



**DEPARTMENT OF STATE**

**HELP AMERICA VOTE  
ACT OF 2002**

**As required by Public Law 107-252**

**AMENDED  
STATE PLAN  
AMENDMENT #3**

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

**Tom Schedler  
Secretary of State  
November 23, 2010**

# TABLE OF CONTENTS

---

Overview of the Louisiana State Plan	2
Section 1. Meeting the Requirements of HAVA	2
Section 2. Managing Disbursement of HAVA Funds	4
Section 3. Educational Programs	5
Section 6. State Budget	6
Section 7. Louisiana's Maintenance of Expenditure	9
Section 8. Performance Goals and Measures	9
Section 10. Use of Title I Payment	12
Section 11. State Plan Management	14
Section 12. Changes to State Plan from Previous Fiscal Year	15
Section 13. Help America Vote Advisory Committee	18
Section 14. Complying with the Requirements of the Military and Overseas Voter Empowerment Act	21

## **OVERVIEW OF THE LOUISIANA STATE PLAN**

The original State Plan for Louisiana was developed jointly by the Department of State and the Department of Elections and Registration in conjunction with the Louisiana Help America Vote Advisory Committee and the Governor. It detailed the plans, budget, and goals that Louisiana sought to attain in its election and voter registration process using funds authorized by the Help America Vote Act of 2002 (HAVA) within the deadlines established in the Act. The State Plan for Louisiana was amended on November 10, 2006 and September 16, 2008.

The State of Louisiana will receive additional Title II federal funds in the amount of \$1,496,386 for federal fiscal year 2009 and \$1,047,470 for federal fiscal year 2010. The Louisiana State Plan is being amended again to reflect the additional funding and activities that will be conducted with the new federal allocations.

## **MEETING THE REQUIREMENTS OF HAVA**

**SECTION 1: How the State will use the requirements payment to meet the requirements of Title III, and, if applicable under Section 251(a)(2), to carry out other activities to improve the administration of elections. (Section 254(a)(1), 42 U.S.C. §15404(a)(1))**

### **Section 1.6 Other activities to improve the administration of elections:**

The State of Louisiana issued a certification pursuant to 42 U.S.C. §15401(b)(2)(B) on September 19, 2008, that the state will use requirements payments to carry out activities to improve the administration of elections for Federal office in an amount that will not exceed an amount equal to the minimum payment amount applicable to the State under 42 U.S.C. §15402(c). The current minimum payment amount applicable to the State is \$13,021,803. This will also apply for future requirements payments that may be allocated to the State. These activities will include, but not be limited to, the following:

- Act 135 of the 2008 Regular Session of the Louisiana Legislature continued the program authorizing early voting at additional locations and if the program is expanded, the Department of State may need to procure additional voting systems and equipment.
- Complying with the requirements of the Military and Overseas Voter Empowerment Act of 2009 (MOVE Act) for military and overseas voters.

- Providing improvements and enhancements as required by the MOVE Act for military and overseas voters.
- Establishing and using an online educational training program for election officials and poll workers (commissioners) through the Department of State's website.
- Continuing the project to provide images of voter registration documents for disaster recovery, expediting the processing of absentee by mail applications and absentee by mail ballots, expediting the processing of provisional ballots and providing continuity of business in the offices of the Registrars of Voters.
- Improvements to the Elections Registration and Information Network (ERIN system) to support federal elections including:

Implementation of new technology to read the magnetic stripe on a Louisiana driver's license and capture electronic signatures during early voting in an effort to minimize processing time.

Upon authorization of the Louisiana legislature, expand online voter registration capabilities by allowing registered voters to request an absentee by mail ballot online.

Improve the application to support federally mandated reapportionment in 2011.

Implementation of additional GIS functionality to improve geocoding of addresses and precinct and district management.

Improve the ERIN system reporting capabilities by building a data warehouse that can be used to provide federally required statistical data and analysis.

Establish and implement a strategy for electronic data archiving to prevent future system failures due to excessive data storage requirements.

Implementation of an emergency process for securely uploading election results to the ERIN system on election night in the event the Clerk of Court's office experiences power or network outages.

Achieving Section 508 of the Rehabilitation Act of 1973, as amended, compliance on the Department of State's websites and all voter/elections applications in order to better meet the needs of the disability community.

- Analyzing the business processes involved in elections and automating the form submission and approval process of manual forms used by the Department of State during the election cycles.

