

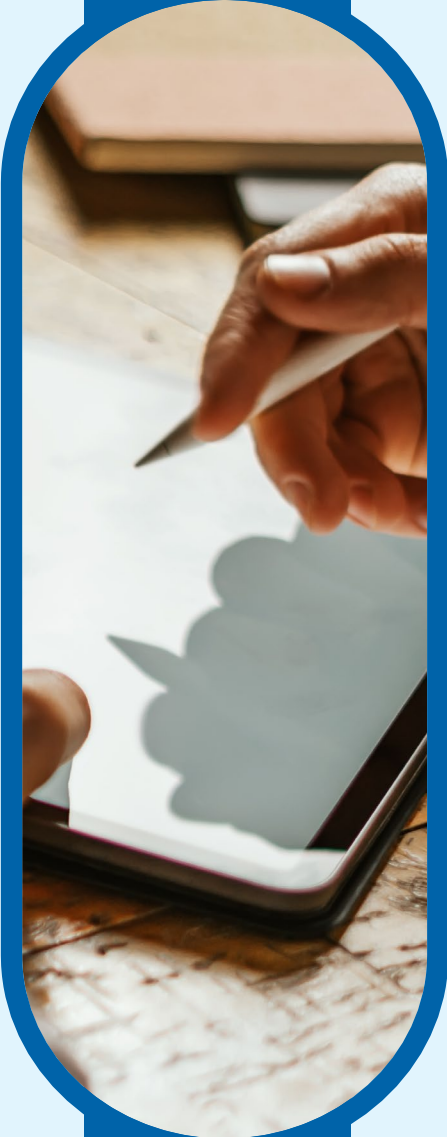


PWC ELECTORAL BOARD MEETING

SEPTEMBER 15, 2026



CALL TO ORDER/ PLEDGE



APPROVAL OF MINUTES



APPROVAL OF MINUTES

- July 22, 2026 Electoral Board Meeting
- Post-August Primary Canvass/Certification



BOARD MEMBER REPORTS





WELL WISHES & THANKS

Carol Noggle

- Long-time election officer
- Worked extensively with high schools to register voters
- Regular fixture at Electoral Board meetings
- Moved to Richmond for health reasons, close to family





DIRECTOR'S REPORT

DIRECTOR'S REPORT



OFFICE OF ELECTIONS AWARDS



EAC AWARD

2025 Clearinghouse Awards



Winners: PWC (VA), Durham County (NC), Arizona Sec. of State





EAC AWARD

2025 Clearinghouse Award

PWC UOCAVA Connect



- UOCAVA database with automated communication tools
- Identifies expiring FPCA applications and provides renewal updates
- Reduces administrative burden, improves communication with voters





PWC AWARDS



2025 Winner – UOCAVA Service

2024 Winner – Transparency

2024 Hon. Mention – “I Voted” Sticker



2025 Winner

Voter Education



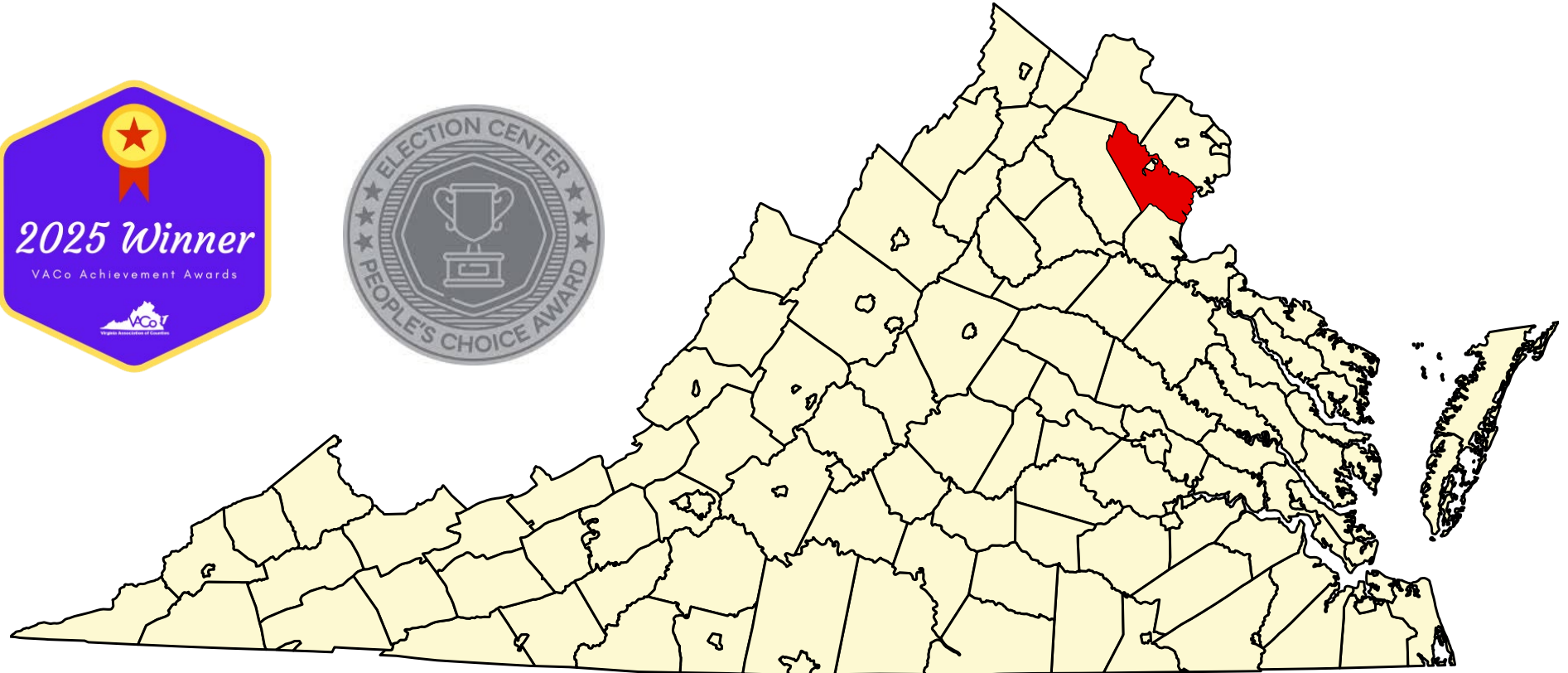
2026 Winner

Voter Education





AWARDS



DIRECTOR'S REPORT



NEW: AMBASSADOR PROGRAM



AMBASSADOR PROGRAM

Building outreach and public education through community participation

- Train individuals in groups and communities to educate others on how to register and vote
- Build training materials, supplies, and resources
- Coordinate Ambassador programs





AMBASSADOR PROGRAM

Targeted Programs

- High School Students
- Senior Citizens
- Military Voters
- New Citizens

PROMOTE THE VOTE!





AMBASSADOR PROGRAM

Benefits

- Expands our reach beyond our small staff
- Ensures equal access regardless of geography, party, etc.
- Reaches groups that traditionally vote at a lower rate than the general populous or have voting challenges/obstacles
- Meaningful interactions with voters for long-term confidence





AMBASSADOR PROGRAM

First Steps

- Focus on high schools, manageable scope
- Identifying 2 ambassadors at each high school
- Need staff position to fully expand the program to all areas
- Will pilot concept and identify areas for improvement with students



DIRECTOR'S REPORT



FY28 BUDGET PROPOSAL



FY27 FUNDING

Baseline Adjustments

- More temporary employee support
- Overtime funding needs addressed
- Professional development funding
- Support for Voter Guide
- Rental space support





BUDGET PROPOSAL, FY28

Agency Initiative: Personnel Additions/Changes (~\$150K)*

Full-Time Staff	FY22	FY27	% Change
Fairfax	30	36	+20.0%
Loudoun	13	19	+46.1%
PWC	17	18	+5.9%





BUDGET PROPOSAL, FY28

Agency Initiative: Personnel Additions/Changes (~\$150K*)

- Outreach Coordinator – New FTE (\$95K)
- Legal Counsel for EB/GR – New PT Contract Employee (\$15K)
- Election Officer Pay - Increase by \$25 per officer on Election Day (\$40K)

