

Agency Name:	Election Commission		
Agency Code:	E280	Section:	102



**Fiscal Year FY 2022-2023**

**Agency Budget Plan**

**FORM A - BUDGET PLAN SUMMARY**

<b>OPERATING REQUESTS</b> <i>(FORM B1)</i>	<b>For FY 2022-2023, my agency is (mark "X"):</b>	
	<input checked="" type="checkbox"/>	Requesting General Fund Appropriations.
	<input type="checkbox"/>	Requesting Federal/Other Authorization.
	<input type="checkbox"/>	Not requesting any changes.

<b>NON-RECURRING REQUESTS</b> <i>(FORM B2)</i>	<b>For FY 2022-2023, my agency is (mark "X"):</b>	
	<input type="checkbox"/>	Requesting Non-Recurring Appropriations.
	<input type="checkbox"/>	Requesting Non-Recurring Federal/Other Authorization.
	<input checked="" type="checkbox"/>	Not requesting any changes.

<b>CAPITAL REQUESTS</b> <i>(FORM C)</i>	<b>For FY 2022-2023, my agency is (mark "X"):</b>	
	<input type="checkbox"/>	Requesting funding for Capital Projects.
	<input checked="" type="checkbox"/>	Not requesting any changes.
	<input type="checkbox"/>	

<b>PROVISOS</b> <i>(FORM D)</i>	<b>For FY 2022-2023, my agency is (mark "X"):</b>	
	<input checked="" type="checkbox"/>	Requesting a new proviso and/or substantive changes to existing provisos.
	<input type="checkbox"/>	Only requesting technical proviso changes (such as date references).
	<input type="checkbox"/>	Not requesting any proviso changes.

Please identify your agency's preferred contacts for this year's budget process.

	<u>Name</u>	<u>Phone</u>	<u>Email</u>
<b>PRIMARY CONTACT:</b>	LaToria Williams	(803) 734-9069	lwilliams@elections.sc.gov
<b>SECONDARY CONTACT:</b>	Howard Knapp	(803) 734-9060	hknapp@elections.sc.gov

I have reviewed and approved the enclosed FY 2022-2023 Agency Budget Plan, which is complete and accurate to the extent of my knowledge.

	<u>Agency Director</u>	<u>Board or Commission Chair</u>
<b>SIGN/DATE:</b>		
<b>TYPE/PRINT NAME:</b>		

*This form must be signed by the agency head – not a delegate.*

Agency Name:	Election Commission
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BUDGET REQUESTS			FUNDING					FTES				
Priority	Request Type	Request Title	State	Federal	Earmarked	Restricted	Total	State	Federal	Earmarked	Restricted	Total
1	B1 - Recurring	Election Integrity and Compliance Auditor Program	2,800,000	0	0	0	2,800,000	16.00	0.00	0.00	0.00	16.00
2	B1 - Recurring	Election Security	1,260,000	0	0	0	1,260,000	0.00	0.00	0.00	0.00	0.00
3	B1 - Recurring	Critical Need Positions	225,000	0	0	0	225,000	2.00	0.00	0.00	0.00	2.00
TOTALS			4,285,000	0	0	0	4,285,000	18.00	0.00	0.00	0.00	18.00

Agency Name:	Election Commission		
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## **FORM B1 – RECURRING OPERATING REQUEST**

<b>AGENCY PRIORITY</b>	<b>1</b>
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*Provide the Agency Priority Ranking from the Executive Summary.*

<b>TITLE</b>	<b>Election Integrity and Compliance Auditor Program</b>
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*Provide a brief, descriptive title for this request.*

<b>AMOUNT</b>	<p><b>General: \$2,800,000</b></p> <p><b>Federal: \$0</b></p> <p><b>Other: \$0</b></p> <p><b>Total: \$2,800,000</b></p>
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*What is the net change in requested appropriations for FY 2022-2023? This amount should correspond to the total for all funding sources on the Executive Summary.*

<b>NEW POSITIONS</b>	<b>16.00</b>
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*Please provide the total number of new positions needed for this request.*