Upon the issuance of a certification pursuant to 42 U.S.C. §15401(b)(2)(A) that the State has implemented the requirements of Title III of HAVA, the State will be allowed to use the Title II requirements payments to carry out other activities to improve the administration of elections for Federal office in an amount that exceeds the amount equal to the minimum payment amount applicable to the State under 42 U.S.C. §15402(c). This will also apply for future requirements payments that may be allocated to the State.

## **MANAGING DISBURSEMENT OF HAVA FUNDS**

**SECTION 2. How the State will distribute and monitor the distribution of the requirements payment to units of local government or other entities in the State for carrying out the activities described in paragraph (1), including a description of: (A) the criteria to be used to determine the eligibility of such units or entities for receiving the payment; and (B) the methods to be used by the State to monitor the performance of the units or entities to whom the payment is distributed, consistent with the performance goals and measures adopted under paragraph (8). (Section 254(a)(2), 42 U.S.C. §15404(a)(2))**

Louisiana's ERIN system is funded solely through Louisiana's annual state appropriations bill. In 2009, the Louisiana Secretary of State (LASOS) system (candidate qualifying, ballots, commissions, offices and races; election administration; and election results) was merged into the ERIN system. The network operates in all parishes without any expense to the parish governing authorities.

All HAVA and state general funds are expended through Louisiana's Integrated Statewide Information System (ISIS) and follow the criteria of eligibility contained in the Department of State's HAVA Financial Accounting and Administrative Policy for allowable expenses and the Louisiana Procurement Code.

In Louisiana, the procurement of voting systems is done by the Department of State on a state level rather than at a parish level. As a result, there are no distributions of HAVA requirements payments for the procurement of voting systems to parishes, units of local government or other entities.

All other HAVA requirements payments are paid through the Department of State; however, in the event that requirements payments are distributed to parishes, the parishes will be required to provide all necessary documentation to substantiate expenses to be reimbursed to the parish.

All funds expended under HAVA are subject to financial and compliance audits through the following: federal auditors; the Louisiana Legislative Auditor; Louisiana Division of Administration auditors; Louisiana Inspector General's Office; and the Department of State's Internal Audit Division.

## **EDUCATIONAL PROGRAMS**

**Section 3. How the State will provide for programs for voter education, election official education and training, and poll worker training which will assist the State in meeting the requirements of Title III. (Section 254(a)(3), 42 U.S.C. §15404(a)(3))**

### **Section 3.1 Election Official Education and Training:**

The Department of State will continue to prepare training DVDs for the Clerks of Court and Registrars of Voters to use for elections for Federal office with specific information relating to the races that are on the ballot.

The Department of State will continue to use the LASOSNET/ROV and LASOSNET/COC/ERIN applications to provide training materials for the Clerks of Court and Registrars of Voters relating to the following: complying with the requirements of the MOVE Act, provisional voting, tabulation and counting of provisional ballots, absentee by mail instructions for federal elections and other relevant federal election information.

### **Section 3.2 Poll Worker Training:**

The Informational Pamphlet for Election Day Voting that is used to train the election poll workers (commissioners) will continue to be revised to incorporate federal and state legislative changes relating to elections for Federal office.

The Department of State will continue work on the development of online training for poll workers (commissioners), including information on qualifying to serve as a poll worker (commissioner) and election procedures for existing poll workers (commissioners).

**Section 3.3 Voter Education:**

The Department of State will continue to implement a comprehensive voter education program to comply with the requirements of Act 286 of the 2003 Regular Session of the Louisiana Legislature and the following activities are included in the program:

- Expansion of website information on registration and voting, including a voter portal to provide access to voter specific election information relating to elections for Federal office.
  
- Instructional presentations on the Department of State’s website relating to the use of the voting systems and information for voters with disabilities.
  
- Dissemination of public service announcements for voter education and registration information.
  
- Conducting seminars for voter education and registration, including voting rights seminars for the elderly and individuals with disabilities.
  
- Providing educational materials to military and overseas voters, including information required by the MOVE Act.

**STATE BUDGET**

**SECTION 6. The State’s proposed budget for activities under this part, based on the State’s best estimates of the costs of such activities and the amount of funds to be made available, including specific information on: A) the costs of the activities required to be carried out to meet the requirements of Title III; B) the portion of the requirements payment which will be used to carry out activities to meet such requirements; and C) the portion of the requirements payment which will be used to carry out other activities. (Section 254 (a)(6), 42 U.S.C. §15404(a)(6))**

**Title II Funds (Requirements Payments):**

Louisiana has additional allocations of Title II federal funds in the amounts of \$1,496,386 for federal fiscal year 2009 and \$1,047,470 for federal fiscal year 2010. Pursuant to the provisions of Title II of HAVA, the State of Louisiana must provide a state match of five percent of the total of the requirements payments received which is \$133,888 for the 2009 and 2010 federal funds. Louisiana’s

required state match for all Title II federal funds is \$2,070,125. As of August 31, 2010, Louisiana has provided a total state match of \$5,647,757.