**Under maximum request allowed (5%) at 3.4% of total budget*





BUDGET PROPOSAL, FY28

Agency Initiative: Personnel Additions/Changes (~\$150K)*

Chief Pay

	Average	PWC
Regional/Large (11 localities)	\$331	\$300
Northern Virginia	\$320	\$300
Virginia 5 Largest	\$311	\$300





BUDGET PROPOSAL, FY28

Agency Initiative: Personnel Additions/Changes (~\$150K)*

Election Officer Pay

Average PWC

Regional/Large (11 localities)	\$249	\$200
Northern Virginia	\$220	\$200
Virginia 5 Largest	\$228	\$200





BUDGET PROPOSAL, FY28

Capital Improvement Project (CIP): New Pollbooks (~\$500K)

- Separate fund from agency budgets/initiatives
- Proposing for both FY28 and FY29 to give the county options
- Need to replace our pollbooks in the long term (FY22 hardware refresh)
- EAC certified product that is easier to setup





BUDGET PROPOSAL, FY28

Other Considerations

- 1-2 More Early Voting Locations for 2028 (\$20-25K annually per site)
- Variety of suggestions from staff to develop/consider now or in FY29

Additional Electoral Board suggestions for spending

- Some can be accommodated in our planned budget
- Some challenges can't be overcome with budget (e.g. – our facilities)





BUDGET PROPOSAL, FY28

Timeline

- Initial planning – August/September
- Final budget requests due – Late October
- Meeting with county management – November
- BOCS Consideration/Passage – Next Spring



DIRECTOR'S REPORT



ELECTION CONCERNS



ELECTION CONCERNS

External: Mail Ballots Not Reaching Voters

Mail Voting Tips 2026 General Election

Dear Prince William County Mail Voter,

We want to assure you that all qualified Virginia voters will be able to cast their ballot, no matter how they choose to do so. We are here to assist you in every step of the process. Here are a few notes and reminders to ensure that you have a smooth voting experience in the upcoming November 3rd election.

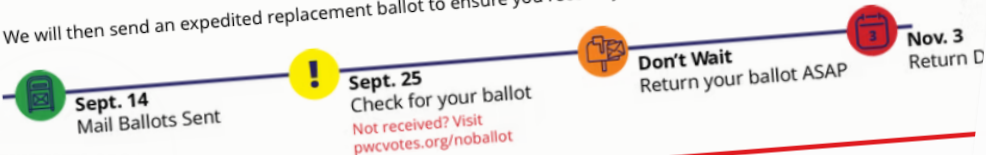
Timing of Mail Ballot Arrival

Mail ballots will be sent on approximately Monday, September 14.

If you do not receive your mail ballot by Friday, September 25, please do one of the following:

- Call us at **703-792-6470** for assistance or
- [Complete the online form at pwcvotes.org/noballot](https://pwcvotes.org/noballot)

We will then send an expedited replacement ballot to ensure you receive your ballot in a timely manner.



Tips To Ensure Your Ballot Counts

A free service to get text updates on your ballot status.



Ballot Replacement Request (use after September 25, 2026)

This form is only for voters that already applied for and did not receive their ballot, lost it, or made a mistake and need a replacement.

Your request will be reviewed within 2 business days and your replacement ballot will be sent to you as soon as possible. When returning your replacement ballot, you are required to complete an additional form (included with the replacement ballot).

Last Name *

First Name *

Voter ID (if available)

Email

Used to provide updates



ELECTION CONCERNS

~~External: Mail Ballots Not Reaching Voters~~





ELECTION CONCERNS

External: Armed Federal Officials at Polling Places

“The only reason why we would be at polling places is if there is a threat to that polling place or we’re serving a warrant on someone that we have been actively tracking down... if we’re serving a warrant we will be where we need to be.”

-Markwayne Mullins, DHS Secretary





ELECTION CONCERNS

18 U.S. Code § 592: *“Whoever, being an officer of the Army or Navy, or other person in the **civil**, military, or naval service of the United States, orders, brings, keeps, or has under his authority or control any troops or **armed men** at any place where a general or special election is held, **unless such force be necessary to repel armed enemies of the United States**, shall be fined under this title or imprisoned not more than five years, or both; and be disqualified from holding any office of honor, profit, or trust under the United States.”*





ELECTION CONCERNS

External: Armed Federal Officials at Polling Places

- Working with PWC Police on this issue
- Security plan in place for early voting, Election Day
- Training officers on to how to handle such a situation





NEW BUSINESS



APPOINT ELECTION OFFICERS



ELECTION OFFICERS

72 New Election Officers to Appoint

43 Democratic

9 Republican

20 Non-partisan

Board Action: *Approve new election officers.*





ELECTION OFFICERS

Applicants for October (through 9/14)

37 Democratic

0 Republican

12 Non-Partisan





2026 GENERAL ELECTION UPDATES



PROGRESS

Total Task Progress (as of Tuesday, 9/14)

- 127 of 137 tasks due by yesterday completed (93%)
- 30 tasks completed ahead of pace for this election

No concerning tasks not yet completed

- 3 of 10 overdue will be completed by the Electoral Board today





MAJOR TASKS COMPLETED

- ✓ Website fully updated for voters
- ✓ Sample ballots posted online
- ✓ Early/mail L&A testing complete
- ✓ Mail ballots (26K+) are in the mail
- ✓ Early voting ready to begin Friday
- ✓ Voter Guides being mailed this week
- ✓ Polling places are fully staffed
- ✓ Election Officer training has started
- ✓ Tracking all phone calls to the Office
- ✓ Extra communications to stakeholders



NEW BUSINESS



ADA COMPLIANCE



OVERALL ADA REPORT

- **Excellent compliance** with ADA standards
- **Use of public schools** for the vast majority of polling places
puts us in facilities already focused on disability access
- **Three sites require remediation** to be fully compliant





REMEDIATION STEPS (3)

- **Pct #204 Ellis Elementary:** Insufficient ADA parking spaces, deploy cones and signage to designate additional spaces
- **Pct #304 Carden Community Center:** Loose boards on timber access ramp, requires screws, will reinspect after completion
- **Pct #316 Potomac Shores Middle:** Auxiliary gym entrance lacks curb cut, reroute traffic through main building entry



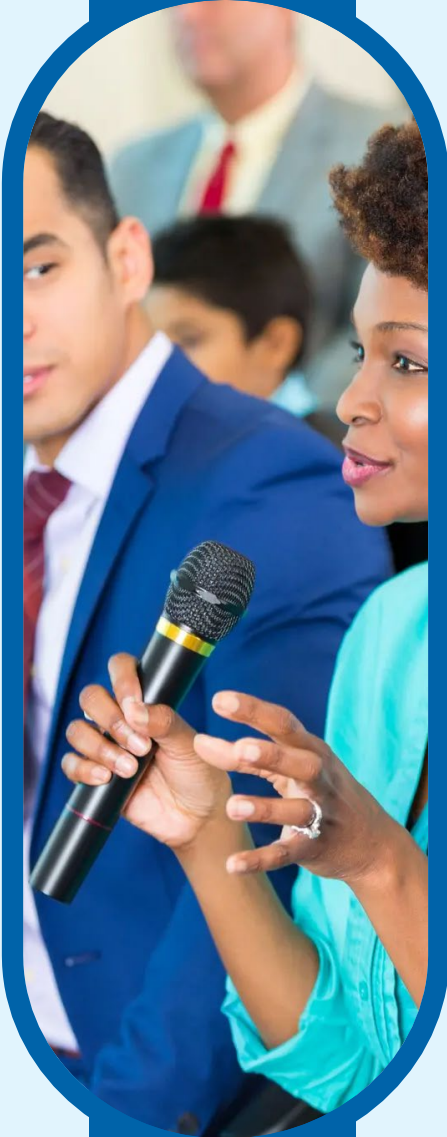


ELECTORAL BOARD APPROVALS

Board Action:

- *Approve the ADA plan and proposed remediation steps*
- *Secretary must sign the annual ADA Compliance Confirmation form*





PUBLIC COMMENTS

3-Minute Time Limit Per Speaker



**CLOSED
SESSION**



ELECTION SECURITY

Reason:

Virginia Code §2.2-3711-A34

“Discussion or consideration by... local election boards of voting security matters”



