people, or residents in Wards 7 and 8 that have low registration rates?

      RESPONSE: BOE collaborates with community leaders, key stakeholders and other municipal partners. BOE routinely engages with hard-to-reach populations with low registration rates, such as unhoused or displaced individuals, non-traditional students and adult learners to provide voter registration services. In addition, BOE maintains strong partnerships with several D.C. Public Schools and D.C. Public Charter Schools to register all eligible students to vote. BOE proactively seeks engagement opportunities with community-based groups, faith-based organizations and residents in Wards 7 and 8 to facilitate voter registration drives. BOE continues to focus its voter registration efforts in underserved and underrepresented communities to increase voter awareness, voter registration and voter access.

      In addition to the voter registration efforts that BOE initiated at the traditional DCPS and DCPCS, BOE also worked with the Department of Youth Rehabilitation Services (DYRS) to educate and register justice-involved youth. Examples of DYRS outreach activities attended by BOE included visits to the Youth Services Center, New Beginnings, and a DYRS community facility.

      BOE also maintains a relationship with the Harriett Tubman Women's shelter in Ward 7 in an effort to make sure the residents are aware of their voting rights and afforded the opportunity to register and vote.

      The following chart includes all of the outreach events BOE participated in FY 23 and FY 24 to date in Wards 7 and 8.

Name of Partner	Event Date	Event Address	Ward
Eastern High School	October 5, 2022	1700 East Capitol Street, NE	7
Ballou STAY Opportunity Academy	October 12, 2022	3401 4th Street, SE	8
KIPP DC College Preparatory	October 13, 2022	1405 Brentwood Parkway, NE	8
St. Teresa of Avila Catholic Church	October 16, 2022	1244 V Street, SE	8
Zeta Phi Beta Sorority, Incorporated Breast Cancer Run/Walk	October 22, 2022	4115 Alabama Avenue, SE	7
Allen Chapel AME Church	October 30, 2022	2498 Alabama Avenue, SE	8
Mayor Bowser's 24th Annual Senior Holiday Celebration	December 6, 2022	2001 East Capitol Street, SE	7
Excalibur Group/Adell C. White Workforce Center	February 27, 2023	2041 Martin Luther King Jr. Avenue, SE	8
North Capitol Collaborative – Mayfair	March 16, 2023	3744 ½ Hayes Street, NE	7
H.D. Woodson High School	March 17, 2023	540 55th Street, NE	7
Good Success Christian Baptist Church- Rosedale Rec	April 19, 2023	Rosedale Recreation Center 1701 Gales Street, NE	7
Bread for the City	May 16, 2023	1700 Good Hope Road, SE	8
Deanwood Day	May 20, 2023	Deanwood Recreation Center 1350 49th Street, NE	7
Bald Eagle Recreation Center	May 23, 2023	100 Joliet Street, SW	8
Ferebee Hope Recreation Center	May 24, 2023	700 Yuma Street, SE	8
Fort Stanton Recreation Center	May 25, 2023	1812 Erie Street, SE	8
Healthy Babies	June 14, 2023	4501 Grant Street, NE	7
Pennsylvania Ave Baptist Church	June 17, 2023	3000 Pennsylvania Avenue, SE	7
Mayor Bowser's 12th Annual Senior Symposium	June 25, 2023	Ballou STAY Opportunity Academy 3401 4th Street, SE	8

FRESHFARM Market Minnesota Avenue	June 29, 2023	322 40th Street, NE	7
UPO Anacostia	July 5, 2023	1649 Good Hope Road, SE	8
Metropolitan Police Department Beat the Streets Kick-Off	July 6, 2024	600 Lebaum Street, SE	8
UPO Anacostia	July 7, 2024	1649 Good Hope Road, SE	8
East Friendship Baptist Church	July 8, 2023	4401 Brooks Street, NE	7
UPO Petey Greene	July 11, 2023	2907 Martin Luther King Jr. Avenue, SE	8
Metropolitan Police Department Beat the Streets Anacostia Library	July 13, 2023	1600 Good Hope Road, SE	8
FRESHFARM Kenilworth Recreation Center	July 15, 2023	4321 Ord Street, NE	7
Delta Sigma Theta Sorority, Incorporated Community Day	July 15, 2023	701 Mississippi Avenue, SE	8
SOME Kuehner House	July 18, 2023	1677 Good Hope Road, SE	8
UPO Petey Greene	July 20, 2023	2907 Martin Luther King Jr. Avenue, SE	8
Community College Preparatory Academy Community Day	July 21, 2023	Anacostia Park 1900 Anacostia Drive, SE	8
Washington Senior Wellness Center	July 24, 2023	3001 Alabama Avenue, SE	7
Metropolitan Police Department's National Night Out	August 1, 2023	2701 Naylor Road, SE	8
Metropolitan Police Department Beat the Streets Bellevue Library	August 8, 2023	115 Atlantic Street, SW	8
Metropolitan Police Department Beat the Streets Congress Park	August 16, 2023	1300 Congress Street, SE	8

Metropolitan Police Department Beat the Streets Capitol View Library	August 17, 2023	5001 Central Avenue, SE	7
801 Men's Shelter Health Fair	August 17, 2023	2722 Martin Luther King Jr. Avenue, SE	8
9th Annual Chuck Brown Day	August 19, 2023	Fort Dupont Park Minnesota Avenue, SE	7
United Planning Organization	August 24, 2023	4335 4th Street, SE	8
FRESHFarm Market Kenilworth	August 26, 2023	4321 Ord Street, NE	7
Community College Preparatory Academy Community Day	August 26, 2023	6th and Mississippi Avenue, SE	8
Building Bridges Across the River (The ARC)	August 27, 2023	1901 Mississippi Avenue, SE	8
Cesar Chavez High School Pep Rally	September 1, 2023	3701 Hayes Street, NE	7
Maya Angelo GED	September 6, 2023	5600 East Capitol Street, NE	7
Paramount Baptist Church Health Fair	September 9, 2023	3924 4th Street, SE	8
Suburban Gardens Day @ Deanwood Rehabilitation Center	September 9, 2023	5000 Nannie Helen Burroughs Avenue, NE	7
Paramount Baptist Church	September 9, 2023	The Well at Oxon Run 300 Valley Avenue, SE	8
The Triumph	September 14, 2023	4225 6th Street, SE	8
Cesar Chavez High school	September 15, 2023	3701 Hayes Street, NE	7
Mount Mariah Baptist Church	September 16, 2023	1636 East Capitol Drive, NE	7
Maya Angelo GED	September 18, 2023	5600 East Capitol Street, NE	7
Idea Public Charter School	September 18, 2023	1027 45th Street, NE	7