Annually, federal funds, interest funds collected and state funds are allocated to HAVA in the Department of State's budget request and annual state appropriations bill. Any future allocations of requirements payments will be added to the federal funds budget allocations and will be utilized to improve the administration of elections for Federal office, including but not limited to, complying with the requirements of the MOVE Act, providing improvements and enhancements required by the MOVE Act, establishing on-line education training programs, imaging voter registration documents and providing enhancements to the ERIN system. These funds will continue to be requested and appropriated until all funds appropriated to HAVA have been expended.

**Budget for Title II Federal Expenses Based Upon Amendment #2 to the Louisiana State Plan dated September 16, 2008**

Budget Item	Amendment #2, Title II federal funds budget balance	Unencumbered Title II federal funds budget balance as of 8/31/10
1) Enhancement, improvement, upgrade and acquisition of equipment for voting systems for absentee by mail voting, early voting and election day voting; purchase of additional voting systems for early voting and election day voting, including installation, implementation and training; and security of voting systems and registration system for early voting at remote sites. 2) Statewide voter registration database, including software and hardware, and services to upgrade/replace obsolete software and hardware for Clerks of Court, Registrars of Voters and Secretary of State to provide access to ERIN and improve voter registration, ballot preparation and voting system programming. 3) Implementation of technology to significantly enhance and improve voter registration, absentee and election day voting and reporting of activities. These improvements will require significant investments in hardware, software and services both at the state and local level. Initiatives will be focused on reducing manual data entry and processing, insuring the integrity of the process through more automated records retention, development of more secure, direct, interactive and integrated connections between local, state and federal agencies to insure proper list maintenance, web enabling functions making it easier for the citizenry to update their records and providing stakeholders with significantly enhanced statistical and reporting capabilities. 4) Implementation of on-line election official education and training and poll worker training. 5) Activities to improve the administration of elections for Federal office.	\$1,239,263	\$0
Voter education and outreach, election official education and training, and poll worker training.	\$500,000	\$0

Development of state plan(s), production of reports, monitoring of performance goals, fiscal management and management of the state plan.	\$1,000	\$0
<b>TOTAL TITLE II FEDERAL FUNDS (AMENDMENT #2)</b>	<b>\$1,740,263</b>	<b>\$0</b>

### **Budget for Title II Federal Expenses Based Upon Amendment #3 to the Louisiana State Plan**

The Department of State will apply for additional funding in the amount of \$2,543,856 upon issuance of a certification to the U.S. Election Assistance Commission. These funds and all future interest collections will be utilized to improve the administration of elections for Federal office, including but not limited to, the activities listed below. As of June 30, 2010, Louisiana has received \$3,531,008 in interest collections and all of the accumulated interest has been expended or encumbered.

<b>Budget Item</b>	<b>Amendment #3, Title II federal funds budget balance</b>
1) Enhancement, improvement, upgrade and acquisition of equipment for voting systems and tabulating and printing equipment for absentee by mail voting, early voting and election day voting; purchase of additional voting systems and tabulating and printing equipment for absentee by mail voting, early voting and election day voting, including installation, implementation and training; and security of voting systems and registration system for early voting at remote sites. 2) Statewide voter registration and elections database, including software, hardware and services to provide access to ERIN and improve voter registration, ballot preparation, voting system programming and elections processing. 3) Implementation of technology to significantly enhance and improve voter registration, absentee by mail voting, early voting and election day voting and reporting of activities. Initiatives will be focused on reducing manual data entry and processing, insuring the integrity of the process through more automated records retention, development of more secure, direct, interactive and integrated connections between local, state and federal agencies to insure proper list maintenance, web enabling functions making it easier for the citizenry to update their records and providing stakeholders with significantly enhanced statistical and reporting capabilities. 4) Implementation of on-line election official education and training and poll worker training. 5) Complying with the requirements of the MOVE Act. 6) Providing improvements and enhancements required by the MOVE Act. 7) Continuation of the scanning project for voter registration documents. 8) Activities to improve the administration of elections for Federal office.	\$2,543,856
<b>TOTAL TITLE II FEDERAL FUNDS BUDGET BALANCE (AMENDMENT #3)</b>	<b>\$2,543,856</b>

Any and all future requirements payment allocations received by the State of Louisiana and interest on those funds shall be utilized to improve the administration of elections for Federal office, including but not limited to, complying with the requirements of the MOVE Act, providing improvements and

enhancements required by the MOVE Act, establishing on-line education training programs, imaging voter registration documents and providing enhancements to the ERIN system.

