DIRECTIVE 2020-12 SECURITY AND ACCESSIBILITY DUE DATES

DUE ON OR BEFORE JULY 21, 2020

□ Return the signed Elections 2020 Security and Accessibility Grant Agreement to the Secretary of State’s Office to sgeib@OhioSoS.Gov

DUE ON OR BEFORE JULY 28, 2020

□ Submit written transition plan to the Secretary of State’s Office if a board of elections is not currently using a “.gov” email with DMARC, DKIM, and SPF configured to HAVAGrant@OhioSoS.gov

DUE ON OR BEFORE JULY 31, 2020

□ Submit accessibility checklist for the board of elections’ office and early voter center to bharbage@OhioSoS.gov
□ Complete website evaluation and submit results of assessment to nfernandes@OhioSoS.gov

DUE ON 1ST BUSINESS DAY OF THE MONTH AUGUST 2020 THROUGH FEBRUARY 2021

□ Submit Directive 2020-12 Progress report to HAVAGrant@OhioSoS.gov
□ Submit Directive 2020-12 Expense report to HAVAGrant@OhioSoS.gov
DUE ON OR BEFORE AUGUST 14, 2020

☐ Sign up for the following DHS services at: CISAServiceDesk@cisa.dhs.gov
  - Phishing Campaign Assessment
  - Cyber Hygiene (Vulnerability) Scan
  - Risk and Vulnerability Assessment
  - Remote Penetration Testing
  - Validated Architectural Design Review
  - Cyber Threat Hunt

DUE ON OR BEFORE AUGUST 28, 2020

☐ Implement EDR solution
☐ Sign up for Secretary of State malicious domain blocking service
☐ Update contact information with EI-ISAC
☐ Register new board and staff member with EI-ISAC
☐ Utilize TLS/SSL certificates for public facing or internal web-based applications
☐ Utilize a “.gov” website address
☐ Protect all board of elections websites, including vendor provided systems for election and voter related information with a web application firewall and content delivery services
☐ Mitigate vulnerabilities in a timely manner
  - Critical vulnerabilities within 15 calendar days of initial detection
  - High vulnerabilities with 31 calendar days of initial detection
    ▪ File a detailed report to the Secretary of State’s office if these timelines are not achievable
☐ Utilize “.gov” email
  - Implement DMARC, DKIM, and SPF
  - Seis forwarding email pertaining to board business to email addresses other than a “.gov” address
Implement network server and segmentation
Complete USB device whitelisting
Enforce password changes and complexity
Backup Voter Registration server at least weekly and store in a secure off-site location.
Complete annual Cybersecurity Training
Have statewide BCI criminal background check conducted at least once every 10 years for all board of elections permanent (full-time and part-time) employees
Adhere to the CIS Guide for Ensuring Security in Elections Technical Procurements
Request County EMA and Sheriff’s Office review of Emergency Contingency plan

DUE ON OR BEFORE SEPTEMBER 15, 2020

Complete remediation for document or website accessibility
  - Sample Ballots
  - Voter Look-Up
  - Contact Forms

DUE ON OR BEFORE OCTOBER 2, 2020

Installation of an after-hours monitored security system
Installation of exterior lighting of the office building’s perimeter, focusing on entrances, exits, and the external drop box
Installation of safety-security film on the office exterior windows
Restricted access, sign-in, and supervision of visitors in the board office
Schedule semi-annual audits of security policies and procedures
Developed a report process to address violations of the security policy
Installation of dual-control lock system for all equipment, cases, cabinets, and shelving units that house voting equipment, voter registration server, and network equipment
☐ Complete construction or remediation on physical features of the main board office and/or early vote center

**DUE ON OR BEFORE JANUARY 11, 2021**

☐ Report unspent and unencumbered HAVA grant funds balance to [HAVAGrant@OhioSoS.gov](mailto:HAVAGrant@OhioSoS.gov)

**DUE ON OR BEFORE JANUARY 28, 2021**

☐ Process all payments on purchases obligated through a purchase order or encumbrance

**DUE ON OR BEFORE FEBRUARY 1, 2021**

☐ Return unspent HAVA grant funds to [HAVAGrant@OhioSoS.gov](mailto:HAVAGrant@OhioSoS.gov)