ADJOURNMENT

Election Officer Appointments - September 15, 2026 - PWC Electoral Board Meeting

First	Mid	Last	Party	Pct. #
Clare	H	A'Hearn	D	509
Candace	K	Boris	D	302
Theresa	L	Brooks	D	211
Jocelyn	R	Casillas	D	214
William	J	Chang	D	513
Lydia	C	Colon	D	609
Tara	M	Conroy	D	113
Gigi	E	Dann	D	412
Melissa	A	Dembele	D	602
Janis	K	Dix	D	301
Ava	G	Dowdy	D	504
Alexandria		Enferadi	D	512
Corey	O	Ford	D	207
Gilberto		Fuentes Jr.	D	201
Valerie	A	Fuentes-Rodriguez	D	201
Leslie	R	Gilliam	D	106
Ginger	R	Golembiewski	D	107
William	J	Golembiewski	D	107
Heather	A	Hall	D	101
Danielle	A	Heath	D	314
Richard	E	Johnson	D	513
Felicia	A	Kennedy	D	307
Anthony	T	Lineham	D	109
Lawrence	A	Locke Sr	D	602
Matthew	S	Mast	D	508
Sylvia	M	McRae	D	312
Joyce	R	Miller-Roy	D	207
April	L	Montgomery	D	316
Kamsiyochukwu	E	Odo	D	403
Doris	D	Pino	D	614
Takita	M	Plummer	D	709
Richard	F	Pulling	D	501
Florene	E	Price	D	303
Jennifer	L	Rose	D	208
Jennifer	B	Smith	D	412
Tana	B	Suter	D	402
Nasira	J	Talib	D	605
Jean	L	Thompson	D	308
Treesa	J	Salter	D	701
Martina		Tsibu-Gyan	D	511
Laura	Q	Underwood	D	203
Denise		Walker	D	509
Royce		Yung	D	706
Todd	C	Brown	R	105
Florence	B	Diaz	R	310
Richard	D	Haney	R	502

Election Officer Appointments - September 15, 2026 - PWC Electoral Board Meeting

First	Mid	Last	Party	Pct. #
Nhan	C	Huynh	R	NA
Marc	P	Morin	R	312
Alison	W	O'Connor	R	203
Jose	A	Ohe	R	113
Ervin	P	Reeves	R	707
April	R	Worthington	R	703
Usama		Arshad	N	404
Samir		Barikzai	N	708
Anja		Crawford	N	514
Svetlana		Croitoru	N	510
Kathleen	C	Hammond Fernandez	N	207
Tiana	N	Harrison	N	312
Nikima	L	Hosang	N	312
James	C	Miller	N	515
Eva	L	Morales	N	306
Mohammad	Z	Muzafari	N	512
Yanira	D	Nino	N	315
Sherrie	H	Nious	N	113
Naeem	R	Phillips	N	110
Emma	G	Rodriguez-Monge	N	314
Terry	L	Tebbe	N	413
William	H	Tebbe	N	413
Steven	C	Tilley	N	612
Meghan	M	Victory	N	605
Amy	V	Wong	N	502
Esther	N	Zelaya	N	701

2026 General Election Task Progress as of Sept. 14, 2026 - PWC Electoral Board Report

E- Date	Due Date	Status	Dept - Description	Type
180	5/7/2026	Completed	Comms - MISC: Confirm EO Pins order	Small Task
180	5/7/2026	Completed	Comms (General) - MISC: Order Selfie Props	Large Task
180	5/7/2026	Completed	Comms (General) - MISC: Designs for EO Badges	Large Task
150	6/6/2026	Completed	Officer - Reserve training sites/rooms	Small Task
140	6/16/2026	Completed	Officer - Draft of EO Manual	Large Task
140	6/16/2026	Completed	Officer - Meet with Chief Deputy and GR to discuss possible recruitment mailings	Large Task
140	6/16/2026	Completed	Admin - Planning Binder returned to K&H - approved or with changes noted	Small Task
140	6/16/2026	Completed	Officer - Develop a recruitment plan this election	Large Task
140	6/16/2026	Completed	Officer - Update officer training and staffing email templates	Small Task
125	7/1/2026	Completed	Operations - Reserve Buckhall and OMCH (and/or any other necessary facilities)	Small Task
120	7/6/2026	Completed	Absentee - Review K&H envelopes, inserts, etc.	Large Task
120	7/6/2026	Completed	Admin - Work with BOCS for any ordinance needed for election	Large Task
120	7/6/2026	Completed	Admin - Build a list of critical req/PO/invoices during election	Large Task
120	7/6/2026	Completed	Admin - Ballot Plan and Material Requirements to K&H	Large Task
120	7/6/2026	Completed	Absentee - Inventory election mailing supplies	Small Task
120	7/6/2026	Completed	Admin - Review and approve AB envelopes, Inserts, Ballot Wrap	Large Task
120	7/6/2026	Completed	Officer - Confirm all training site reservations	Small Task
120	7/6/2026	Completed	Operations - Pack Clear Plastic Pouches	Small Task
120	7/6/2026	Completed	Admin - Initial Envelope Art Files to K&H	Small Task
115	7/11/2026	Completed	Officer - Finalize content or updates to EO Manual	Milestone
115	7/11/2026	Completed	Admin - Review any Voter Assistance Forms for compliance	Statutory
110	7/16/2026	Completed	Officer - Examine feedback from previous election, determine key training needs	Large Task
110	7/16/2026	Completed	Comms - WEBSITE: Draft "Voter Guide" Homepage	Large Task
100	7/26/2026	Completed	Admin - Finalize official voter projections for election, distribute to staff	Milestone
100	7/26/2026	Completed	Officer - Decide training format and types of classes	Large Task
100	7/26/2026	Completed	Officer - Contact EOs that have not accepted Appointment Letter	Large Task
100	7/26/2026	Completed	Comms (General, Special) - DOCUMENT PREP: Voter Guide	Large Task
100	7/26/2026	Completed	Comms - WEBSITE: Update Interior "How to Vote" Pages	Large Task
100	7/26/2026	Completed	Admin - Set staff, equipment, and ballot allocations by precinct	Large Task
100	7/26/2026	Completed	Admin - I voted sticker Order Qty & Final Approved Art	Small Task
100	7/26/2026	Completed	Admin - Envelope Order Qty & Final Approved Art	Small Task
95	7/31/2026	Completed	Admin - Finalize/prepare staffing plan for Board	Large Task
90	8/5/2026	Completed	Officer - Hire and Train Temps	Large Task
90	8/5/2026	Completed	Officer - Develop content for training classes	Large Task
90	8/5/2026	Completed	Officer - Create training schedule	Small Task
90	8/5/2026	Completed	Operations - (Annual) Publish ADA surveys for all voting sites, notify GR	Milestone
90	8/5/2026	Completed	Admin - Identify needs for Absentee temp assignments	Large Task