H.D. Woodson High School	September 19, 2023	540 55th Street, NE	7
National Voter Registration Day at Nationals Park	September 19, 2023	1500 South Capitol Street, SE	8
Starbucks Coffee	September 20 ,2023	2228 Martin Luther King Jr, Avenue, SE	8
Capitol View Neighborhood Library	September 21, 2023	5001 Central Avenue, SE	7
Parkland-Turner Neighborhood Library	September 22, 2023	1547 Alabama Avenue, SE	8
Healthcare Services for Children with Special Needs Inc. Back to School Bash	September 23, 2023	3400 Martin Luther King Jr. Avenue, SE	8
UDC Workforce Development and Lifelong Learning	September 26, 2023	3100 Martin Luther King Jr. Avenue, SE	8
Dorothy Heights / Benning Neighborhood Library	September 27, 2023	3935 Benning Road, NE	7
Ballou High School Back to School Night	September 28, 2023	3401 4th Street, SE	8
Ballou High School College and Career Fair	October 4, 2023	3401 4th Street, SE	8
Friendship Collegiate Academy	October 10, 2023	4095 Minnesota Avenue, NE	7
Anacostia Senior High School	October 13, 2023	1601 16th Street, SE	8
Thurgood Marshall Academy	October 24, 2023	2427 Martin Luther King Jr. Avenue, SE	8
SEED Public Charter School	October 26, 2023	4300 C Street, SE	7
Ron Brown College Preparatory High School	November 1, 2023	4800 Meade Street, NE	7
DC Army National Guard Career Fair	November 3, 2023	2001 East Capitol Street, SE	7
Davis Boxing Promotions	November 4, 2023	1100 Oak Street, SE	8

Compass Coffee	November 6, 2023	1201 Half Street, SE	8
SOME Kuehner House	November 14, 2023	1667 Good Hope Road, SE	7
EDFEST 2023	December 2, 2023	2001 East Capitol Street, SE	8
Busboys and Poets	December 2, 2023	2004 Martin Luther King Jr. Ave, SE	8
Alpha Kappa Alpha Sorority, Inc. AKA VR Drive	December 8, 2023	1500 Mississippi Avenue, SE	8
EdFEST 2023	December 9, 2023	1700 East Capitol Street, NE	7
Mayor Bowser's 25th Annual Senior Holiday Celebration	December 12, 2023	2001 East Capitol Street, SE	7
Ballou High School College and Career Fair	December 19, 2023	3401 4th Street, SE	8
Eastern High school	January 18, 2024	1700 E Capitol Street, NE	7

b. How many applications and changes of address were transmitted to the BOE by voter registration agencies in FY23 and FY24, to date? Please list the number by agency.

Agency Name	New Applications FY23	Changes of Address FY23
Department of Motor Vehicles	6,746	4,255
Department of Human Services' (DHS) Economic Security Administration (ESA)	1	0
Department on Disability Services	2	0
Office on Aging	0	0
Department of Parks and Recreation	0	0
Department of Youth Rehabilitation Services	13	0
Department of Corrections	96	71
Department of Health (DOH)'s Special Supplemental Food Program for Women, Infants, and Children (WIC)	0	0
DC Public Schools and Charter	80	10

DC Public Library	39	23

    c. What measures is the BOE taking to increase voter registration at designated voter application distribution agencies? Has the BOE conducted a review of voter registration at these locations?

RESPONSE: The BOE hopes to increase voter registration at designated Voter Registration Agencies (VRAs) by meeting separately with each VRA to provide National Voter Registration Act (NVRA) training. Since every NVRA agency is unique and the primary services they offer maybe provided in-person, by mail, via email, or online, specifically tailoring their NVRA training to complement the primary services being offered by the agency should enhance the voter registration opportunities being offered by the agency and increase voter registration in general. VRAs that offer the opportunity to apply online for service, assistance, or to submit a recertification, or renewal will now be instructed on how to also allow the applicant to electronically submit a NVRA Preference Form and connect the applicant to the BOE's online voter registration form. The BOE is currently updating its annual training material to account for the different types of NVRA-covered transactions in various settings. These materials include training videos, training manuals and test taking questions. Annual training should begin in the month of February. The BOE communicates proactively with designated voter application distribution agencies (Voter Registration Agencies) to strengthen partnerships and assist with coordinating and facilitating voter education and outreach events to increase voter registration. Building strong, collaborative relationships with designated voter application distribution agencies (Voter Registration Agencies) has enabled the BOE to engage with diverse populations, expand outreach efforts, and increase awareness and access.

Each VRA must submit a monthly accounting of their voter registration activities to the BOE. If a VRA does not report, the BOE notifies them with an email reminder that their monthly reporting form has not been submitted. The BOE also randomly visits VRAs to observe their voter registration procedures.

The BOE is in the process of adopting proposed regulations that will reinforce its oversight responsibilities over VRAs and provide the BOE with some enforcement authority for VRAs that are not in compliance with their NVRA obligations.

Finally, in FY 2024 the BOE will be scheduling at least one mid-year audit with each VRA to review their voter preference forms which they are required to retain, by law, for 24 months.

d. How does the BOE measure the success of its Ward Outreach Coordinators?

RESPONSE: The BOE measures the success of the Ward Outreach Coordinators program based on the following factors:

- Number of Visits Scheduled
- Number of Absentee (Mail-in) Ballots Collected
- Number of Follow-up Visits or Telephone Calls Required

In addition to these factors, the BOE measures the success and ongoing effectiveness of the program by tracking the following:

- Number of Participating Nursing Homes/Rehabilitation Centers (new, repeat and referrals)
- Number of Residents Served (at each facility)
- Stakeholder Satisfaction (participating facility)
- Customer Satisfaction (registered voters at a facility)

34. Please provide voter registration data for all eligible voters, broken down by age and Ward.
   a. What percentage of eligible voters in each age group and Ward are registered to vote?

Age Group	Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	Ward 7	Ward 8	TOTAL	% by age
Age 18-25	4,273	4,119	4,857	4,724	5,135	4,547	5,722	5,715	39,092	8.73%
Age 26-30	9,848	8,891	4,993	4,240	7,306	10,626	5,562	6,244	57,710	12.88%
Age 31-35	10,325	7,816	4,898	5,834	9,180	11,204	7,138	7,481	63,876	14.26%
Age 36-40	7,455	5,393	4,713	6,664	8,810	8,621	6,524	5,933	54,113	12.08%
Age 41-45	5,008	3,785	4,514	5,911	6,531	6,033	5,706	4,837	42,325	9.45%
Age 46-50	3,224	2,741	3,799	4,635	4,490	3,903	4,365	3,733	30,890	6.90%
Age 51-55	2,910	2,614	4,142	4,438	4,022	3,648	4,260	3,710	29,744	6.64%
Age 56-60	2,655	2,707	3,887	3,965	3,694	3,123	4,321	3,640	27,992	6.25%
Age 61-65	2,438	2,603	3,467	3,811	3,784	2,869	4,439	3,577	26,988	6.02%
Age 66-Up	5,984	7,510	13,348	12,479	10,825	7,311	10,464	7,298	75,219	16.79%
	54,120	48,179	52,618	56,701	63,777	61,885	58,501	52,168	447,949	100.00%
% by Ward	12.08%	10.76%	11.75%	12.66%	14.24%	13.82%	13.06%	11.65%	100.00%	

35. How many eligible residents who are currently not registered to vote are there in the District? Please provide this data by age and Ward, if available.