## **LOUISIANA’S MAINTENANCE OF EXPENDITURE**

**SECTION 7. How the State, in using the requirements payment, will maintain the expenditures of the State for activities funded by the payment at a level that is not less than the level of such expenditures maintained by the State for the fiscal year ending prior to November 2000. (Section 254(a)(7), 42 U.S.C. §15404(a)(7))**

Louisiana has a state-driven election system and Louisiana has and will maintain the expenditures of the state for activities funded by the payment at a level equal to or greater than the level of such expenditures for Louisiana for expenditures consistent with the requirements of Title III of HAVA. Pursuant to the provisions of EAC Maintenance of Expenditure Policy effective June 28, 2010, the fiscal year to be used as the base shall be the fiscal year ending prior to November 2000 and the state fiscal year 1999-2000 ending June 30, 2000 is the base year.

## **PERFORMANCE GOALS AND MEASURES**

**SECTION 8. How the state will adopt performance goals and measures that will be used by the State to determine its success and the success of units of local government in the State in carrying out the plan, including timetables for meeting each of the elements of the plan, descriptions of the criteria the State will use to measure performance and the process used to develop such criteria, and a description of which official is to be held responsible for ensuring that each performance goal is met. (Section 254(a)(8), 42 U.S.C. §15404(a)(8))**

### **Section 8.7 Integration of the existing LASOS system into the ERIN system:**

- 1) Deadline: September 30, 2009.
- 2) Criteria: Previously, the LASOS system (candidate qualifying, ballots, commissions, offices and races; election administration; and election results) and the ERIN system (registration) were maintained in two separate systems requiring duplicate maintenance of essential elements for building elections. The mechanisms by which elections are conducted are migrated into the voter registration system to have a single system of data. This integration benefits all future federal elections.

3) How Criteria are Judged: Success of meeting this performance goal is based on the completion of the migration to one statewide system for all election matters. The State of Louisiana met its goal in 2009.

4) Responsible Official: Secretary of State in conjunction with the Clerks of Court and Registrars of Voters.

**Section 8.9 Implementation of GIS system and other measures to improve redistricting and the reapportionment process:**

1) Deadline: July, 2012.

2) Criteria: With the upcoming federal decennial census, the Department of State needs a more efficient way to manage the reapportionment process and concurrent redistricting of voters due to the current manual determination of correct precincts for voters.

3) How Criteria are Judged: The success of meeting this performance goal will be based on reducing the timeframe for completing the reapportionment process and increasing the accuracy of the process.

4) Responsible Official: Secretary of State in conjunction with the Registrars of Voters.

**Section 8.10 Scanning deployment to remaining parishes:**

1) Deadline: June 30, 2011.

2) Criteria: Continued implementation of scanning of registration documents to provide images of voter registration documents for protection of documents for disaster recovery; expedite processing of absentee by mail applications and absentee by mail ballots; expedite processing of provisional ballots; and provide business continuity in the offices of the Registrars of Voters, including entering registration data with a higher degree of accuracy.

3) How Criteria are Judged: The success of meeting this performance goal will be based on implementing the scanning project in the remaining parishes within the established timeframe, including providing training to the Registrars of Voters.

4) Responsible Official: Secretary of State in conjunction with the Registrars of Voters.

**Section 8.11 Provisional voting tracking:**

- 1) Deadline: Fall, 2010.
- 2) Criteria: Providing functionality in the ERIN system to track eligible voters who cast provisional ballots that are counted, including providing an automated mechanism to track provisional ballots that are rejected. Implementing an enhanced website so that a voter can determine if his provisional ballot was counted, and if the ballot was not counted, the reason for the rejection of the ballot.
- 3) How Criteria are Judged. The success of meeting this performance goal is based on implementing the process within the established timeframe. The State of Louisiana met its goal in 2010.
- 4) Responsible Official: Secretary of State in conjunction with the Registrars of Voters.