2026 General Election Task Progress as of Sept. 14, 2026 - PWC Electoral Board Report

90	8/5/2026	Completed	Admin - Identify needs for Election Day temp assignments	Large Task
90	8/5/2026	Completed	Admin - Identify any purchases needed for coming election	Large Task
90	8/5/2026	Completed	Operations - Check TW Stands	Small Task
90	8/5/2026	Completed	Absentee - Work with Logistics team to verify PP/CAP/PE space and dates	Small Task
90	8/5/2026	In Progress	Operations - Pack Tape, Buttons, I Voted Stickers, etc.	Small Task
90	8/5/2026	Completed	Comms (Primary Only) - Post notice of holding of Primary	Statutory
90	8/5/2026	Completed	Operations - Order BOD Paper	Small Task
85	8/10/2026	Completed	Officer - Place printing order EO Manual.	Small Task
82	8/13/2026	Completed	Admin - Qualify local candidates through VERIS	Statutory
80	8/15/2026	Completed	Admin - Initial Wrap Art Files to K&H	Small Task
80	8/15/2026	Completed	Officer - Send Availability Survey to ALL Officers	Large Task
80	8/15/2026	Completed	Officer - Start EO assignment list	Large Task
80	8/15/2026	Completed	Admin - Have Board approve staffing plan	Statutory
80	8/15/2026	Completed	Admin - Have Board approve ballot order	Statutory
80	8/15/2026	Completed	Officer - Verify all trainings are scheduled and in officer database	Small Task
80	8/15/2026	Completed	Officer - Produce training calendar and enter into EO database/officer portal	Small Task
75	8/20/2026	Completed	Operations - Recruitment of new Early Voting EO's	Small Task
75	8/20/2026	Completed	Admin - Postage Deposit of Permit Funding Confirmation to K&H	Small Task
75	8/20/2026	Completed	Officer - Train temp staff on new materials/tools/class format	Small Task
75	8/20/2026	Completed	Operations - EV Pollbook Inventory & Charging	Small Task
70	8/25/2026	Completed	Officer - Finalize all edits to training materials and class formats	Small Task
70	8/25/2026	Completed	Admin - Wrap Final Approved Art and Variables Table (if appl) to K&H	Large Task
70	8/25/2026	Completed	Admin - Initial Insert Art Files to K&H	Small Task
70	8/25/2026	Completed	Absentee - Cancel Permanent AB Applications of Inactive Voters following NCOA	Statutory
70	8/25/2026	Completed	Officer - Send EO manual to printer if needed for this election	Milestone
70	8/25/2026	In Progress	Admin - (General Only) Have Board complete ADA certification by Sept 1	Statutory
70	8/25/2026	Completed	Officer - Create assignment letter in EO Program	Small Task
70	8/25/2026	Completed	Admin - Coordinate Dates for PP, CAP and CAP-PE and	Small Task
70	8/25/2026	Completed	Admin - Insert Order Qty & Final Approved Art	Large Task
67	8/28/2026	Completed	Operations - Create and Proof Ballots, Verify layout compliant	Statutory
65	8/30/2026	Completed	Admin - Confirm Observer's availability for ballot printing.	Small Task
65	8/30/2026	Completed	Operations - Program EPB Templates for EV/ED	Large Task
65	8/30/2026	Completed	Operations - Order Ballots	Large Task
65	8/30/2026	Completed	Comms - DOC PREP: Code notice & watermark on the sample ballots	Large Task
65	8/30/2026	Completed	Admin - Postage Deposit or Permit Funding Confirmation Received for AB (K&H)	Large Task
65	8/30/2026	Completed	Admin - Marked Test PDFs & Order Qty to K&H	Small Task
65	8/30/2026	Completed	Admin - Ballot Order to K&H (Non-mail Ballots & Blank Base)	Small Task
65	8/30/2026	Completed	Admin - Ballot Faces to K&H	Large Task

2026 General Election Task Progress as of Sept. 14, 2026 - PWC Electoral Board Report

65	8/30/2026	Completed	Admin - Review Ballot Face and category proofs.	Small Task
62	9/2/2026	Completed	Officer - Set up space for EO training	Small Task
60	9/4/2026	In Progress	Admin - Complete new EVEO hiring paperwork	Small Task
60	9/4/2026	Completed	Operations - Schedule automatic door timers for EV	Small Task
60	9/4/2026	Completed	Operations - Post Notices of Election at EV sites	Large Task
60	9/4/2026	Completed	Operations - Pack Keys and Seals	Small Task
60	9/4/2026	In Progress	Operations - Pack Grey Ballot Boxes	Small Task
60	9/4/2026	Completed	Operations - L&A of Scanners for EV	Statutory
60	9/4/2026	In Progress	Operations - Inspect election day ballot boxes	Large Task
60	9/4/2026	Completed	Operations - EV Site Visits	Small Task
60	9/4/2026	Completed	Operations - EV Security Compliance	Milestone
60	9/4/2026	Completed	Comms - WEBSITE: Sample Ballots Page	Large Task
60	9/4/2026	Completed	Admin - Update primers for visitors to public events	Small Task
60	9/4/2026	Completed	Admin - Notify Party Chairs about L&A Testing of High Speed	Small Task
60	9/4/2026	In Progress	Admin - Confirm office doors open during weekend voting, ED and Canvass	Small Task
60	9/4/2026	Completed	Admin - Ballot Reports to K&H	Small Task
60	9/4/2026	Completed	Admin - Approval of K&H Insertion Guide.	Small Task
60	9/4/2026	Completed	Absentee -First extract to K&H	Milestone
60	9/4/2026	Completed	Admin - Set EV site information and hours with Board (or BOCS)	Small Task
60	9/4/2026	Completed	Admin- Check budget status for adequate funds to run election	Statutory
60	9/4/2026	Completed	Admin - (General Only) Have Board approve Training Plan.	Statutory
60	9/4/2026	Completed	Operations - Recruitment of Special Assistants	Small Task
60	9/4/2026	Completed	Operations - Complete EV staff assignments	Small Task
60	9/4/2026	Completed	Admin - Ballot Order including Test Desks	Large Task
60	9/4/2026	In Progress	Admin - Outline needs for Chief HQ - staff, phones, etc.	Small Task
60	9/4/2026	Completed	Absentee - Test election in DemTech BallotDNA for UOCAVA email ballots	Milestone
60	9/4/2026	Completed	Admin - Issue refunds to primary candidates not qualified or unopposed	Statutory
60	9/4/2026	Completed	Admin - Review Policies/Procedures for Observers, Public meetings	Small Task
60	9/4/2026	Completed	Officer - Send Avail Survey to CAP/PP/PE	Large Task
60	9/4/2026	Completed	Admin - Verify E-mail Ballot List	Large Task
59	9/5/2026	Completed	Absentee - Generating ongoing absentee ballots	Small Task
57	9/7/2026	Completed	Absentee - Create test case and results key for high speed L&A.	Large Task
57	9/7/2026	Completed	Officer - Finalize content, handouts, Powerpoint for training classes	Milestone
56	9/8/2026	Completed	Operations - Arrange EV needs with EOC (gridless, exterior light)	Small Task
55	9/9/2026	Completed	Officer - Share 6 wk staffing list with Director/Deputy Director	Small Task
55	9/9/2026	Completed	Operations - L&A of EPBs for EV	Statutory
55	9/9/2026	Completed	Absentee - Mark test deck for high speed L&A.	Large Task
55	9/9/2026	Completed	Admin - BallotDNA set up	Milestone

2026 General Election Task Progress as of Sept. 14, 2026 - PWC Electoral Board Report

55	9/9/2026	Completed	Comms - SIGNAGE: EV Satellite Location Signage - AFTER	Large Task
55	9/9/2026	Completed	Officer - Mock EO training classes with trainers	Large Task
55	9/9/2026	Completed	Comms - SIGNAGE: EV Satellite Locations and Hours	Statutory
55	9/9/2026	Completed	Comms - SIGNAGE: EV Satellite Location Signage - DURING	Large Task
55	9/9/2026	Completed	Comms - SIGNAGE: EV Satellite Location Signage - BEFORE	Large Task
55	9/9/2026	Completed	Absentee - Set Ballot Ready Date	Small Task
55	9/9/2026	Completed	Operations - Complete Satellite Early Voting Readiness Checklist	Small Task
55	9/9/2026	In Progress	Admin - Review compliance with EB Security Policy	Statutory
54	9/10/2026	Completed	Operations - Provide staffing list to Director/Deputy Director	Small Task
53	9/11/2026	Completed	Absentee - Perform High Speed L&A	Statutory
52	9/12/2026	Completed	Officer - Set up workshop space	Small Task
50	9/14/2026	Completed	Operations - Organize EV Binders	Small Task
50	9/14/2026	Completed	Admin - Contact Sheriff's Office to secure parking spots for EV.	Small Task
50	9/14/2026	Completed	Operations - Coordinate with PWCS Office of Facilities Management	Small Task
50	9/14/2026	Completed	Operations - (Primary Only) Create and Send Facilities Letter for Year	Small Task
50	9/14/2026	Completed	Admin - Have ballot printer and representative sign oaths	Statutory
50	9/14/2026	Not Completed	Admin - Have EB appoint last officer group for election	Statutory
50	9/14/2026	In Progress	Comms - DOC PREP: Social Media Content Calendar	Large Task
50	9/14/2026	Completed	IT- Confirm all temp stations are set up	Large Task
50	9/14/2026	Completed	VR - Prepare folders for EV paperwork intake	Small Task
50	9/14/2026	Completed	Officer - Incorporate Equipment Workshops into training schedule	Small Task
50	9/14/2026	Completed	Operations - Update EV sheets and equipment documents	Small Task
50	9/14/2026	Completed	Admin - Test Email ballot set up	Small Task
50	9/14/2026	In Progress	Operations - Pack EV Precinct Signs	Small Task
CURRENT DATE				
49	9/15/2026	Not Completed	Absentee - Verify all equip. and supplies for PP/CAP/CAP-PE	Small Task
49	9/15/2026	In Progress	Staffing - Update Chiefs Pct Assign. (Integra) so they can view EO/Facility info	Small Task
48	9/16/2026	Completed	Admin - Confirm initial absentee mailout	Statutory
47	9/17/2026	Completed	Admin - Cure Log is ready and tested	Small Task
46	9/18/2026	Not Completed	Absentee - Prepare initial Public Absentee List	Small Task
46	9/18/2026	Completed	Comms - TWEET: Early Voting Begins	Milestone
46	9/18/2026	In Progress	Operations - Manage EV Pollbook Builds and Deployment	Large Task
46	9/18/2026	Completed	Operations - Delivery and Setup Main Office EV Site	Small Task
46	9/18/2026	Not Completed	Comms - TWEET: EV Day 1 Turnout	Small Task
45	9/19/2026	Completed	Assign PP/CAP-PE and email officers	Small Task
45	9/19/2026	In Progress	Admin - Notify Party Chairs about PP, CAP and CAP-PE schedule	Small Task
45	9/19/2026	Completed	Operations - Coordinate with PWCS Head of Construction	Small Task
45	9/19/2026	Completed	Absentee - Mail Print Disable Envelopes for the 1st mail out.	Small Task

