



**ALEX PADILLA** | SECRETARY OF STATE | STATE OF CALIFORNIA  
ELECTIONS DIVISION

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August 16, 2019

County Clerk/Registrar of Voters (CC/ROV) Memorandum #19068

TO: All County Clerks/Registrars of Voters

FROM: /s/ Robin Guidera  
Associate Elections Analyst

RE: VoteCal: County Test Environment - September 15, 2019 Release

The Secretary of State (SOS) has developed a dedicated County Test Environment (CTE) for counties to conduct testing between VoteCal and their Election Management System (EMS). The CTE contains a copy of the full VoteCal production database and a copy of the databases of those counties that choose to opt-in to use the test environment. The CTE provides counties the ability to test and confirm fixes, enhancements, or changes, as well as conduct training.

The next VoteCal release for 2019 is scheduled for September 15, 2019. Currently, eleven (11) counties are participating, and each reported the ability to conduct end-to-end testing or training in the CTE. Counties can choose to opt-in by August 23, 2019, in order to be included in the September 2019 CTE. Counties that are currently participating do not need to opt-in again.

Per CCROV 18206, dated August 29, 2018, state and federal HAVA funding has been authorized by the state and federal governments to be used for county efforts to improve cybersecurity and infrastructure related to VoteCal. One of the appropriate uses of the HAVA funds identified in the scope of work is for establishing, maintaining, and participating in the dedicated VoteCal CTE.

## **SCHEDULE**

The CTE schedule for the September 15, 2019 release is attached. The schedule details the responsible party, description, and the start and end dates of each CTE task.

In order to create a synchronized test environment, participating CTE counties will create a backup copy of their EMS production database(s) at the same date and time that VoteCal takes a production backup on August 23, 2019 at 11:00 p.m.

Opt-in counties will have the following responsibilities in order to participate:

1. Possess and maintain appropriate and necessary hardware and software licenses to set up and support a local EMS test environment.
2. Provide and maintain a secure local EMS test environment containing a full copy of county production data.
3. Complete local production database backups and copies to the CTE at mutually-agreed times, anticipated to occur quarterly.
4. Ensure security of voter data by following the county security steps as outlined in the Memorandum of Understanding (MOU).
5. Set up networks, ports, firewalls, and other appropriate infrastructure necessary to establish connectivity to the CTE and troubleshoot connectivity issues as required.
6. Maintain the connection from the county EMS test environment to the CTE.
7. Update the county EMS test environment with new EMS releases according to a pre-defined schedule. Identify, and/or create within the test environment, the required data for any tests that the county intends to execute and conduct the desired testing.
8. Request file-based interface execution from the SOS as needed to support county tests.

If your county would like to opt-in and participate in the CTE, please complete and sign the attached MOU describing the roles and responsibilities between the SOS and counties and complete the attached VoteCal County Test Environment (CTE) Opt-in Form by close of business on **Friday, August 23, 2019**. If you are a county that is already participating in the CTE, you do not need to complete and return this form nor the MOU.

If you have any questions, please contact the VoteCal Help Desk at (888) 868-3225 or [votecalhelp@sos.ca.gov](mailto:votecalhelp@sos.ca.gov).

#### Attachments

1. Schedule for the County Test Environment – September 15, 2019 Release
2. Memorandum of Understanding (MOU)
3. VoteCal County Test Environment (CTE) Opt-in Form

**SCHEDULE FOR THE COUNTY TEST ENVIRONMENT  
SEPTEMBER 15, 2019 RELEASE**

The schedule below represents estimated start and end dates for activities to be performed by the counties, CGI, and the Secretary of State (SOS) for the scheduled County Test Environment (CTE) release:

Task #	Responsible Entity	Task	Start	End
1	New Counties	Respond to CCROV indicating Opt-In status and signed Memorandum of Understanding (MOU)	N/A	8/23/2019
2	SOS ITD	Assign an MPLS IP address for the CTE and grant access to the DMV HAVA endpoint for new counties	N/A	08/26/2019
3	SOS/ CGI	Copy VoteCal Production database at 11:00 p.m. and place into the VoteCal CTE	8/23/2019 11:00 pm	8/23/2019 11:00 pm
4	All Counties	Take a backup copy of the County EMS Production database at 11:00 p.m. and place into County EMS CTE	8/23/2019 11:00 pm	8/23/2019 11:00 pm
5	SOS Elections	Provide new Opt-In counties with access credentials and endpoints	8/26/2019	8/26/2019
6	SOS Elections	Contact counties as needed (with ITD/ CGI support) to verify correct setup of County networks, ports, firewalls, and connectivity	8/30/2019	8/30/2019
7	SOS Elections	Contact counties (with ITD/ CGI support) to verify that the EMS backup was successful and saved to the County EMS CTE	8/30/2019	8/30/2019
8	SOS/ CGI	Install the updated VoteCal release into the VoteCal CTE	8/30/2019	9/3/2019 7:00 am
9	All Counties	Receive and install the updated EMS release into the County EMS CTE (and/or confer with EMS to determine what updates are needed)	8/30/2019	9/3/2019 7:00 am
10	SOS Elections	Conduct a connectivity/ smoke test with all counties to verify that VoteCal search works from the County EMS CTE	9/3/2019	9/5/2019
11	All Counties	Opt-In counties test as needed within the CTE and report any issues to the VoteCal Help Desk	9/3/2019	N/A

Note: Counties are expected to install any new Election Management System (EMS) version provided for production to the CTE.