**Section 8.13 Complying with the requirements of the MOVE Act:**

- 1) Deadline: 2010 federal general election and subsequent federal elections.
- 2) Criteria: Implementing the provisions of the MOVE Act to make the State of Louisiana compliant with the Act, including establishing procedures for military and overseas voters to electronically request and receive registration applications, absentee by mail applications and blank absentee by mail ballots.
- 3) How Criteria are Judged: The success of meeting this performance goal will be based on implementing the procedures required by the MOVE Act by the federal general election in 2010 and for subsequent federal elections.
- 4) Responsible Official: Secretary of State in conjunction with the Registrars of Voters.

## USE OF TITLE I PAYMENT

**SECTION 10. If the State received any payment under Title I, a description of how such payment will affect the activities proposed to be carried out under the plan, including the amount of funds available for such activities. (Section 254(a)(10), 42 U.S.C. §15404(a)(10))**

### Budget for Title I, Section 101 Federal Expenses Based Upon Amendment #2 to the Louisiana State Plan dated September 16, 2008

Budget Item	Amendment #2, Title I, Section 101 federal funds budget balance	Unencumbered Title I, Section 101 federal funds budget balance as of 8/31/10
<p>1) Enhancement, improvement, upgrade and acquisition of equipment for voting systems for absentee by mail voting, early voting and election day voting; purchase of additional voting systems for early voting and election day voting, including installation, implementation and training; and security of voting systems and registration system for early voting at remote sites.</p> <p>2) Statewide voter registration database, including software and hardware, and services to upgrade/replace obsolete software and hardware for Clerks of Court, Registrars of Voters and Secretary of State to provide access to ERIN and improve voter registration, ballot preparation and voting system programming.</p> <p>3) Implementation of technology to significantly enhance and improve voter registration, absentee and election day voting and reporting of activities. These improvements will require significant investments in hardware, software and services both at the state and local level. Initiatives will be focused on reducing manual data entry and processing, insuring the integrity of the process through more automated records retention, development of more secure, direct, interactive and integrated connections between local, state and federal agencies to insure proper list maintenance, web enabling functions making it easier for the citizenry to update their records and providing stakeholders with significantly enhanced statistical and reporting capabilities.</p> <p>4) Implementation of on-line election official education and training and poll worker training.</p> <p>5) Purposes outlined in Section 101 of HAVA.</p>	\$3,099,289	\$2,313,760
<b>TOTAL TITLE I, SECTION 101 FEDERAL FUNDS (AMENDMENT #2)</b>	<b>\$3,099,289</b>	<b>\$2,313,760</b>

**Budget for Title I, Section 101 Federal Expenses Based Upon  
Amendment #3 to the Louisiana State Plan**

All current and future interest collections will be distributed between the categories listed below as needed and for purposes outlined in Section 101 of HAVA, including improving the administration of elections for Federal office. As of June 30, 2010, Louisiana has received \$913,341 in interest collections on Title 1, Section 101 funds and none of the accumulated interest has been expended or encumbered.

<b>Budget Item</b>	<b>Amendment #3, Title I, Section 101 federal funds budget balance</b>
1) Enhancement, improvement, upgrade and acquisition of equipment for voting systems and tabulating and printing equipment for absentee by mail voting, early voting and election day voting; purchase of additional voting systems and tabulating and printing equipment for absentee by mail voting, early voting and election day voting, including installation, implementation and training; and security of voting systems and registration system for early voting at remote sites. 2) Statewide voter registration and elections database, including software, hardware and services to provide access to ERIN and improve voter registration, ballot preparation, voting system programming and elections processing. 3) Implementation of technology to significantly enhance and improve voter registration, absentee by mail voting, early voting and election day voting and reporting of activities. Initiatives will be focused on reducing manual data entry and processing, insuring the integrity of the process through more automated records retention, development of more secure, direct, interactive and integrated connections between local, state and federal agencies to insure proper list maintenance, web enabling functions making it easier for the citizenry to update their records and providing stakeholders with significantly enhanced statistical and reporting capabilities. 4) Implementation of on-line election official education and training and poll worker training. 5) Complying with the requirements of the MOVE Act. 6) Providing improvements and enhancements required by the MOVE Act. 6) Continuation of the scanning project for voter registration documents. 7) Activities to improve the administration of elections for Federal office. 8) Purposes outlined in Section 101 of HAVA.	\$2,313,760
<b>TOTAL TITLE I, SECTION 101, FEDERAL FUNDS (AMENDMENT #3)</b>	<b>\$2,313,760</b>