<b>FACTORS ASSOCIATED WITH THE REQUEST</b>	<b>Mark "X" for all that apply:</b>	
	<input type="checkbox"/>	Change in cost of providing current services to existing program audience
	<input type="checkbox"/>	Change in case load/enrollment under existing program guidelines
	<input type="checkbox"/>	Non-mandated change in eligibility/enrollment for existing program
	<input type="checkbox"/>	Non-mandated program change in service levels or areas
	<input checked="" type="checkbox"/>	Proposed establishment of a new program or initiative
	<input type="checkbox"/>	Loss of federal or other external financial support for existing program
	<input type="checkbox"/>	Exhaustion of fund balances previously used to support program
	<input type="checkbox"/>	IT Technology/Security related
	<input type="checkbox"/>	Consulted DTO during development
<input type="checkbox"/>	Related to a Non-Recurring request – If so, Priority #	

**STATEWIDE  
ENTERPRISE  
STRATEGIC  
OBJECTIVES**

Mark "X" for primary applicable Statewide Enterprise Strategic Objective:

	Education, Training, and Human Development
	Healthy and Safe Families
X	Maintaining Safety, Integrity, and Security
	Public Infrastructure and Economic Development
	Government and Citizens

**ACCOUNTABILITY  
OF FUNDS**

- 1.Ensure compliance with state and federal laws and agency policies.
- 2.This request would advance the strategy above by ensuring the SEC has the resources needed to ensure county boards of voter registration and election are uniformly abiding by federal and state statutes, as well as SEC regulations and directives.

*What specific strategy, as outlined in the most recent Strategic Planning and Performance Measurement template of agency's accountability report, does this funding request support? How would this request advance that strategy? How would the use of these funds be evaluated?*

**RECIPIENTS OF  
FUNDS**

The S.C. State Election Commission would be the recipient of the funds. The funds would be used for funding the compensation and fringe benefits of the requested additional personnel.

*What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?*

**JUSTIFICATION OF  
REQUEST**

The S.C. State Election Commission was granted limited supervisory authority over county boards of voter registration and elections in 2014. Since 2014, this agency has implemented several different kinds of post-election audits, analyses, and reviews of county offices. One kind of review is county compliance audits. In 2016, agency area representatives were hired to assist with county training and assisting counties with elections operations, as well as represent the agency to their assigned counties. Area representatives have also doubled as auditors in the county compliance audit process.

A combination of this agency's experience and the recommendations of outside reviewers have highlighted a need for a separate audit department dedicated solely to county compliance efforts. While area representatives have done admirably thus far, they are not trained compliance auditors and there may be a conflict of interest in asking an area representative to both maintain a good working relationship with a county, while simultaneously auditing that county in a compliance audit.

This request is also an attempt to answer to several concerns raised by legislative members in the first session of the 124<sup>th</sup> General Assembly in 2021—namely, that while counties vary in many ways, all counties should uniformly comply with federal and state election laws, as well as agency regulations and directives.

These funds would be used to fund sixteen new FTE's: twelve compliance auditors, three audit managers and one administrative assistant. This team would be responsible for the county compliance auditing process at the agency and would conduct election compliance audits year-round. Results of these reports will be shared with the respective counties and published on the agency's website.

If the funds are not provided, the resources needed to establish a separate compliance audit department would not be available. Area representatives would continue to conduct limited audits of a number of counties only in odd-numbered years.

1. 12 new compliance auditor positions (\$1,500,000.00). These auditors would conduct election and county compliance audits throughout the entire year, as well as serve as county office support in the event the SEC must assist a county in conducting an election.
2. 3 new audit manager positions ( \$537,000). These audit managers would be experienced auditors and would serve as supervisors of the compliance

auditors.

3. 1 administrative assistant position (\$88,000). This position would serve as administrative support for this new audit department.
4. Purchase of state fleet vehicles for auditors, office equipment for new staff, as well as rent for additional office space for new staff (\$675,000)
5. All funding amounts include compensation and fringe benefits.

*Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.*

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## **FORM B1 – RECURRING OPERATING REQUEST**

<b>AGENCY PRIORITY</b>	2
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*Provide the Agency Priority Ranking from the Executive Summary.*

<b>TITLE</b>	Election Security
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*Provide a brief, descriptive title for this request.*

<b>AMOUNT</b>	<p><b>General: \$1,260,000</b></p> <p><b>Federal: \$0</b></p> <p><b>Other: \$0</b></p> <p><b>Total: \$1,260,000</b></p>
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*What is the net change in requested appropriations for FY 2022-2023? This amount should correspond to the total for all funding sources on the Executive Summary.*

<b>NEW POSITIONS</b>	0.00
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*Please provide the total number of new positions needed for this request.*