RESPONSE: There are currently 16,134 eligible residents in the District of Columbia who were not registered to vote during this time.

36. Please list the top ten precincts by growth in the last five years.
    a. In FY23 and FY24, to date, has the BOE identified areas for new precincts? If so, what was the BOE's rationale?

RESPONSE:

Top 10 Precincts by Growth	2023 Total
131	9,786
1	7,438
17	6,974
18	6,801
74	6,661
81	6,215
19	6,078
91	5,989
25	5,966
127	5,958

The Elections Modernization Amendment Act is now effective in the District of Columbia. Now that we utilize Vote Centers, instead of precinct-based voting, there is no need to identify specific areas for new voting precincts. DC voters may vote at any Vote Center. As a result of redistricting, BOE is in the process of determining the most effective way to designate precinct locations with respect to the ANC/SMD voting boundaries. This is a work in progress.

37. How does BOE measure the success of its voter registration programs?

RESPONSE: BOE monitors and measures the success of its voter registration programs with the following metrics:

- The number of outreach events attended to conduct voter registration
- The number of residents registered to vote at outreach events
- The number of partnerships established
- The number of residents trained to conduct voter registration drives

38. Please describe the recruitment efforts the Board of Elections has done for election workers for the upcoming 2024 election.

RESPONSE: Throughout FY23, the BOE actively recruited District residents to serve as Election Workers for the 2024 election year. The BOE partnered with several community organizations, businesses, churches, colleges and universities to engage diverse populations and encourage civic-minded individuals to step up to help their neighbors vote at the upcoming 2024 election. In FY23, BOE successfully recruited 533 potential Election Workers to fulfill various election worker positions for the upcoming 2024 election.

In recognition of National Poll Worker Recruitment Day (November 6, 2023), the Board of Elections partnered with entities in Ward 8 to reach and recruit District residents to serve as Election Workers for the upcoming 2024 election. At the recruitment event, BOE representatives provided information about the Election Worker Program, to include an overview of all Election Worker positions, eligibility requirements, Election Day assignments, training, and stipend.

On January 30, 2024, the BOE participated in Help America Vote Day, a day of action established by the U.S. Election Assistance Commission, to educate District residents about the agency's Election Worker program and encourage residents to become an Election Worker for the 2024 Primary and General Election. With a strategic and customized social media campaign, the BOE expects to reach a broader population to create a more diverse pool of election workers. For FY24 to date, 132 individuals have been recruited to serve as Election Workers for the 2024 election cycle.

39. How many DCPS and public charter students and DYRS youth were registered to vote in FY23 and FY24, to date? How, specifically, does the BOE work with the relevant agencies to ensure that these individuals are registered to vote?

RESPONSE: BOE routinely develops and disseminates correspondence to teachers, principals and administrators at DC Public Schools and DC Public Charter Schools to promote and offer voter education and registration services to students. In addition, BOE provides comprehensive information packets with Voter Registration Applications, Student Election Worker Applications and other resource materials. To maximize each high school visit, BOE provides promotional flyers or helpful tips in advance to ensure students bring the last four digits of their Social Security Number and Driver's License Number with them to the voter registration drive.

 a. Please list any voter registration drives targeted at students. Please include the location of the registration drive and the number of students who registered as a result.

 RESPONSE:

 Data from Restore the Vote Division

DATE	LOCATION	REGISTERED
10-11-2022	DYRS New Beginnings	17
10-14-2022	DYRS Youth Services Center	9
5-23-2023	DYRS Youth Services Center	13
5-25-2023	DYRS New Beginnings	12

 BOE registered 145 students at DC Public Charter Schools in FY23 and 165 in FY24 to date. In addition, below is a table that shows the location, dates, and numbers of students registered.

FY 2023

High School	Address	Event Date	Number of Students Registered
E.L. Haynes Public Charter School	4501 Kansas Avenue, NW (Ward 4)	October 3, 2023	0
KIPP DC - Legacy College Preparatory	3999 8th Street, SE (Ward 8)	October 13, 2023	0
BASIS DC Public Charter School	410 8th Street, NW (Ward 2)	October 7, 2023	15
Washington Latin Public Charter School	5200 2nd Street, NW (Ward 4)	October 21, 2023	23
Youth Build Public Charter School	3220 16th Street, NW (Ward 1)	March 29, 2023	12
Richard Wright Public Charter School	475 School Street, SW (Ward 6)	October 30, 2023	29
Cesar Chavez Public Charter School	3701 Hayes Street, NE (Ward 7)	September 9, 2023	7
Maya Angelou GED	5600 East Capitol Street, NE (Ward 7)	September 6, 2023	6
Cesar Chavez Public Charter School	3701 Hayes Street, NE (Ward 7)	September 15, 2023	26
Maya Angelou Public Charter School	5600 East Capitol Street, NE (Ward 7)	September 18, 2023	7
IDEA Public Charter High School	1027 45th Street, NE (Ward 7)	September 18, 2023	20

FY 2024

High School	Address	Event Date	Number of Students Registered
Paul Public Charter School	5800 8th Street, NW (Ward 4)	October 3, 2023	9
Richard Wright Public Charter School	475 School Street, SW (Ward 6)	October 5, 2023	49
Friendship Collegiate Academy Public Charter School	4095 Minnesota Avenue, NE (Ward 7)	October 10, 2023	21
Thurgood Marshall Academy Public Charter School	2427 Martin Luther King Jr. Avenue, SE (Ward 8)	October 24, 2023	22
SEED Public Charter School	300 C Street, SE (Ward 7)	October 26, 2023	25
DC International School	1400 Main Drive, NW (Ward 4)	November 13, 2023	31
E.L. Haynes Public Charter School	4501 Kansas Avenue, NW (Ward 4)	January 11, 2024	26

The BOE registered 101 students at D.C. Public Schools in FY23 and 129 in FY24 to date. Below is a table that shows the location, dates and voter registration numbers.