2026 General Election Task Progress as of Sept. 14, 2026 - PWC Electoral Board Report

45	9/19/2026	Completed	Operations - Schedule Training sites	Small Task
45	9/19/2026	Completed	Operations - Coordinate/Get Quote Paxton	Small Task
45	9/19/2026	Completed	Officer - Send 1st Officer Assignment List to EB & Party Chairs 6 Wks Out	Large Task
45	9/19/2026	Completed	Operations - Contact Print shop for any Election needs	Small Task
45	9/19/2026	Completed	Officer - Start officer training and audit tools/trainers, etc.	Milestone
45	9/19/2026	Not Completed	Admin - Finalize any purchases needed for election, get quotes	Small Task
45	9/19/2026	Not Completed	Absentee - Update PP/CAP/CAP-PE envelopes, SORs,oaths, etc.	Large Task
45	9/19/2026	Not Completed	Absentee - AB Compliance Survey (45 day) state required	Statutory
42	9/22/2026	Not Completed	Absentee - Train temps on AB applications	Large Task
42	9/22/2026	Not Completed	Absentee - Train temps on mail intake	Large Task
42	9/22/2026	Completed	Officer - Finalize EO's assignment and email to officers	Large Task
42	9/22/2026	Completed	Admin - Send party chairs draft precinct staffing list	Small Task
41	9/23/2026	Not Completed	Comms - TWEET: EV Late Night Voting - Wednesdays at E-41, 34, 27, 20,13, 6	Small Task
40	9/24/2026	Completed	Operations - Pack tabletop marking stations	Small Task
40	9/24/2026	Completed	Operations - Send Facility Reminder	Small Task
40	9/24/2026	Not Completed	VR - Notify Secretary if any issues timely processing voter registrations	Statutory
40	9/24/2026	Completed	Operations - Inspect condition of A-frames	Small Task
39	9/25/2026	Not Completed	Absentee - Start sending Cure Log Updates to Party Chairs weekly	Small Task
36	9/28/2026	Not Completed	Absentee - Update all Hand Count tally sheets, SORs, etc.	Large Task
36	9/28/2026	Not Completed	Absentee - Update CAP training materials.	Large Task
35	9/29/2026	Completed	Operations - Create truck routes for Paxton	Small Task
35	9/29/2026	In Progress	Operations - Facility Election Day Emergency Contact Sheet Completed	Large Task
35	9/29/2026	Completed	Operations - Schedule CAP sites	Small Task
35	9/29/2026	In Progress	Officer - Verify vendor registration of assigned officers	Small Task
34	9/30/2026	In Progress	Admin - Perform L&A Testing of Electronic Pollbook for Pre-processing	Small Task
34	9/30/2026	Not Completed	Operations - Pack Blue Accordians (Contingent upon auth. of formats by admin)	Small Task
31	10/3/2026	Completed	Operations - Pack EV EPB cases	Small Task
30	10/4/2026	Completed	Operations - Pack Electrical Bags	Small Task
30	10/4/2026	Completed	Operations - Schedule Canvass site	Small Task
30	10/4/2026	Completed	Operations - Coordinate with PWCS Communication	Small Task
30	10/4/2026	Not Completed	Officer - Verify all precincts have all positions filled	Small Task
30	10/4/2026	Not Completed	Officer - Set up dummy precinct	Small Task
30	10/4/2026	Not Completed	Officer - Asssign Special Assistants	Small Task
30	10/4/2026	Not Completed	Officer - Assign Canvass EOs	Small Task
30	10/4/2026	Not Completed	Comms (Special) - POSTING: Notice/Writ of Election	Small Task
30	10/4/2026	Not Completed	Admin - Finalize supply drop off plan	Large Task
30	10/4/2026	Not Completed	Absentee - Assess if staffing meeting absentee needs from incoming numbers	Large task
30	10/4/2026	In Progress	Operations - Pack election day indoor signs	Statutory

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30	10/4/2026	Completed	Operations - Get Vests Cleaned	Small Task
30	10/4/2026	In Progress	Comms - SIGNAGE: Election Day Location Signage	Large Task
30	10/4/2026	Completed	Operations - Update Emergency Precinct and Generator Plans	Small Task
30	10/4/2026	Not Completed	Operations - Receive, verify, and package ED ballots	Large Task
30	10/4/2026	Completed	Operations - Place Uline Order	Small Task
30	10/4/2026	Completed	Operations - Pack Outside Precinct Signs	Small Task
30	10/4/2026	Completed	Operations - Request updated contact lists from all ED facilities	Large Task
30	10/4/2026	Completed	Officer - Assign CAP EOs	Small Task
30	10/4/2026	Completed	Operations - Pack Privacy Folders	Small Task
29	10/5/2026	Not Completed	Absentee - Train/refresh temps on high-speed scanner	Small Task
28	10/6/2026	Not Completed	Operations - Test handheld scanners for operational readiness	Small Task
28	10/6/2026	Not Completed	Admin - Send notice of Election Day scanner L&A for party, candidates	Statutory
28	10/6/2026	Not Completed	Admin - Finalize post-election Board schedule, post notice	Small Task
25	10/9/2026	In Progress	Admin - BallotDNA Email Reminders	Small Task
25	10/9/2026	Not Completed	Officer - Contact EOs who miss training and reschedule training	Small Task
24	10/10/2026	Not Completed	Admin - Certify all polling places/contests/cand. correct in VERIS/Enhanced	Statutory
21	10/13/2026	Not Completed	Officer - Create EO waitlist for election	Small Task
21	10/13/2026	Completed	Operations - Coordinate Motor Pool vehicles rentals	Small Task
21	10/13/2026	In Progress	Operations - Complete all cage repairs/maintenance	Small Task
21	10/13/2026	Not Completed	Officer - Send new Chiefs/Asst. Chiefs/Officers Brief Sheet Resource	Small Task
21	10/13/2026	Not Completed	Operations - Coordinate with EOC regarding ED emergency support	Small Task
21	10/13/2026	In Progress	Operations - Create Election Day envelope packets	Small Task
21	10/13/2026	In Progress	Operations - Make Labels and Election Day Envelopes	Small Task
21	10/13/2026	In Progress	Operations - Make sure emergency polling places are ready if needed	Statutory
21	10/13/2026	Not Completed	Operations - Pick up facility access keys for Quantico	Small Task
21	10/13/2026	Not Completed	Operations - Reserve Election Day Ipads, phones, etc, for EV/ED	Large Task
21	10/13/2026	Not Completed	Set-up training and schedule reminders for PP/PE	Small Task
21	10/13/2026	In Progress	Operations - Coordinate Dumfries EV access badges	Small Task
20	10/14/2026	In Progress	Operations - Assign and schedule Monday support drivers	Small Task
20	10/14/2026	Not Completed	Officer - Send CO bag pick-up and supply drop-off information	Small Task
20	10/14/2026	Not Completed	Admin - Mail Ballot Reminder via BallotTrax	Small Task
20	10/14/2026	Completed	Operations - ED DEMTECH Pollbook Inventory & Charging	Small Task
20	10/14/2026	Not Completed	Officer - Send provisional Brief Sheet to all officers	Small Task
19	10/15/2026	Not Completed	Admin - Rough draft of Election Day assignments	Large Task
17	10/17/2026	Not Completed	Comms (Presidential) - TWEET: EV Satellite Locations Open	Milestone
16	10/18/2026	Not Completed	Comms - TWEET: EV Sunday Voting - 1st	Small Task
15	10/19/2026	Not Completed	Absentee - Train Preprocessing/CAP/CAP-PE officers	Milestone
15	10/19/2026	Not Completed	Officer - Verify all precincts have all positions filled	Small Task