## STATE PLAN MANGAGEMENT

**SECTION 11. How the state will conduct ongoing management of the plan, except that the State may not make any material change in the administration of the plan unless the change: A) is developed and published in the Federal Register in accordance with Section 255 in the same manner as the State plan; B) is subject to public notice and comment in accordance with Section 256 in the same manner as the State plan; and C) takes effect only after the expiration of the 30-day period which begins on the date the change is published in the Federal Register in accordance with subparagraph (A). (Section 254(a)(11), 42 U.S.C. §15404(a)(11))**

The Secretary of State as the “chief election officer of the state” will continue to be responsible for the ongoing management and implementation of Louisiana’s plan with input from the Clerks of Court and Registrars of Voters to continue to comply with the requirements of HAVA.

The State of Louisiana agrees that it may not make any material change in the administration of the State plan unless the change:

- 1) Is developed and published in the Federal Register in accordance with Section 255 of HAVA in the same manner as the State Plan;
- 2) Is subject to public notice and comment in accordance with Section 256 of HAVA in the same manner as the State Plan; and
- 3) Takes effect only after the expiration of the 30-day period which begins on the date the change is published in the Federal Register.

## **CHANGES TO STATE PLAN FROM PREVIOUS FISCAL YEAR**

**SECTION 12. In the case of a State with a State plan in effect under this subtitle during the previous fiscal year, a description of how the plan reflects changes from the State Plan for the previous fiscal year and how the State succeeded in carrying out the State plan for such previous fiscal year. (Section 254(a)(12), 42 U.S.C. §15404(a)(12))**

Amendment #3 to the state plan dated November 23, 2010 contains changes to the state plan as follows:

- 1) Updates the activities to improve the administration of elections for Federal office.
- 2) Updates the activities relating to education programs for election officials, election poll workers (commissioners) and voters.
- 3) For Title II federal funds, updates the budget allocations and use of the federal funds, increases federal funding by \$2,543,856 and updates the use of the future interest accumulations.
- 4) Provides that future allocations of Title II federal funds will be used to improve the administration of elections for Federal office.
- 5) Updates and provides additional performance goals and measures that will be used by the State of Louisiana to determine its success in carrying out the plan.
- 6) For Title I, Section 101 funds, updates the budget allocations and use of the federal funds and updates the use of the current and future interest accumulations.
- 7) Provides for complying with the requirements of the MOVE Act.
- 8) Provides for improvements and enhancements required by the MOVE Act.

## **State of Louisiana's Progress on the Implementation of HAVA:**

### **Provisional Voting:**

In the fall of 2010, the Department of State is implementing an additional free access system to allow a provisional voter to search the Department's website by the voter's name and confirm if his vote was counted, and, if his vote was not counted, the reason his vote was not counted.

### **Computerized Statewide Voter Registration List:**

#### **ERIN system upgrades:**

The Department of State completed the following major enhancements and programs: candidate inquiry; sample ballots; election results; voter statistics, including registration, early voting and post election statistics; voter portal; provisional voter search; and electronic ballot retrieval for the military and overseas voters. In addition, the Department of State deployed online voter registration in April of 2010.

#### **Records retention:**

The project to insure the retention of voter registration records through imaging (scanning), indexing, storage and retrieval of paper documents is ongoing and 49 of the 64 parishes in the State of Louisiana have been completed as of August 31, 2010.

### **Election Official Education and Training:**

In 2010, the Department of State developed and deployed the LASOSNET/ROV and LASOSNET/COC/ERIN applications to provide the Registrars of Voters and Clerks of Court internal training materials, including but not limited to, the following: procedures and instructions for complying with the requirements of the MOVE Act; provisional voting instructions; instructions for tabulation and counting of provisional ballots; absentee by mail instructions; and other relevant elections information for federal elections.

In 2010, the Department of State developed and distributed statewide an instructional DVD for the use of the audio voting keypad that included instructions for parish election officials and election poll workers (commissioners). The instructional DVD was also made available on the Department's website.

## **Voter Education:**

The annual voter registration week authorized by Act 286 of the 2003 Regular Session of the Louisiana Legislature as amended by Act 136 of the 2008 Regular Session of the Louisiana legislature was held August 24 - 28, 2009 and May 10 - 14, 2010.

### **Informational pamphlets and brochures:**

The following additional brochures and pamphlets were developed and distributed to the citizens of Louisiana and to elderly and disability consortiums:

*Voting in Louisiana: A How-to-Guide:* This brochure provides a concise explanation for potential voters including information on voter registration, the act of voting, voting procedures for military and overseas voting and voting procedures for the elderly and individuals with disabilities.