High Schools	Addresses	Event Date	Number of Students Registered
Eastern High School	1700 East Capitol Street, NE (Ward 7)	October 5, 2022	10
Columbia Heights Educational Campus	3101 16th Street, NW (Ward 1)	October 6, 2022	1
Duke Ellington High School	3500 R Street, NW (Ward 2)	October 11, 2022	2
Ballou Stay High School	3401 4th Street, SE (Ward 8)	October 12, 2022	3
DC International High School	1400 Main Drive, NW (Ward 4)	October 15, 2022	4
Phelps A.C.E. High School	704 26th Street, NE Ward 5	February 2, 2023	9
Luke C. Moore High School	1001 Monroe Street, NE (Ward 5)	February 27, 2023	20
H.D. Woodson High School	540 55th Street, NE (Ward 7)	March 17, 2023	21
Dunbar High School	101 N Street, NW (Ward 5)	September 14, 2023	1
H.D. Woodson High School	540 55th Street, NE (Ward 7)	September 19, 2023	15
Dunbar High School	101 N Street, NW (Ward 5)	September 20, 2023	13
Jackson-Reed High School	3950 Chesapeake Street, NW (Ward 3)	September 21, 2023	0
McKinley Tech DC Public High School Back to School Block Party	151 T Street, NE (Ward 5)	September 23, 2023	1
Ballou High School Back to School Night	3401 4th Street, SE (Ward 8)	September 28, 2023	1
Ballou High School	3401 4th Street, SE (Ward 8)	October 4, 2023	27
Coolidge High School	6315 5th Street, NW (Ward 4)	October 12, 2023	9
Anacostia High School	1601 16th Street, SE (Ward 8)	October 13, 2023	8
Columbia Heights Educational Campus	3101 16th Street, NW (Ward 1)	October 17, 2023	21
Ron Brown College Preparatory High School	4800 Meade Street, NE (Ward 7)	November 1, 2023	13
Jackson-Reed HS Town Hall Meeting	3950 Chesapeake St NW	November 15, 2023	0
Cardozo High School	1200 Clifton Street, NW (Ward 1)	November 16, 2023	11
Ballou Stay High School	3401 4th Street, SE (Ward 8)	December 9, 2023	11
Eastern High School	1700 East Capitol Street, NE (Ward 7)	January 19, 2024	11

Below is a list of voter registration events held outside of D.C. Public Schools and D.C. Public Charter Schools that was targeted at students.

Name of Partner	Event Location	Event Date	Number of Students Registered
DCPS Persists: College Summit and Send-off	4200 Connecticut Avenue, NW (Ward 3)	July 15, 2023	8
Community College Preparatory Academy Community Day	Anacostia Park 1900 Anacostia Drive (Ward 8)	July 21, 2023	2
Alpha Phi Alpha Fraternity, Incorporated Southwest Community Day	Lansburgh Park 1098 Delaware Avenue, SW (Ward 6)	August 12, 2023	7
Community College Preparatory Academy Community Day	6th and Mississippi Avenue, SE (Ward 8)	August 26, 2023	O
Building Bridges Across the River (The ARC)	1901 Mississippi Avenue, SE (Ward 8)	August 27, 2023	8
University of the District of Columbia Back-to-School BBQ	4200 Connecticut Ave NW (Ward 3)	September 13, 2023	0
Teen Day of Well-Being and Wellness Event	Martin Luther King, Jr. Library 901 G Street, NW (Ward 2)	September 13, 2023	6
Department of Employment Services Fair	Grand Hyatt 100 H Street, NW (Ward 2)	September 21, 2023	0

40. Please describe the BOE's efforts to recruit Student Election Workers in advance of the 2024 elections.

   RESPONSE: BOE recruits high school students to serve as election workers as part of its voter education and outreach program. From FY 2023 to date, BOE has conducted approximately 40 voter registration drives at several DC Public Schools and DC Public Charter Schools to educate and engage students about the BOE's Student Election Worker program and provide information about the opportunity to receive community service hours and/or a stipend.

   Some of these recruitment events offered an introduction of the voting equipment to potential high school candidates. With hands-on voting equipment demonstrations, students learned first-hand how voters may cast ballots and how ballots are counted in elections. Additionally, high school students will have an opportunity to participate in a simulated Vote Center experience, where they role-play specific Election Worker positions and learn the basic responsibilities for each position.

41. How does BOE measure the success of its youth voter registration programs?

   RESPONSE: Measuring the success of BOE's youth voter registration programs is important to ensure the impact of the program. BOE tracks, monitors and measures the success of its youth voter registration programs using the following metrics:

- The number of students engaged or reached
- The number of students registered to vote
- The number of student engagement opportunities facilitated
- The number of students trained to conduct peer-to-peer voter registration drives

42. Please describe the BOE's work with incarcerated residents and returning citizens in FY23 and FY24, to date, including:

a. What outreach and education efforts has the BOE made to notify all District residents incarcerated in the Bureau of Prisons of their right to vote?

RESPONSE: Outreach efforts to DC residents incarcerated in the Bureau of Prisons (BOP) included the dissemination of educational and registration materials through mailings, electronic communications via the BOP TRULINCS system (message board and email), and in-person education and voter registration drives. Outreach efforts are also established via relationships with BOP personnel at the central office and institution level.

In FY23, BOE continued to develop its relationship with the BOP, cultivating a strong working relationship with a newly appointed BOP central office staff person, specifically assigned to work with BOE to facilitate registration and voting efforts. We expanded our outreach into the federal facilities in multiple ways. During FY23, BOE personnel visited three federal facilities and continued to create and send education and registration materials to the BOP for the DC residents. These materials articulated the rights of incarcerated and returning citizens and were electronically posted within the BOP on TRULINCS for access by DC residents. DC incarcerated residents were also able to communicate with BOE through a uniquely identified email address.

b. Describe the BOE's efforts to provide District residents in the custody of the BOP information about voter registration, voter guides, educational materials, and accessible alternate format ballots in advance of the 2024 elections. Please describe the type of outreach, venue or medium, date of outreach, intended audience, and approximate number of individuals reached.

RESPONSE: Voter education and registration materials were mailed to DC residents in the BOP. Materials were also sent to Reentry Affairs Coordinators in each facility for distribution to DC residents. Additionally, materials were made available electronically on the BOP TRULINKS system. All materials were intended for the education and enlightenment of the BOP staff and approximately 3,000 DC residents.

During the 2022 election, the voter guide was mailed to every registered, incarcerated DC resident within the BOP. This will occur for the upcoming 2024

elections as well. Further, BOE has been working with Disability Rights, DC, meeting quarterly with the BOP to explore the best ways to implement accessible alternate format ballots. At present, the BOP has limited options for allowing accessible equipment, but provides in-person assistance to incarcerated residents as needed.

c. How many incarcerated residents in Department of Corrections facilities registered to vote in FY23 and FY24, to date? In Bureau of Prisons facilities? In other states' correctional institutions?

RESPONSE: The number of DC residents registered to vote in the DOC, BOP, and other facilities in FY23 and 2024 to date is as follows (based on registration source code):

Facility Type	FY23	FY24 to date
DOC	171	101
BOP	72	36
Other	15	3

d. How does the BOE plan to increase voter registration among these populations in advance of the 2024 elections?