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15	10/19/2026	Not Completed	Admin - (Primary Only) Send any voter notice of polling place changes	Statutory
15	10/19/2026	Not Completed	Absentee - Create pollbook for Preprocessing	Milestone
14	10/20/2026	Not Completed	Admin - GR signs all officer oaths for polling places	Statutory
14	10/20/2026	Not Completed	Absentee - Ensure all Preprocessing equipment is ready	Small Task
14	10/20/2026	Not Completed	Absentee - Ensure Preprocessing materials printed (oaths, binders, envelopes)	Small Task
14	10/20/2026	Not Completed	Admin - Finalize canvass staffing	Small Task
14	10/20/2026	Not Completed	Operations - Send ED Facility Final Reminders	Small Task
14	10/20/2026	In Progress	Operations - Request access codes and lock changes for FZ & HGL	Small Task
14	10/20/2026	Not Completed	Operations - Program EPB Templates- ED	Large Task
14	10/20/2026	In Progress	Operations - Pack Election Day EPB cases	Large Task
14	10/20/2026	Not Completed	Operations - Pack Election Day envelopes	Large Task
14	10/20/2026	Not Completed	Operations - Gathering Supplies for Chief Binder	Small Task
14	10/20/2026	Not Completed	Operations - Create File for Paper Pollbook and send to Printer	Small Task
14	10/20/2026	Not Completed	Operations - Test TallyPoint	Small Task
14	10/20/2026	Not Completed	Operations - Set up all EV sites	Large Task
14	10/20/2026	Not Completed	Officer - Send EB & Party Chairs Final EO List	Large Task
			Officer - Send 2 wk out EO assignment list to Dep Dir	
14	10/20/2026	Not Completed		Large Task
14	10/20/2026	Not Completed	Officer - Replace all EOs that have been removed due to not attending training	Large Task
14	10/20/2026	Not Completed	Officer - Remove all EOs that have not attended training	Small Task
14	10/20/2026	Not Completed	Officer - Letter to Quantico Marine Base for access to the Town	Small Task
14	10/20/2026	Not Completed	Officer - Begin tracking EO attendance in training	Small Task
14	10/20/2026	Not Completed	Comms - PRESS: Media Visit Precinct list - PCT, Locations, Chiefs, Entrance	Milestone
14	10/20/2026	Not Completed	Comms - EV Percent Turnout from Deputy of Operations - for Media Visit List	Small Task
14	10/20/2026	Not Completed	Admin - Send party chairs final precinct staffing list	Statutory
11	10/23/2026	Not Completed	Comms - TWEET: Deadline to Request a Mail Ballot	Milestone
10	10/24/2026	Not Completed	Officer - Finalize staff for canvass, coordinate with GR	Large Task
10	10/24/2026	Completed	Operations - Emergency precinct preparation	Large Task
10	10/24/2026	Not Completed	Officer - First Chief Check-In Call	Small Task
10	10/24/2026	Not Completed	Operations - L & A for Scanners for Election Day	Statutory
10	10/24/2026	Not Completed	Comms - TWEET: Deadline to Register/Update Registration (General & Primary)	Milestone
10	10/24/2026	Not Completed	Comms - TWEET: EV Saturday Voting	Small Task
10	10/24/2026	In Progress	Admin - Finalize Provisional Processing Plan	Milestone
10	10/24/2026	Not Completed	Admin - Final test of results reporting system	Small Task
10	10/24/2026	Not Completed	Operations - Pack CO Bags	Small Task
9	10/25/2026	Not Completed	VR- Confirm all registrations have been processed post-books closed	Statutory
9	10/25/2026	Not Completed	Comms - TWEET: EV Sunday Voting - 2nd	Small Task
8	10/26/2026	Not Completed	Officer - Final verification all precincts filled, emergency fill ins	Large Task

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8	10/26/2026	Not Completed	Absentee - Set up Preprocessing room	Large Task
7	10/27/2026	Not Completed	Comms - NOTICE: Post-Election Event Schedule, post online, email to EB Notice List	Statutory
7	10/27/2026	Not Completed	Absentee - Ensure all CAP materials printed (oaths, envelopes, SORs)	Small Task
7	10/27/2026	Not Completed	Absentee - Verify CAP-EV scanner delivery date & number of machines	Small Task
7	10/27/2026	Not Completed	Admin - Finalize roles and layout for Chief HQ	Large Task
7	10/27/2026	Not Completed	Admin - Minimize any unregistered EOs in Mobius	Large Task
7	10/27/2026	Not Completed	Comms - NOTICE: Notify EOs/staff of any observer/media groups	Large Task
7	10/27/2026	Not Completed	Operations - Coordinate with Courthouse for Election Day Storage	Small Task
7	10/27/2026	Not Completed	Operations - Pack CO binders and materials	Large Task
7	10/27/2026	Not Completed	Operations - Test Door Bells/Phone Numbers	Small Task
7	10/27/2026	Not Completed	Operations - Test ED EPBs	Large Task
7	10/27/2026	Not Completed	Provisional - Prepare templates, envelopes and etc	Small Task
7	10/27/2026	In Progress	Admin - Prepare Provisional Templates	Small Task
6	10/28/2026	Not Completed	Admin - Draft Friday night letter	Large Task
5	10/29/2026	Not Completed	Officer - Ensure trainings/workshops have met req. for officer assignments	Milestone
5	10/29/2026	Not Completed	Operations - Pack Specialist Bags	Small Task
5	10/29/2026	Not Completed	Operations - Finalize precinct returns spreadsheet (office & WH)	Small Task
5	10/29/2026	Not Completed	Operations - Election Day Pollbook Secure Login Codes	Small Task
5	10/29/2026	Not Completed	Operations - Certify L&A for Scanner/Touch Writers to ELECT	Statutory
5	10/29/2026	Not Completed	Officer - Unassign all EOs that cancel (ongoing from here)	Small Task
5	10/29/2026	In Progress	Operations - Verify trucks with Paxton	Small Task
5	10/29/2026	Not Completed	Admin - Finalize provisional adjudication session procedures	Large Task
5	10/29/2026	Not Completed	Admin - Supply staff with key contact information sheet	Large Task
5	10/29/2026	Not Completed	Officer - End EO Training	Large Task
4	10/30/2026	Not Completed	Comms - WEBSITE: Draft Election Day Homepage	Milestone
4	10/30/2026	Not Completed	Officer - Send final Friday night letter to EO team	Small Task
4	10/30/2026	Not Completed	Send Reminder Brief to all officers on Waitlist Roster	Small Task
4	10/30/2026	Not Completed	Officer - Send Friday Letter	Small Task
3	10/31/2026	Not Completed	Officer - Close mock precinct	Small Task
3	10/31/2026	Not Completed	Operations - CO Supply Pickup	Small Task
3	10/31/2026	Not Completed	Comms - TWEET: EV Day 45 Turnout	Small Task
3	10/31/2026	Not Completed	Comms - TWEET: Early Voting Ends	Milestone
3	10/31/2026	Not Completed	Officer - Certify training of officers with GR for ELECT	Statutory
3	10/31/2026	Not Completed	Officer - Chief Phone Call Final Check-Ins	Large Task
2	11/1/2026	Not Completed	Operations - Finalize Cages for Deployment	Statutory
2	11/1/2026	Not Completed	Operations - Post large signs to designated pcts	Large Task
2	11/1/2026	Not Completed	Operations - L&A EPB Certify to Elect	Statutory
2	11/1/2026	Not Completed	Operations - Breakdown EV sites and Return Equipment and Binders to Office	Large Task