**Memorandum of Understanding for  
California Statewide Voter Registration Database (VoteCal) Test Environment  
Version 2.0**

**Between**

**California Secretary of State, Elections Division, VoteCal**

**and**

**Participating County**

**Purpose and Scope**

The purpose of this Memorandum of Understanding (MOU) is to establish responsibilities and resources required between the Secretary of State (SOS) and County for establishing and utilizing a connected VoteCal County Test Environment (CTE).

**Term**

The term of this MOU is for the entire period(s) in which a County chooses to opt-in. The parties may extend the term of (or amend) this MOU by written agreement signed by the parties hereto. Any party may terminate this MOU upon 30 days' written notice to the other party.

**County Responsibilities:**

The County shall be responsible for the following activities:

1. Possess and maintain appropriate and necessary hardware and software licenses to set up and support a local Election Management System (EMS) test environment.
2. Provide and maintain a secure local EMS test environment containing a full copy of county production data.
3. Complete local production database backups and copies to the CTE at mutually-agreed times, anticipated to occur quarterly.
4. County Security
  - (a) Each county shall protect the confidentiality, integrity, and availability of the data and the information systems authorized to process, store, and transmit voter registration data. County voter registration and election information systems shall conform to recognized United States Federal and California State government security standards and practices including system hardening and utilize diversity of design.
  - (b) It is recommended that each county provide annual privacy and security awareness training to all staff utilizing their county voter registration and election information in accordance with State Administrative Manual (SAM) Sections 5320 – 5320.2 and the Information Practices Act of 1977 (California Civil Code §§1798 et seq).
  - (c) The following security measures shall be maintained by each county and their EMS to provide security for county voter registration and election information systems and environments that interface with the statewide voter registration system and/or contain statewide voter registration system data.
    - (1) Physically secure servers hosting county voter registration and election information systems including the county's EMS and county EMS databases as well as any SOS property, such as routers, away from public access.
    - (2) Only staff authorized by the county shall have physical access to servers hosting the county's voter registration and election information systems including

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servers containing the county's EMS and county EMS database as well as any SOS property, such as routers.

- (3) No peripheral devices (e.g., disk, USB/Flash drives, PDA/Smartphone, etc.) shall be attached to the SOS property, such as routers, installed at the county.
  - (4) SOS property installed at the county, such as routers, is exclusively for interaction with the SOS, and shall not to be used for other county purposes.
  - (5) The servers hosting the county voter registration and election information systems including the servers hosting the county's EMS shall be running an operating system under mainstream support with critical and high security updates applied at least monthly. All servers shall otherwise be hardened to industry best practices and government standards.
  - (6) The county voter registration and election information systems shall be installed and operated on a service account separate from any other services.
  - (7) All county voter registration and election information systems shall have anti-malware software installed, configured, and updates applied.
  - (8) Counties shall encrypt all voter registration and election information system data whenever stored in non-volatile memory and whenever in transit between system components or through facilities not contracted directly to the county or the SOS.
  - (9) All backup copies of county voter registration and election information system data, including images, shall be encrypted. Counties shall avoid the use of removable, portable media such as tape cartridges or DVD-ROM for data backup.
  - (10) Data encryption shall be compliant with National Institute of Standards and Technology (NIST) Special Publication (SP) 800-175B, Guideline for Using Cryptographic Standards in the Federal Government, with preferred utilization of Advanced Encryption Standard (AES).
  - (11) Direct user access to the county voter registration and election information systems shall require, at a minimum, single sign on authentication.
  - (12) County voter registration and election information systems shall only be accessible by staff authorized by the county.
  - (13) Confidential voter registration data shall only be accessible by staff authorized by the county.
  - (14) Counties shall report detected unauthorized use, suspected breach, denial of service, or intrusion attempts on county voter registration and election systems to the SOS Elections Division statewide voter registration system Help Desk within twenty four (24) hours of discovery.
5. Set up networks, ports, firewalls, and other appropriate infrastructure necessary to establish connectivity to the CTE and troubleshoot connectivity issues as required.
  6. Maintain the connection from the county EMS test environment to the CTE.

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7. Update the county EMS test environment with new EMS releases according to a pre-defined schedule. Identify, and/or create within the test environment, the required data for any tests that the County intends to execute and conduct the desired testing.
8. Request file-based interface execution from the SOS as needed to support county tests.

The parties hereto have executed this MOU through their duly authorized representatives.

COUNTY

CALIFORNIA SECRETARY OF STATE

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

County: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**VoteCal County Test Environment (CTE) Opt-In Form  
September 2019 Release**

County of: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ Yes, we would like to opt-in (**also complete and sign MOU**)

\_\_\_\_\_ No, we would like to opt-out

**Please return this form and signed MOU to the attention of VoteCal Help Desk via email to [votecalhelp@sos.ca.gov](mailto:votecalhelp@sos.ca.gov) or by fax to (916) 653-3214.**