RESPONSE: In addition to continuing the methods already described, BOE has plans for some specific populations. The BOE is testing a webinar session at the Secure Federal Female facility in Hazelton, WV. If successful, the BOE and BOP plan to expand it to the rest of federal correctional complex, as well as other facilities.

A recent MOU developed with the Corrections Information Council provides a dataset of all incarcerated DC residents in the BOP that were convicted in DC Superior Court. Leading up to the Primary Election, the BOE will do a targeted mass mailing intended for each DC resident in the BOP that is not yet registered. That mailing will include information on the upcoming elections, voter registration information, and postage-paid voter registration applications for incarcerated residents that need to register for the first time or update their registration information.

For incarcerated citizens in the Department of Corrections (DOC), BOE will continue in-person visits to the DOC for the purpose of education and registration. Information regarding voter registration and the upcoming elections will be placed in high traffic areas for access to incarcerated individuals. The DOC will be a vote center for the 2024 elections and BOE will train incarcerated residents to be election workers for both the primary and general elections.

For returning citizens, BOE will continue to perform outreach at the halfway houses located in the District of Columbia and Baltimore, MD (one BOP halfway house is located in Baltimore). Plans are being formulated such that BOE will have a scheduled presence at the READY Center on a monthly basis to engage with returning citizens. BOE will also continue its relationship with other agencies such as the Mayor's Office on Returning Citizen Affairs (MORCA) and Court Services and Offender Supervision Agency (CSOSA) in support of education and outreach to returning citizens.

Lastly, the BOE has worked with DCPS to add Restore the Vote Amendment Act information to the social studies curriculum to increase the overall knowledgebase that incarcerated residents can vote. DCPS hopes to pilot the new curriculum during the 2024-25 school year with full implementation during the 2025-26 school year.

43. Please describe the BOE's current relationship with the Electronic Registration Information Center ("ERIC").

RESPONSE: BOE currently maintains a membership with the Electronic Registration Information Center (ERIC) since 2014. In adherence to their membership agreement, the BOE actively collaborates with ERIC by sharing voter registration and motor vehicle licensee data every 60 days. This collaborative effort aims to enhance the accuracy of voter rolls. Notably, since June 2022, the BOE has consistently provided ERIC with both DMV and BOE voter registration records.

a. How has ERIC enabled the BOE to maintain accurate voter rolls?

RESPONSE: ERIC has been instrumental in improving the accuracy of voter rolls by facilitating data sharing, identifying discrepancies, and enabling targeted outreach efforts. This includes contacting eligible but unregistered individuals and informing them about the registration process. This collaborative approach enhances the overall integrity of the voter registration system and contributes to a more accurate representation of eligible voters. The following reports are obtained by request:

- **Deceased** – This report compares our voter records to the Social Security Death Master list to identify people who may be deceased.

- **In State Duplicates** – This report compares our voter records against each other to identify duplicate voter registrations.

- **Eligible but Unregistered** – This report compares our motor vehicle records with our voter records to find people that have a DMV record but

do not have a corresponding voter record (i.e., people who are potentially eligible to register but have not yet).

b. How did the BOE use ERIC in FY23 and FY24, to date?

RESPONSE: The Board of Elections (BOE) utilized ERIC in FY23 and FY24 to date by employing the ERIC Deceased, Duplicates, In-State, and Cross State reports. These reports were instrumental in assisting with regular list maintenance and the Biennial Canvass process, helping the BOE identify and address issues such as deceased individuals, duplicate registrations, and discrepancies within the state and out of state.

c. How much did the BOE pay in dues to ERIC during that period?

RESPONSE: Annual membership dues of $37,265 were paid for the period June 2023 to June 2024.

d. Does the BOE require additional information or collaboration from the District government or its agencies in order to maintain use of ERIC? If so, please describe.

RESPONSE: BOE requires collaboration with the District government, specifically with the DMV authority, in order to guarantee the timely submission of accurate files to ERIC.

44. Please describe the BOE's implementation of the Local Residents Voting Rights Act, B24-0300 ahead of the 2024 election.

a. Please describe the steps BOE has taken to implement the law.

RESPONSE: BOE has taken many steps to implement the Local Residents Voting Rights Act. The first step was to create a database solution that would house non-citizens in a way that we are able to distinguish them from citizens. We created a paper voter registration form for non-citizens and we have an online portal available for non-citizens to vote in local elections. We have also developed brochures and written materials to use with our outreach endeavors. We have also reached out to our partners to ensure they are aware of the new legislation.

We made an offer to hire a bilingual outreach specialist. However, we had to repost the position after the chosen candidate declined the offer.

Finally, we are engaging in targeted outreach efforts and have asked members of the public to provide feedback regarding our efforts.

b. Please describe any challenges BOE anticipates in implementing the law.

RESPONSE: The biggest challenge that BOE anticipates is monitoring the status of this legislation. There are several attempts to block the continuing implementation of this legislation. If this occurs, we may have to alter our practices within a short timeframe.

45. Please describe the BOE's efforts to increase polling place accessibility in FY23 and FY24, to date.

    a. How many polls remain structurally or operationally inaccessible?

    RESPONSE: Of the Vote Centers utilized during the 2022 Election period, only two still pose structural barriers: Union Temple Baptist Church and 15th Street Presbyterian Church. The inaccessibility arises from their elevators, which fail to meet the Americans with Disabilities Act ("ADA") standards for elevator cars.

    Operational accessibility can only be determined during periods of voting, when BOE staff/election workers can identify and remedy potential issues.

    b. How does the BOE plan to address accessibility issues that remain in advance of the 2024 elections?

    RESPONSE: The BOE is committed to collaborating with both Union Temple Baptist Church and 15th Street Presbyterian Church to find a solution that brings these centers into compliance. This may involve relocating to areas within the churches that do not require the use of elevators on Election Day. Alternatively, the BOE may engage the Department of General Services ("DGS") to assess and address any remediation necessary to ensure elevator compliance. To maintain accessibility, BOE employees will conduct accessibility surveys of all potential Vote Centers prior to the 2024 Primary Election, regardless of their previous usage. This proactive approach will guarantee that the vote centers remain accessible. As part of our standard practice, we will work closely with DGS to ensure that the structural accessibility of Vote Centers is upheld. In the past, DGS has provided a dedicated team of facility managers, building managers, and engineers to rectify structural issues at Vote Centers. This includes implementing modifications such as installing automatic door openers, temporarily removing narrow doors, providing temporary ramps, and eliminating center poles that obstruct narrow doorways. Furthermore, we will ensure that election workers are well-informed about the guidelines outlined in the ADA. They will also receive training to promptly and effectively address any operational accessibility concerns that may arise.