<b>FACTORS ASSOCIATED WITH THE REQUEST</b>	<b>Mark "X" for all that apply:</b>	
	<input checked="" type="checkbox"/>	Change in cost of providing current services to existing program audience
	<input type="checkbox"/>	Change in case load/enrollment under existing program guidelines
	<input type="checkbox"/>	Non-mandated change in eligibility/enrollment for existing program
	<input type="checkbox"/>	Non-mandated program change in service levels or areas
	<input type="checkbox"/>	Proposed establishment of a new program or initiative
	<input type="checkbox"/>	Loss of federal or other external financial support for existing program
	<input type="checkbox"/>	Exhaustion of fund balances previously used to support program
	<input type="checkbox"/>	IT Technology/Security related
	<input type="checkbox"/>	Consulted DTO during development
<input type="checkbox"/>	Related to a Non-Recurring request – If so, Priority #	

<b>STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES</b>	<b>Mark "X" for primary applicable Statewide Enterprise Strategic Objective:</b>	
	<input type="checkbox"/>	Education, Training, and Human Development
	<input type="checkbox"/>	Healthy and Safe Families
	<input checked="" type="checkbox"/>	Maintaining Safety, Integrity, and Security
	<input type="checkbox"/>	Public Infrastructure and Economic Development
<input type="checkbox"/>	Government and Citizens	

<b>ACCOUNTABILITY OF FUNDS</b>	<p>Advances the strategic objective by ensuring the SEC can cover for ongoing costs the secure, encrypted connection devices ("MiFi's") for the Electronic Poll Book ("EPB") system. It also will allow SEC to purchase an Election Asset Management System and Ballot Scout.</p>
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*What specific strategy, as outlined in the most recent Strategic Planning and Performance Measurement template of agency's accountability report, does this funding request support? How would this request advance that strategy? How would the use of these funds be evaluated?*

<b>RECIPIENTS OF FUNDS</b>	<p>The S.C. State Election Commission would be the recipient of the funds to pay for the ongoing MiFi costs. The MiFi devices are used by county boards of voter registration and elections in their elections.</p>
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*What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?*

The S.C. State Election Commission procured a statewide EPB system prior to the 2020 General Election. The system ensures that only eligible voters may vote and ensures that those eligible voters receive the correct ballot when they vote. It also drastically reduces the time it takes to check-in a voter at the polling place, thereby reducing lines at the polls. Also, because of the cut in time it takes to check in to vote, it greatly assists poll workers in promoting a safe environment amidst a pandemic.

The EPB MiFi devices allow the EPB system to fully function as intended:

- The MiFi devices connect the multiple EPB devices in a polling place together, so any voter can go to any EPB station to check in (no more needing to find your line based on your precinct or last name).
- The MiFi devices are also used to update the voter registration list with absentee voting information to prevent a voter from casting an absentee ballot and a ballot on election day.
- The MiFi devices also connect all of the EPB's in a polling place to the county election's office, which can edit voter details and push down voter information instantly to the polling place. It also allows counties to have information related to voter activity at each polling place in real time.

In the 2020 General Election, the SEC was able to use a portion of its own funding to cover the cost of that single statewide election when every MiFi in the state was turned on. Going forward, the funds of this request would be used to cover the ongoing costs of the MiFi devices based on quotes from the vendor, Verizon Wireless. Even in non-statewide election years, there are 300-400 elections in the State of South Carolina and EPB's will be used in each of these elections.

Appropriating these funds further confirms uniformity and security of polling place operations throughout the state, ensures all voters in South Carolina have access to the same secure and tested election methods, and ensures county governments are not over-burdened with the ongoing costs of evolving election technology.

#### **Statewide Election Asset Management System.**

- During election software upgrade in 2021, it became apparent that many county offices had no inventory system in place and didn't know what election equipment they have.
- County offices cannot secure what they don't know they have.
- This new system would allow county offices and the SEC to identify and monitor every piece of election equipment in the state of South Carolina.
- Critical for security, servicing/maintenance, and for deployment planning on election day.

Ballot Scout is an application that provides, clarity and accountability into an absentee-by-mail ballot's full chain of custody, ensuring ballots are secure and not "lost in the system."

- With Ballot Scout, voters will be able to track the exact location and status of their absentee-by-mail through a dashboard on our website, [www.scvotes.gov](http://www.scvotes.gov). This will increase ballot security and election process transparency for voters.
- Ballot Scout has successfully been tested in several SC counties in 2020 and 2021 elections.

*Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.*

## **JUSTIFICATION OF REQUEST**

Agency Name:	Election Commission		
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## **FORM B1 – RECURRING OPERATING REQUEST**

<b>AGENCY PRIORITY</b>	3
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*Provide the Agency Priority Ranking from the Executive Summary.*

<b>TITLE</b>	<b>Critical Need Positions</b>
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*Provide a brief, descriptive title for this request.*

<b>AMOUNT</b>	<b>General: \$225,000</b>  <b>Federal: \$0</b>  <b>Other: \$0</b>  <b>Total: \$225,000</b>
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*What is the net change in requested appropriations for FY 2022-2023? This amount should correspond to the total for all funding sources on the Executive Summary.*

<b>NEW POSITIONS</b>	2.00
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*Please provide the total number of new positions needed for this request.*

<b>FACTORS ASSOCIATED WITH THE REQUEST</b>	<b>Mark "X" for all that apply:</b>	
	<input type="checkbox"/>	Change in cost of providing current services to existing program audience
	<input checked="" type="checkbox"/>	Change in case load/enrollment under existing program guidelines
	<input type="checkbox"/>	Non-mandated change in eligibility/enrollment for existing program
	<input type="checkbox"/>	Non-mandated program change in service levels or areas
	<input type="checkbox"/>	Proposed establishment of a new program or initiative
	<input type="checkbox"/>	Loss of federal or other external financial support for existing program
	<input type="checkbox"/>	Exhaustion of fund balances previously used to support program
	<input type="checkbox"/>	IT Technology/Security related
	<input type="checkbox"/>	Consulted DTO during development
<input type="checkbox"/>	Related to a Non-Recurring request – If so, Priority #	

<b>STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES</b>	<b>Mark "X" for primary applicable Statewide Enterprise Strategic Objective:</b>	
	<input type="checkbox"/>	Education, Training, and Human Development
	<input type="checkbox"/>	Healthy and Safe Families
	<input type="checkbox"/>	Maintaining Safety, Integrity, and Security
	<input type="checkbox"/>	Public Infrastructure and Economic Development
<input checked="" type="checkbox"/>	Government and Citizens	

<b>ACCOUNTABILITY OF FUNDS</b>	1.Ensure compliance with state and federal laws and agency policies and procedures.  2.Manage administrative, financial, and human resource activities of the agency
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*What specific strategy, as outlined in the most recent Strategic Planning and Performance Measurement template of agency's accountability report, does this funding request support? How would this request advance that strategy? How would the use of these funds be evaluated?*

<b>RECIPIENTS OF FUNDS</b>	The S.C. State Election Commission would be the recipient of the funds. The funds would be used for funding the compensation and fringe benefits of the requested additional personnel.
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*What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?*

**JUSTIFICATION OF  
REQUEST**

The agency is requesting to positions to support critical needs of the agency.

First, a paralegal position to support the agency's General Counsel. In the last and current fiscal year, the agency has seen a significant increase in litigation, data-sharing agreements with other agencies, increased contracting with vendors, and a 450% increase in FOIA requests. The paralegal would support the General Counsel in those duties.

Second, an administrative coordinator II, who would serve in dual roles in human resources and procurement. Those duties have temporarily been assigned to the assistant to the executive director and management team, but this was not meant to be a long-term responsibility for that position.

If the funding is not received, SEC will not have enough staffing or funds to accomplish its current requirements, potentially resulting in a decrease of federal funds from the U.S. Election Assistance Commission.

SEC currently does not have any available FTE positions.

*Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.*



# **FORM D – PROVISO REVISION REQUEST**

**NUMBER**

102.13

*Cite the proviso according to the renumbered list (or mark "NEW").*

**TITLE**

November 2020 Election Investigation Report

*Provide the title from the renumbered list or suggest a short title for any new request.*

**BUDGET PROGRAM**

N/A

*Identify the associated budget program(s) by name and budget section.*

**RELATED BUDGET REQUEST**

N/A

*Is this request associated with a budget request you have submitted for FY 2022-2023? If so, cite it here.*

**REQUESTED ACTION**

Delete

*Choose from: Add, Delete, Amend, or Codify.*

**OTHER AGENCIES AFFECTED**

N/A

*Which other agencies would be affected by the recommended action? How?*

**SUMMARY & EXPLANATION**

The proviso mandated that the agency submit a report to the general assembly by August 2021 of any election fraud cases in SC that originated from the 2020 General Election. The agency sent the report/letter to the General Assembly in July 2021, so the proviso is no longer needed.