*Voting 101:* This brochure is a guide to registering and voting for students who are pursuing a higher education.

*Vote and Be Heard:* This brochure is designed for high school students with an emphasis on the students who are 17 years of age or older.

*State of Louisiana, Voting Rights for the Elderly and Individuals With Disabilities:* This brochure contains information on the entire voter registration and voting process for the elderly and individuals with disabilities.

### **Seminars:**

In 2010, the Department of State held nine GEAUX Vote Disability Training Sessions for individuals with disabilities and the elderly and provided information on registration, voting and the congressional closed party primary elections.

## **HELP AMERICA VOTE ADVISORY COMMITTEE**

**SECTION 13. A description of the committee which participated in the development of the State plan in accordance with Section 255 and the procedures followed by the committee under such Section and Section 256. (Section 254(a)(13), 42 U.S.C. §15404(a)(13))**

In August of 2010, Jay Dardenne, Secretary of State, named the following members to serve on the Louisiana Help America Vote Advisory Committee:

Honorable Jay Dardenne (Chairman)  
Secretary of State  
Department of State  
Post Office Box 94125  
Baton Rouge, Louisiana 70804-9125  
Secretary of State

Mr. William P. Bryan, III  
Assistant Attorney General  
Post Office Box 94005  
Baton Rouge, Louisiana 70804-9005  
Representative of the Office of the Attorney General

Mr. Cloyce Clark  
Assistant Executive Counsel to the Governor  
Post Office Box 94004  
Baton Rouge, Louisiana 70804-9004  
Representative of the Governor's Office

Mr. Jason Collier  
9929 Mint Drive  
Baton Rouge, LA 70809  
Representative of the Disabilities Community

Honorable Richard "Rick" Gallot, Jr.  
State Representative  
Post Office Box 1117  
Ruston, Louisiana 71273-1117  
Chairman of the House & Governmental Affairs Committee of the Louisiana Legislature (Democrat)

Honorable Jon A. Gegenheimer  
Clerk of Court, Jefferson Parish  
Post Office Box 10  
Gretna, Louisiana 70054  
Chief Parish Election Official in the second largest jurisdiction  
Designee: Brian Freese

Honorable Mark J. Graffeo  
Clerk of Court, West Baton Rouge Parish  
Post Office Box 107  
Port Allen, Louisiana 70767  
Chief Parish Election Official

Honorable David Heitmeier  
State Senator  
3501 Holiday Drive  
Suite 225  
New Orleans, Louisiana 70114  
Representative of the Senate & Governmental Affairs Committee of the Louisiana  
Legislature (Democrat)

Honorable Robert W. "Bob" Kostelka  
State Senator  
Post Office Box 2122  
Monroe, Louisiana 71207  
Chairman of the Senate & Governmental Affairs Committee of the Louisiana  
Legislature (Republican)

Ms. Angie Rogers LaPlace  
Commissioner of Elections  
Post Office Box 94125  
Baton Rouge, Louisiana 70804  
Representative of the Louisiana Department of State

Honorable John Moreau  
Registrar of Voters, St. Landry Parish  
Post Office Box 818  
Opelousas, Louisiana 70571-0818  
Representative of the Registrars of Voters

Honorable Arthur Morrell  
Clerk of the Criminal Court, Orleans Parish  
2700 Tulane Avenue, Room 115  
New Orleans, Louisiana 70119  
Chief Parish Election Official in the largest jurisdiction

Honorable Karen Carter Peterson  
State Senator  
1215 Prytania Street, Suite 364  
New Orleans, Louisiana 70130  
Representative of the Louisiana Legislative Black Caucus

Honorable Linda Rodrigue  
Registrar of Voters, Terrebonne Parish  
Post Office Box 9189  
Houma, Louisiana 70361  
Representative of the Registrars of Voters

Honorable John Russell  
Registrar of Voters, Tangipahoa Parish  
Post Office Box 895  
Amite, Louisiana 70422-0895  
Representative of the Registrars of Voters

Ms. Lois V. Simpson, Executive Director  
The Advocacy Center  
1010 Common Street, Suite 2600  
New Orleans, Louisiana 70112-2429  
Representative of the Disabilities Community  
Designee: Stephanie Patrick

Honorable M. J. "Mert" Smiley  
State Representative  
18590 Highway 16, Suite 5  
Port Vincent, Louisiana 70726  
Representative of the House & Governmental Affairs Committee of the Louisiana  
Legislature (Republican)

The Louisiana Help America Vote Advisory Committee met on September 27, 2010 to consider the draft of the Preliminary Amended State Plan Amendment #3 and adopted the preliminary amended state plan by a unanimous vote of the members present.