46. Please describe the HAVA complaints or grievances that the agency received in FY23 and FY24, to date, broken down by source. For any complaints or grievances that were resolved in FY23 or FY24, to date, describe the resolution.

RESPONSE: There were no HAVA complaints or grievances filed against the agency in FY 23 or FY 24 to date.

47. Please provide an update on the eSign technology. Has service been restored? If not, what is the timeline for restoration?

    RESPONSE: BOE's previous eSign vendor has discontinued operations. BOE is in the process of developing its own eSign platform. This platform should be launched in 2024.

48. What measures does the BOE plan to take in preparation for the 2024 elections to secure the District's election infrastructure and voting equipment against potential cyber-attacks?

    a. How does the BOE utilize HSEMA and OCTO's expertise and resources, particularly regarding cybersecurity?

       RESPONSE: The BOE consistently collaborates with experts from HSEMA and OCTO to grasp the threat landscape, discern threat actors, and recognize indicators of potential threats for safeguarding our systems. Additionally, the BOE has actively participated in the Cyber Hygiene program since the 2016 General Election.

    b. How does the BOE partner with federal entities to protect the integrity of the District's elections?

       RESPONSE: The BOE collaborates with the Department of Homeland Security/CISA to comprehend threat vectors and indicators, safeguarding our systems. Cybersecurity threat notifications from the Center for Internet Security (CIS) and the Multi-State Information Sharing and Analysis Center (MS-ISAC) are received by the BOE, which actively monitors nationwide systems and shares intelligence across all sectors of the United States Critical Infrastructure.

       Additionally, the BOE receives Cyber Hygiene reports and cybersecurity notifications and updates from the Elections Infrastructure Information Sharing and Analysis Center (EI-ISAC) operated by the CIS. The EI-ISAC, which conducts election-related monitoring, engages directly with Secretaries of State and State Election Directors, providing complimentary security monitoring and forensic analyses.

       The BOE has established contact points with key entities such as the Department of Homeland Security (DHS), the DC Homeland Security Emergency Management Agency (DC HSEMA), the Office of the Chief Technology Officer (OCTO), the Department of Justice (DOJ), and the FBI. This enables the BOE to coordinate responses efficiently to cyber threats and emergency incidents.

    c. Has the BOE applied for federal grants for cybersecurity initiatives or assistance?

RESPONSE: BOE has not applied for any federal grants for cybersecurity initiatives or assistance.

d. What training, if any, are BOE staff given regarding cybersecurity?

RESPONSE: The BOE offers regular cybersecurity training that covers phishing, smishing, and vishing and other social engineering attacks. BOE personnel actively engages in election cybersecurity training drills organized by the Cybersecurity and Infrastructure Security Agency (CISA) of the Department of Homeland Security (DHS), the OCTO Fusion Center managed by DC OCTO, and additional tabletop exercises led by state and non-governmental organizations. These exercises simulate threat scenarios and are akin to train-the-trainer sessions, aiding in the identification of best practices and procedures for integration into office training.

49. Please describe the BOE's current planning for the 2024 primary and general elections, including its planning for early voting, mail-in voting, Vote Centers, ballot drop boxes, elections and voter registration technology, outreach to underrepresented populations like seniors and Ward 7 and 8 residents, and polling places. Describe any outstanding budget needs for the general election.

RESPONSE: During the 2024 Election Cycle, all registered DC voters will receive a mail-in ballot. Voters may vote by mail, in-person, or by depositing a ballot in a drop box. BOE will have 55 Mail Ballot Drop Boxes that will be placed throughout the city. We will also operate 25 Early Vote Centers and a total of 75 Election Day Vote Centers.

Our goal is to recruit and train between 2,000 and 2,500 election workers. We will deploy approximately 1,700 election workers to serve at Vote Centers. Election Worker training will begin on Tuesday, March 12, 2024.

We are continuing to register voters using our website portal. Citizens and non-citizens may register using the portal or they may register using a paper registration form. Registered voters are housed in Voter Focus, our voter registration database. BOE engaged in significant efforts to update the voter registry in 2023. In total, we removed 108,698 voters and moved another 92,772 to an inactive status.

BOE is committed to diversifying voter outreach and education among District residents. In preparation for the 2024 Primary and General Elections, BOE will build strategic partnerships, leverage existing community partnerships to strengthen education and outreach efforts, expand voter engagement opportunities with particular focus on residents and students in Ward 7 and 8 and multilingual communities across the District of Columbia.

Outstanding budget needs include the purchase of 100 additional ballot-on-demand printers. Additionally, BOE would like to increase pay to election workers. The climate

in the country has made it more difficult to recruit and retain enough high-quality election workers.

During 2024, we will be deploying new equipment to process and tabulate mail ballots.

    a. How will the BOE ensure mail-in ballots are accessible for people with disabilities who need accessible alternate format ballots during the 2024 elections? Will the BOE continue to use Omni ballot for the 2024 elections? If not, which alternate format balloting program will be provided by the BOE for the 2022 elections?

    RESPONSE: The BOE will make use of the accessible remote ballot delivery function, including electronic ballot return, provided by Democracy Live's OmniBallot in the upcoming 2024 election cycle. In order to effectively promote the availability of OmniBallot, the BOE will collaborate with various District government agencies, disability advocacy organizations, community organizations, and other stakeholders. Our ADA Coordinator, Voter Education and Outreach, and Communications Divisions will play a key role in this partnership. The BOE is dedicated to enhancing our messaging strategy by incorporating feedback from stakeholders, with the ultimate aim of ensuring that voters are not only informed about the availability of OmniBallot, but also equipped with the knowledge to make the most of its features.

    b. What outreach and education efforts has the BOE made to inform District voters about accessible alternate format mail-in balloting for the 2024 elections? Please describe the type of outreach, venue or medium, date of outreach, intended audience, and approximate number of individuals reached.

    RESPONSE: The collaboration between the BOE and different government agencies within the District, disability advocacy organizations, community organizations, and other stakeholders will be crucial. The partnership will involve our ADA Coordinator, Voter Education and Outreach, as well as Communications Divisions, who will actively contribute to raising awareness about the Accessible Remote Ballot and its electronic ballot return feature.

50. Who is responsible for the training and orientation provided to new members of the Board?

    RESPONSE: BOE senior leadership and the BOE human resources director provide training and orientation to new members of the Board.

51. Is there any new legislation you would recommend regarding the Board of Elections?

    RESPONSE: BOE has talked to the Council regarding new legislation to address threats against election workers. BOE is awaiting emergency legislation to redefine precinct boundaries ahead of the June Primary Election.

52. Is there any federal legislation you are monitoring which may impact the DC Board of Elections?

    RESPONSE: BOE is monitoring the American Confidence in Elections (ACE) legislation.