2026 General Election Task Progress as of Sept. 14, 2026 - PWC Electoral Board Report

2	11/1/2026	Not Completed	Admin - Prepare/print AB list for precincts on Election Day.	Small Task
2	11/1/2026	Not Completed	Admin - Finalize canvass procedures	Large Task
2	11/1/2026	Not Completed	Admin - Certify pollbook logic and accuracy	Statutory
1	11/2/2026	Not Completed	Operations - Notify GR when all cages have been delivered	Statutory
1	11/2/2026	Not Completed	Operations - Finalize setup for Chief HQ	Large Task
1	11/2/2026	Not Completed	Operations - Final AB Numbers	Small Task
1	11/2/2026	Not Completed	Operations - Election Day Pollbook Deployment	Small Task
1	11/2/2026	Not Completed	Operations - Deliver Quantico election supplies	Small Task
1	11/2/2026	Not Completed	Operations - Coordinate cage deliveries & returns with vendor	Small Task
1	11/2/2026	Not Completed	Officer - Send Reminder to CANVASS officers/SAs	Small Task
1	11/2/2026	Not Completed	Comms - WEBSITE: Draft "Post Election" homepage	Large Task
1	11/2/2026	Not Completed	Admin - GR must rule on emergency ballots	Statutory
1	11/2/2026	Not Completed	Admin - Confirm absentee list has been printed and delivered to WH.	Statutory
1	11/2/2026	Not Completed	Absentee - Create pollbook for CAP	Milestone
0	11/3/2026	Not Completed	Officer - Address all EO issues on election day	Large Task
0	11/3/2026	Not Completed	Comms - WEBSITE: VAElect Unofficial Results Link PROMINENTLY on Homepage	Small Task
0	11/3/2026	Not Completed	Comms - TWEET: ELECTION DAY Starts	Small Task
0	11/3/2026	Not Completed	Comms - TWEET: ELECTION DAY Ends	Small Task
0	11/3/2026	Not Completed	Absentee - Tear down CAP and set up Canvass	Large Task
0	11/3/2026	Not Completed	Absentee - Prepare thumbdrive with AB documents for courthouse	Small Task
0	11/3/2026	Not Completed	Absentee - Compile results for CAP-EV and CAP-AB, incl. hand count (if appl)	Large Task
-1	11/4/2026	Not Completed	Operations - Deliver #3 and #6, election materials to Courthouse	Statutory
-1	11/4/2026	Not Completed	Comms - DOC PREP: Scan All Results Tapes, Load into CMS, Save to Network	Milestone
-1	11/4/2026	Not Completed	Absentee - Ensure all CAP-PE materials printed (oaths, envelopes, SORs, tally)	Small Task
-2	11/5/2026	Not Completed	Operations - Search key equipment for missing docs, ballots, envelopes, etc.	Large Task
-2	11/5/2026	Not Completed	Absentee - Create pollbook for CAP-PE	Milestone
-2	11/5/2026	Not Completed	Absentee - Process pct. drop box ballots & scan chain of custodies to shared Drive	Small Task
-2	11/5/2026	Not Completed	Absentee - Set up CAP-PE room	Large Task
-2	11/5/2026	Not Completed	Officer - CANVASS	Large Task
-2	11/5/2026	Not Completed	Officer - Prepare payroll document for Fiscal Specialist using Comp Sheets	Large Task
-2	11/5/2026	Not Completed	Officer - Validate Officers have completed training	Milestone
-2	11/5/2026	Not Completed	Operations - Copy/backup all Voter Credit from Election day, assist w/ VERIS entry	Small Task
-2	11/5/2026	Not Completed	Operations - Return Dumfries access badges	Small Task
-3	11/6/2026	Not Completed	Admin - Inform Circuit Court of any materials not returned	Statutory
-3	11/6/2026	Not Completed	Admin - Prep Public Provisional Log (run Protected Voters Check)	Small Task
-3	11/6/2026	Not Completed	Absentee - Compile results for CAP-PE, incl. hand count ballots and rejected ballots	Large Task
-3	11/6/2026	Not Completed	Admin - Change pending reject mail ballots to Needs Cure for voter credit (VERIS)	Small Task
-3	11/6/2026	Not Completed	Absentee - Pull all No-ID ballots for Provisional (Fed Only)	Small Task

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-3	11/6/2026	Not Completed	VR - Provisional credit	Small Task
-3	11/6/2026	Not Completed	VR - Provisional research/meeting prep	Small Task
-3	11/6/2026	Not Completed	Admin - Prepare ID Required Mail Ballots for Provisional Meeting	Small Task
-4	11/7/2026	Not Completed	Absentee - Compile results for Provisional ballots	Small Task
-4	11/7/2026	Not Completed	Absentee - Tear down CAP-PE and set up for Provisional scanning	Large Task
-4	11/7/2026	Not Completed	Officer - Scan election Comp Forms	Small Task
-4	11/7/2026	Not Completed	VR - Scan Provisional Sign in Sheet and Authorized Rep Letters	Small Task
-5	11/8/2026	Not Completed	VR - Confirm letters have been printed and mailed	Small Task
-6	11/9/2026	Not Completed	Admin - Provisional Credit Entered	Small Task
-7	11/10/2026	Not Completed	Absentee - Reject AB Ballots in VERIS	Large Task
-7	11/10/2026	Not Completed	Admin - Certify election, send abstracts/checklist to state	Statutory
-7	11/10/2026	Not Completed	Admin - Complete provisional ballot adjudication	Statutory
-7	11/10/2026	Not Completed	Comms - TWEET: Election Certification and Results Tapes Online	Milestone
-7	11/10/2026	Not Completed	Absentee - Deliver all absentee applications to Courthouse	Statutory
-7	11/10/2026	Not Completed	Absentee - Finalize thumbdrive with final absentee list (pollbook) for courthouse	Small Task
-7	11/10/2026	Not Completed	Absentee - Prepare Rejection Log for GR and Courthouse	Large Task
-7	11/10/2026	Not Completed	Absentee - Print AB rej letters, copy rej AB envelopes, and mail to affected voters.	Large Task
-8	11/11/2026	Not Completed	Comms - WEBSITE: Push Results Tapes Page to Election Results Archive	Milestone
-10	11/13/2026	Not Completed	Admin - Organize retention of SOR copies, GR records	Statutory
-10	11/13/2026	Not Completed	Comms - WEBSITE: Convert back to Off-Season Homepage	Small Task
-10	11/13/2026	Not Completed	Admin - Print winner certificates for Secretary	Statutory
-12	11/15/2026	Not Completed	Operations - Get Revised Security Plan from EB	Large Task
-14	11/17/2026	Not Completed	Operations - Inventory all voting equipment, notify GR of any damage/missing	Statutory
-14	11/17/2026	Not Completed	Comms - DOC PREP: Update Turnout Docs, add to Press Page	Milestone
-14	11/17/2026	Not Completed	Comms - WEBSITE: Update "Elected Officials" Page	Milestone



PRINCE WILLIAM COUNTY

Office of Elections | Department of Elections Compliance

OFFICIAL COMPLIANCE & TECHNICAL AUDIT REPORT

Americans with Disabilities Act (ADA) Technical Assessment of Polling Facilities and Early Voting Sites Report:

Prince William County Office of Elections | Comprehensive Regulatory Compliance Audit

Target Facilities: 53 Election Precincts & 5 Early Voting Sites | Standards Basis: 2010 ADA & 1991 Safe Harbor

AUDIT SCOPE & COMPLIANCE SUMMARY

- Technical evaluation of 103 election precincts across Prince William County.
- Comprehensive physical audit of 5 Early Voting sites.
- Infrastructure, pedestrian walkway, and accessible parking assessment conducted under 2010 ADA Standards & VDOT/ELECT Guidelines.

PREPARED BY

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SUBMITTED TO

Virginia Department of Elections
Jurisdiction Compliance Division
Prince William County Office of Elections

DATE OF SUBMISSION

September 2026

TARGET ELECTIONS

November 2026 – June 2027

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SECTION 1: INTRODUCTION & TECHNICAL EVALUATION FRAMEWORK

This comprehensive technical evaluation assesses the architectural and operational accessibility of the one hundred and three (103) election precincts and five (5) early voting locations within Prince William County, Virginia.