*Summarize the existing proviso. If requesting a new proviso, describe the current state of affairs without it. Explain the need for your requested action. For deletion requests due to recent codification, please identify SC Code section where language now appears.*

**FISCAL IMPACT**

N/A

*Provide estimates of any fiscal impacts associated with this proviso, whether for state, federal, or other funds. Explain the method of calculation.*

**PROPOSED  
PROVISO TEXT**

N/A

*Paste existing text above, then bold and underline insertions and strikethrough deletions. For new proviso requests, enter requested text above.*

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Agency Name:	Election Commission		
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## **FORM E – AGENCY COST SAVINGS AND GENERAL FUND REDUCTION CONTINGENCY PLAN**

<b>TITLE</b>	Agency Cost Savings and General Fund Reduction Contingency Plan
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<b>AMOUNT</b>	\$83,832
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*What is the General Fund 3% reduction amount? This amount should correspond to the reduction spreadsheet prepared by EBO.*

<b>ASSOCIATED FTE REDUCTIONS</b>	No FTE's would be reduced.
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*How many FTEs would be reduced in association with this General Fund reduction?*

<b>PROGRAM / ACTIVITY IMPACT</b>	Public Information & Training
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*What programs or activities are supported by the General Funds identified?*

<b>SUMMARY</b>	<p>The S.C State Election Commission's general fund appropriation is \$7,557,413. \$4,763,000 is exempt from mandated reductions as per Proviso 102.5</p> <p>Proviso 102.1 references Aid to County stipends for county boards of voter registration and election members, and the proviso exempts these funds from the calculation of mandated reductions.</p> <p>Proviso 102.6 states that recurring and nonrecurring primary and general election funds are exempt from the calculation of mandated reductions.</p> <p><math>\\$7,557,413 - 4,763,000 = 2,794,413</math></p> <p><math>\\$2,794,413 \times 3\% = 83,832</math></p>
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*Please provide a detailed summary of service delivery impact caused by a reduction in General Fund Appropriations and provide the method of calculation for anticipated reductions. Agencies should prioritize reduction in expenditures that have the least significant impact on service delivery.*

**AGENCY COST  
SAVINGS PLANS**

In order to absorb a 3% reduction, the S.C State Election Commission would reduce spending for supplies, training, and travel.

*What measures does the agency plan to implement to reduce its costs and operating expenses by more than \$50,000? Provide a summary of the measures taken and the estimated amount of savings. How does the agency plan to repurpose the savings?*

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## FORM F – REDUCING COST AND BURDEN TO BUSINESSES AND CITIZENS

<b>TITLE</b>	Reducing Cost and Burden to Business and Citizens
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*Provide a brief, descriptive title for this request.*

<b>EXPECTED SAVINGS TO BUSINESSES AND CITIZENS</b>	\$0
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*What is the expected savings to South Carolina's businesses and citizens that is generated by this proposal? The savings could be related to time or money.*

<b>FACTORS ASSOCIATED WITH THE REQUEST</b>	<b>Mark "X" for all that apply:</b>	
	<input type="checkbox"/>	Repeal or revision of regulations.
	<input type="checkbox"/>	Reduction of agency fees or fines to businesses or citizens.
	<input type="checkbox"/>	Greater efficiency in agency services or reduction in compliance burden.
	<input type="checkbox"/>	Other

<b>METHOD OF CALCULATION</b>	N/A
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*Describe the method of calculation for determining the expected cost or time savings to businesses or citizens.*

<b>REDUCTION OF FEES OR FINES</b>	N/A
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*Which fees or fines does the agency intend to reduce? What was the fine or fee revenue for the previous fiscal year? What was the associated program expenditure for the previous fiscal year? What is the enabling authority for the issuance of the fee or fine?*

<b>REDUCTION OF REGULATION</b>	N/A
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*Which regulations does the agency intend to amend or delete? What is the enabling authority for the regulation?*

<b>SUMMARY</b>	<p>The S.C State Election Commission is required to collect the following fees per state law:</p> <ol style="list-style-type: none"> <li>1. Section 7-13-40: Filing fees from candidates to offset the cost of conducting primaries.</li> <li>2. Section 7-3-20: Fees associated with providing precinct lists to any registered voter in South Carolina at a reasonable price.</li> <li>3. Proviso 102.7: Fees associated with participating in the S.C State Election Commission's Training and Certification classes to offset the cost for conducting the classes.</li> </ol>
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*Provide an explanation of the proposal and its positive results on businesses or citizens. How will the request affect agency operations?*