53. Do you foresee any new equipment needs for this election cycle?

    RESPONSE: BOE will need to purchase an additional 100 ballot-on-demand printers for the 2024 Election Cycle.

54. We know the facility used for counting votes is supposed to be suitable for public viewing of the ballot counting process and compliant with all laws related to the maintenance of safe and adequate workplace conditions. Is the facility used for the public counting of votes sufficient for the needs of this election cycle?

    a. If not, what is the plan for improvements to the warehouse location?

       RESPONSE: BOE has been working very closely with the Department of General Services to secure adequate space ahead of the 2024 Election Cycle. BOE is currently in the final phase of securing new space that will accommodate our mail ballot counting process. The newly identified space is sufficient for the public counting of ballots. At this point, BOE should take possession of the new space no later than March 1, 2024.

    b. Will these improvements be in place for the 2024 election cycle?

       RESPONSE: The new location will have adequate space for individuals to view our public operations. The space has adequate lighting, ventilation, and potable water. The improved location will allow BOE staff and the public to have access that is compliant with health and safety laws.

55. Please provide a detailed description of BOE's work to prevent election fraud in the 2024 election.

    RESPONSE: The agency conducted public hearings into allegations of double voting (*i.e.*, voting in DC and in another jurisdiction in the same election) in the 2020 General Election ("GE") and issued fines in matters where there was substantial evidence that double voting had occurred. These hearings put the public on notice that the Board takes election fraud seriously and that it will pursue enforcement action in instances where such fraud is demonstrated. With respect to the 2022 General Election, the Board will send notices warning of illegal voting laws to voters identified through the Electronic Registration Information Center ("ERIC") as having cast ballots in two jurisdictions.

The Board will publish information on prohibited election practices on its website, in its published Voter Guide, in materials in mail ballots sent to voters in each election, and in the "What Every Voter Needs to Know" poster that is posted in each vote center during voting. In addition, the BOE's Communications division will post messages about prohibited election practices on social media.

56. Please provide the following information related to election fraud in the District:

    a. A list of all investigations and/or enforcement actions related to election fraud taken by the agency in FY23 and Q1 FY24. Please indicate the type of fraud (vote buying, multiple voting, submission of fraudulent ballots or registrations, destruction of ballots or registrations, alteration of votes, malfeasance by election officials, etc.), the date of the commencement of the action taken, the date of resolution of the matter, and the outcome.

    RESPONSE: Below is a list by jurisdiction of the number of investigations of possible illegal voting that were initiated or are on-going in FY23 and Q1 FY24. All cases were based on evidence of possible double voting by a voter or possible ballot tampering by a third party other than the voter to whom a ballot was issued. All cases were based on ballots cast in the 2020 and 2022 General Elections. While no investigations were commenced until after the ERIC Voter Participation Project reports covering those elections were received in late 2021 and 2023 respectively, investigations into the 2020 General Election ERIC report cases were suspended during the 2022 election cycle and further work on the 2022 General Election cases will be suspended as all staff must be focused on the elections when the Board is in an election cycle.

2022 GE	
State	# Cases
CO	3
DE	1
GA	7
IA	1
IL	3
MD	36
MI	3
NM	1
OH	2
RI	2
SC	3
TX	5
VA	24
WA	3
WI	1

Total	95

2020 GE	
State	**# Cases**
AL	1
AZ	1
CO	3
DE	3
FL	10
GA	7
IA	1
IL	5
KY	1
LA	2
MD	78
MI	1
MO	1
NM	1
NV	1
OH	1
OR	1
TX	7
VA	24
WA	3
WV	1
Total	152

As the Board can only take enforcement action pursuant to administrative procedures that by law require issuance of a written decision, the details regarding the cases in which the Board has taken enforcement action are set forth in opinions posted on the Board's website (*see* https://www.dcboe.org/about-us/office-of-the-general-counsel/administrative-orders). Those decisions are also being provided through the link referenced in the response to Q56b. below.

b. A copy of all public statements, press releases or other public communications related to any investigations or and/or enforcement actions related to election fraud.

RESPONSE: All public statements, press releases or other public communications related to any investigations or and/or enforcement actions related to election fraud can be found here: https://www.dropbox.com/scl/fo/gzgsvld7oyvnzdi7ylmwe/h?rlkey=z04d3pq0v88 1fler4b07lwtfx&dl=0.

57. Please provide a detailed update on the BOE response to the October 2023 data breach by providing the following information:

    a. a detailed description of the breach and any implications for the 2024 election;

RESPONSE: On October 5, 2023, BOE became aware that a malicious hacking group calling itself "RansomVC" claimed to have breached DataNet and accessed BOE's voter data and other information. There is no certainty that there was, in fact, a breach into the DataNet website or downloading of any voter information. In light of the allegation by the malicious actor, BOE has handled every step out of an abundance of caution, to both ensure the protection of its systems and notify voters of potential breaches.

Steps taken during BOE's investigation include:

- On October 5, 2023, BOE immediately initiated an internal assessment and began working with its data security and federal government partners to investigate the breach. These partners include, but are not limited to, MS-ISAC, the Federal Bureau of Investigation, and Homeland Security. BOE collaborated closely with the CIRT at MS-ISAC to assess and resolve the issue. BOE also received support and guidance from OCTO.
- The initial investigation found a breach of DataNet's web server. However, no internal BOE servers, networks, databases, or computers were directly compromised.
- Immediately, BOE directed DataNet to take down our website and replace it with a maintenance page, which DataNet did promptly.
- BOE conducted vulnerability scans on our database, server, and other IT networks.
- From October 5, 2023 until October 20, 2023, BOE held daily briefings with the Executive Office of the Mayor of the District of Columbia, OCTO, and MS-ISAC.
- On Friday, October 20, 2023, during a daily morning check-in call with DataNet, which had been conducting its own investigation of its own internal systems, BOE learned that:
- DataNet's breached database server contained a copy of the BOE's voter roll.
- DataNet confirmed that malicious actors *may* have had access to voter roll information. In DC, certain basic voter roll information (such as name, address (unless confidential), party affiliation, precinct number, and voting history) is already public. But the breached information *might* have included other personally identifiable information ("PII"), such as partial social security number, driver's license number, date of birth, phone number, and/or email address.
- DataNet could not confirm or pinpoint if or when this voter file might have been accessed, or how many voter records, if any, were accessed or exfiltrated.
- Starting October 6, 2023, voters, the public, and the press were notified of a possible data breach via press and social media statements, with updates

provided on October 10, 2023; October 16, 2023; October 20, 2023; and December 27, 2023. In addition, BOE set up an email account where residents could ask questions, questions@dcboe.org, and established a webpage, www.dcboe.org/databreach, with relevant information that was regularly updated with new information.

b. a list of all vendors or contractors that are a party to any executed contract, MOU or Schedule of Work with the agency related to related to the provision of cybersecurity services to the agency;

RESPONSE: As part of our cybersecurity strategy, the BOE is actively engaged with the Multi-State Information Sharing and Analysis Center (MS-ISAC) and the Elections Infrastructure Information Sharing and Analysis Center (EI-ISAC) through a free membership. While these entities provides valuable cybersecurity threat notifications and shares intelligence with critical infrastructure sectors nationwide, it's important to note that our engagement with them is based on a membership model and does not involve executed contracts or financial arrangements.