Conducted under the administrative authority of the Office of Elections and formatted for executive review by the Prince William County Board of Elections, this study measures jurisdictional compliance against standards promulgated by the Virginia Department of Elections (ELECT) and the federal mandate of the Americans with Disabilities Act of 1990 (ADA).

The primary objective of this audit is to ensure absolute efficiency, fairness, and structural accessibility across the electoral infrastructure of Prince William County, Virginia. Maintaining strict adherence to accessibility laws is paramount to upholding the integrity and inclusivity of democratic procedures in Prince William County, Virginia. This report presents empirical audit findings, highlights successes, details isolated non-compliant facilities, and outlines actionable corrective remediation strategies.

Regulatory Framework & Safe Harbor Provisions

The technical parameters governing this assessment are rooted in the 2010 ADA Standards for Accessible Design (28 C.F.R. § 35.151). Pursuant to Title II of the ADA—which applies directly to local government entities and public accommodations designated as voting locations—the 2010 Standards govern all structural elements. However, pursuant to the statutory Safe Harbor provision detailed in 28 C.F.R. § 35.150(b)(2), elements in facilities constructed or altered prior to March 15, 2012, that fully complied with the 1991 ADA Standards are not legally required to undergo physical modifications to meet the 2010 Standards, unless the space undergoes subsequent structural alterations.

The Safe Harbor exemption applies specifically to accessible parking standards and architectural path requirements in the following sixteen (16) designated public facilities in Prince William County:

- Bel Air Elementary School
- Belmont Elementary School
- Bennett Elementary School
- Bull Run Middle School
- Dale City Elementary School
- Hampton Middle School
- Kelly Leadership Center
- Kerrydale Elementary School
- King Elementary School
- Minnieville Elementary School
- Montclair Elementary School
- River Oaks Elementary School
- Swans Creek Elementary School
- Westridge Elementary School
- DMV Satellite Location (Woodbridge)
- Main Office of Elections (Manassas)

SECTION 2: 2026 ADA SURVEY DATA & COMPLIANCE METRICS

The quantitative assessment evaluated seven (7) primary accessibility domains across all one hundred-eight (108) voting facilities (103 election precincts and 5 early voting sites). Quantitative analysis indicates that

while six structural and operational categories achieved absolute compliance (100%), designated parking infrastructure requires targeted remediation.

Accessibility Evaluation Domain	Total Sites	Compliant	Non-Compliant	Compliance Rate	Statutory Reference
Passenger Drop-Off Zones	108	108	0	100.0%	2010 ADA Standards § 503
Curbside Voting Infrastructure	108	108	0	100.0%	Va. Code § 24.2-649.1
Exterior & Interior Walkways	108	108	0	100.0%	2010 ADA Standards § 402
Interior Voting Area Safety & Space	108	108	0	100.0%	2010 ADA Standards § 305
Accessible Voting Station Counts	108	108	0	100.0%	28 C.F.R. § 35.130
Accessible Ballot-Marking Devices	108	108	0	100.0%	Va. Code § 24.2-626.1
Designated ADA Parking Spaces	108	105	3	97.2%	2010 ADA Standards § 502

Overall Polling Facility Compliance Status

Passenger Drop-Off Zones	100.0%	[100.0%]
Curbside Voting Infrastructure	100.0%	[100.0%]
Exterior/Interior Walkways	100.0%	[100.0%]
Interior Voting Area Compliance	100.0%	[100.0%]
Accessible Voting Stations	100.0%	[100.0%]
Accessible Ballot Devices	100.0%	[100.0%]
Designated ADA Parking	97.2%	[97.2%] — REQUIRES ACTION

Figure 1: ADA Technical Evaluation Compliance Percentage across 7 Evaluated Domains.

Key Area Compliance Summary

- **Passenger Drop-Off Zones (100% Compliance):** All 108 polling facilities possess compliant passenger drop-off zones featuring adequate turning space, unobstructed curb transitions, and level standing areas.
- **Curbside Voting Areas (100% Compliance):** Safe, highly visible, and accessible curbside voting stalls are established at 100% of sites, supported by wireless voter assistance call systems and dedicated signage pursuant to Va. Code § 24.2-649.1.
- **Accessible Path of Travel (100% Compliance):** Continuous, barrier-free interior and exterior routes connect accessible parking stalls to voting enclosures, maintaining required minimum widths (36 in.) and slope gradients.
- **Voting Area Interior Safety (100% Compliance):** Interior voting spaces demonstrate excellent spatial layout, providing clear floor space at voting booths and eliminating tripping or protruding hazards.
- **Accessible Voting Equipment & Stations (100% Compliance):** Expectations were met or exceeded across all precincts regarding accessible voting booths and ballot-marking devices equipped with tactile pads, audio ballot functions, and headphones.

SECTION 3: TARGETED SITE VULNERABILITIES & REMEDIATION MATRIX

While the aggregate jurisdictional compliance rate stands at an excellent 99.26%, targeted architectural and operational deficiencies were identified at three (3) specific precinct facilities. The following detailed matrix outlines the specific issue, mandatory legal accommodation, immediate temporary solution, and long-term permanent action plan for each facility.

Precinct	Facility Name	Identified Issue	Required Accommodation	Temporary Solution	Permanent Corrective Plan
204	Ellis Elementary School	Insufficient designated ADA parking stall count relative to total lot capacity.	Supplement existing parking with one (1) additional van-accessible ADA space.	Deploy heavy-duty traffic cones and retroreflective ADA signage to reserve an extra-wide stall adjacent to entrance.	Coordinate with PWCPS to repaint asphalt striping and install permanent surface-mounted ADA signage.
304	Lillian Carden Community Center	Exterior timber access ramp exhibits loose, degraded decking boards.	Secure structural decking to ensure a stable, smooth, and slip-resistant surface.	Fasten loose timber boards using heavy deck screws prior to Election Day; mandate pre-opening inspection.	Replace aging timber ramp assembly with a permanent composite deck or engineered concrete ramp.
316	Potomac Shores Middle School	Absence of sidewalk curb cut connecting lot to walkway when using Auxiliary Gym entrance.	Provide a continuous, barrier-free route from vehicle discharge to voting area.	Re-route official voter entrance/exit through Main School Building front doors (equipped with compliant curb cut).	Permanently update precinct operational plan to designate Main Entrance for all future election cycles.

SECTION 4: CONCLUSION

The 2026 ADA Compliance Study demonstrates that Prince William County maintains an exceptional standard of accessibility across its election infrastructure, reflected in a overall compliance rating of 99.26%. The proactive identification and isolation of specific facility deficiencies reflect the Office of Elections' commitment to equity and full legal compliance under Title II of the Americans with Disabilities Act.

SECTION 5: Helpful Links

Virginia Department of Elections ADA Compliance Confirmation Form rev 7.2023: The Virginia Department of Elections ADA Compliance Confirmation Form (Form ELECT-310C-ADACC) is an official regulatory document used by local electoral boards to certify that all voting locations within their jurisdiction comply with state and federal accessibility mandates.

[Virginia Depart. of Elections: Compliance Form](#)

Virginia Department of Elections on Accessible Voting: The Virginia Department of Elections Accessible Voting portal is an informational resource provided by the state outlining accessibility standards, accommodation options, and legal rights available to voters with disabilities and elderly citizens.

[Virginia Dept. of Elections: Accessible Voting](#)

Virginia Department of Elections ADA & Accessibility Training: The Virginia Department of Elections ADA & Accessibility Training program provides specialized education and resources for local registrars, electoral board members, and poll workers to enforce mandatory state and federal accessibility standards at polling places.

[Accessibility and Polling Places \(virginia.gov\)](#)

Virginia Department of Elections Polling Place Accessibility Checklist Form: The Virginia Department of Elections Polling Place Accessibility Checklist Form (Form ELECT-310C) is an official 11-page operational field survey used by local election officials to evaluate and document the physical accessibility of voting locations.

<https://www.elections.virginia.gov/media/formswarehouse/accessibility/ELECT-310C-Accessibility-Checklist.pdf>

Service Animals in the Polling Place: The Virginia Department of Elections Service Animals in the Polling Place One-Pager is an official legal guidance document instructing poll workers on how to accommodate voters who use service animals

www.elections.virginia.gov/media/formswarehouse/accessibility/Service-Animals-in-Polling-Place-One-Pager_en.pdf