The Preliminary Amended State Plan Amendment #3 was made available on the Department of State's website for public inspection and comment for more than thirty days. In addition, the Department of State published notice in the Official State Journal on October 5, 2010 that the Preliminary Amended State Plan Amendment #3 was available at the office of the Department of State, Legal Division, for public inspection and comment. The Department of State did not receive any public comments as of the close of business on November 5, 2010 regarding the Preliminary Amended State Plan Amendment #3.

## **COMPLYING WITH THE REQUIREMENTS OF THE MILITARY AND OVERSEAS VOTER EMPOWERMENT ACT**

<p><b>SECTION 14. How the State will comply with the provisions and requirements of and amendments made by the Military and Overseas Voter Empowerment Act. (Section 254(a)(14), 42 U.S.C. §15404(a)(14))</b></p>
---

Act 624 of the 2010 Regular Session of the Louisiana Legislature implements the provisions of the MOVE Act as follows:

- Authorizes a military or overseas applicant to mail or transmit electronically a written request to register to vote to the registrar of voters and authorizes the registrar of voters to mail or transmit electronically to the applicant the application form for registration.
  
- Provides that electronic mail addresses of registered voters shall not be disclosed by the Registrar of Voters or the Department of State and shall not be included on commercial registration lists.
  
- Requires the Secretary of State to prepare instructions for use of the special ranking ballots for military and overseas voters and provide instructions for voting by mail using an electronically transmitted ballot.
  
- Allows the special ranking ballots to be transmitted electronically for a federal general election to military and overseas voters.
  
- Sets forth procedures for the Registrars of Voters to electronically transmit federal general election ballots to military and overseas voters.
  
- Authorizes a military or overseas voter to transmit the voted ballot by mail and use the "Security Envelope" from the Federal Write-In Absentee Ballot.

- Requires the Secretary of State, at least 45 days before each congressional general election, to deliver to each Registrar of Voters special absentee by mail ballots, envelopes, certificates and instructions to be used by military and overseas voters.
- Provides the procedures for military and overseas voters to vote the federal general election ballots that were transmitted electronically and requires the voters to return the voted ballots by mail to the Registrars of Voters.
- Provides the procedures for the parish board of election supervisors to count ballots that were transmitted electronically to the military and overseas voters.
- Clarifies that a ballot shall not be rejected as containing a distinguishing mark if the ballot was transmitted electronically to a military or overseas voter.
- Allows a military or overseas voter who made a timely application to vote absentee by mail and who did not receive absentee by mail ballots to use the Federal Write-In Absentee Ballot to vote in presidential and congressional elections. (Effective December 31, 2010.)

#### **ERIN System Changes To Comply With The MOVE Act:**

The ERIN system was significantly enhanced to add the functionality necessary to send military and overseas voters federal ranking ballots electronically. The absentee by mail program needed complex changes to record each voter's request to receive his federal ranking ballot electronically. With the changes, upon entering a request for a ballot by electronic mail, the Registrar of Voters enters the ballot information in the ERIN system. If the voter is eligible to receive the federal ranking ballot items, a function allows the Registrar of Voters to send an electronic message to the voter. The electronic message provides the voter with a link to a uniquely identified secure website. Using the website link, the voter enters either his month and year of birth or his zip code and a captcha code (challenge response test). After successfully signing on to the site, ballots, certificates, waivers and instructions are available for the voter to download. The website also provides the voter information on the status of receipt of his ballot.

An additional report was created and changes were made to insure that the other absentee reports continued to function as necessary with the new request type of electronic mail allowed. Extensive documentation of the changes and new process for the Registrars of Voters were developed and distributed statewide.

All of the minimum required functionality to meet the requirements of the MOVE Act was deployed and the Registrars of Voters were authorized to send federal ranking ballots electronically on July 30, 2010.

**Future Enhancements To The ERIN System For Military And Overseas Voters:**

- Give the military and overseas voters the ability to mark their ballots online before printing and returning the ballots by mail.
- Provide electronic delivery of state and local ballots, if authorized by state law.
- Make the federal ballots available to the voters 45 days before the election for subsequent federal elections.