BOE has established important connections with key entities, including the Department of Homeland Security (DHS), the DC Homeland Security Emergency Management Agency (DC HSEMA), the Office of the Chief Technology Officer (OCTO), the Department of Justice (DOJ), and the FBI. These connections are crucial for coordinating responses to cybersecurity threats and emergency incidents. While these relationships are vital for collaborative efforts, they do not necessarily entail direct contractual engagements for cybersecurity services.

c. a copy of all contracts, MOUs or schedules of work, if any, listed in (b) above;

RESPONSE: Not Applicable

d. a detailed description of actions taken to minimize the impact of the data breach;

RESPONSE: To address the data breach, the following actions have been taken:

- Email notifications have been dispatched to all individuals with email addresses on record.
- Press releases containing necessary information have been distributed, adhering to guidelines.
- Notifications have been prominently displayed on the organization's website homepage.
- A call center has been established by the vendor and is currently operational, offering the public a platform to obtain additional information and seek clarification.
- BOE will be leveraging Web Application Scanning (WAS) from DHS, adding an additional layer of security designed to fortify our defenses against diverse

threats targeting web applications. In addition, weekly vulnerability scans will be conducted on all of BOE's public-facing web servers.

In addition to working with DHS and other Federal agencies, BOE has established a policy for OCTO's Security team to perform web application scans at each level of our public-facing website when code changes, patches, and other modifications have taken place on our web services to ensure that we have a safe environment. BOE will implement Data Lost Protection (DLP) policies to protect sensitive data on all internal endpoints.

58. What new policies and procedures are the agency considering in order to ensure that such a breach does not happen again?

RESPONSE: To enhance security and prevent future breaches, the following policies and procedures are being considered:

- BOE will collaborate with our vendor to secure restricted web portal access to the BOE network.
- BOE will continue to conduct regular audits of administrator and user lists, along with access permissions, on a scheduled basis.
- BOE will work with the vendor to limit structural and functional changes to the website to specific times of the month or quarter.
- BOE will implement scheduled security analysis sessions to proactively identify and address vulnerabilities with our partners.
- BOE will ensure its vendor is implementing a comprehensive logging mechanism to track details of website and application activities for monitoring and analysis.

59. Was Voter Focus, the new voter registration and election management database, affected by this breach?

RESPONSE: No.

60. Is voter list maintenance for FY2024 underway? Was the list maintenance affected or impacted by the October 2023 data breach?

RESPONSE: Not Applicable.

61. Please discuss the current status of the BOE website, including:
   a. when BOE expects the website to be fully operational;

   RESPONSE: The BOE website is expected to be restored to its full functionality within the next two weeks (as of 1/26/24). Subsequently, BOE plans to further improve and incorporate additional features based on suggestions.

   b. what information/services are currently unavailable to voters because of the website maintenance; and,

RESPONSE: Voters have access to all information except for the email service, which encompasses three features on the site, including:

- Website feedback email,
- "Ask the Director" email, and
- "News feed link" email.

Once the email gateway on the new network is constructed and configured, these features will be activated and accessible.

   c. how this will impact the 2024 election.

RESPONSE: There are no anticipated impacts on the 2024 elections as early voting features and other services have been developed and will be accessible prior to the elections.

62. Please provide a detailed update on BOE's preparation for the 2024 election, including a detailed timeline of preparation between now and the primary election, and between the primary election and the general election.

RESPONSE: Please refer to the answer to question 49. Detailed timelines are provided in the draft Primary and General Election calendars on BOE's website at https://dcboe.org/elections/2024-elections.

63. Please provide a detailed update on BOE's implementation of L24-0242, the Local Resident Voting Rights Amendment Act of 2022 by answering the following questions:

   a. Will BOE implement the requirements of this act in time for the 2024 election?

      RESPONSE: Yes.

   b. Please include a detailed description of any funds already spent in support of implementing this act in FY24-to-date, including both personnel and non-personnel costs.

      RESPONSE: BOE has expended (obligated) $250,000 to create the database solution that will house non-citizen voters. These are the only funds already spent. However, BOE is about to send brochures and written materials to our printer in preparation for our media blitz and enhanced education/outreach efforts. We are interviewing candidates for our bilingual outreach position. Additionally, BOE is about to engage in efforts to reprogram Poll Pad devices for voter check-in at Vote Centers.

64. Please explain what the passage of H.R. 4396, the American Confidence in Elections: District of Columbia Citizen Voter Act, would mean for BOE's administration of the 2024 election by answering the following questions:

a. What would be the impact if this bill became law before the 2024 primary election?

RESPONSE: Non-citizens would not be able to vote in the 2024 primary election, regardless of whether they had registered to vote, and they would be removed from the voter registry if they had registered to vote. Such non-citizens could re-register upon obtaining citizenship status.

b. What would be the impact if this bill became law after the 2024 primary election, but before the 2024 general election?

RESPONSE: Non-citizens would not be able to vote in the 2024 general election, regardless of whether they had registered to vote, and they would be removed from the voter registry if they had registered to vote. Such non-citizens could re-register upon obtaining citizenship status.

c. What would be the impact if this bill became law after the 2024 general election?

RESPONSE: Non-citizens would not be able to vote in elections held after the 2024 general election, regardless of whether they had registered to vote, and they would be removed from the voter registry if they had registered to vote. Such non-citizens could re-register upon obtaining citizenship status.

If the question seeks to determine whether the results of elections in which non-citizens participated could be overturned upon the subsequent passage of legislation that prohibits them from voting, the pertinent provision of District law provides that the DC Court of Appeals shall only void an election upon the receipt of a petition for review and a subsequent finding "that there was any act or omission, including fraud, misconduct, or mistake serious enough to vitiate the election as a fair expression of the will of the registered qualified electors voting in the election." D.C. Official Code § 1-1001.11(b)(2)(B). If at the time of the election, non-citizens voting in an election are legally permitted to do so (which they would be in the absence of the passage of a law such as H.R. 4396 that prohibits them from doing so), then it is unlikely (although not impossible) that the court would find such act or omission that would warrant voiding the election based upon the non-citizens' participation.

d. If passed into law, would this bill prevent BOE from expending funds on equipment or goods that are associated with any provisions of L24-0242, even if the equipment has a legitimate, non-L24-0242 use in administering elections in the District?

RESPONSE: Funds have already been expended. It would prevent BOE from spending any additional funds.