



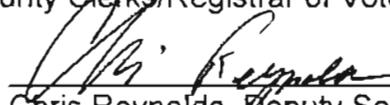
DEBRA BOWEN | SECRETARY OF STATE | STATE OF CALIFORNIA
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February 12, 2010

County Clerk/Registrar of Voters (CCROV Memorandum #10064)

TO: All County Clerks/Registrar of Voters

FROM:


Chris Reynolds, Deputy Secretary of State, HAVA Activities

RE: Administrative: HAVA EAID/261 funds for accessibility training

Time Sensitive: Please respond by March 1, 2010.

The Secretary of State (SOS) will soon issue updated statewide Polling Place Accessibility Guidelines referenced in Elections Code section 12280. These accessibility guidelines, which are an update of the guidelines issued in 2001, include a survey tool that counties can use to assess whether a polling place meets accessibility standards.

The SOS is contracting with the state Department of Rehabilitation to conduct regional training sessions on polling place surveying. A copy of the schedule for the training program is attached. To encourage participation in the training program, all counties will be eligible to apply for up to \$5,000 for reimbursement for the purposes specified below. The goal of this program is to help counties understand the guidelines, learn techniques for surveying polling places using the guidelines, and to assist the counties with providing accessible polling places.

To be eligible for training funds, counties must confirm no later than March 1, 2010, that they will be sending no more than two people to one of the regional training sessions on the updated Polling Place Accessibility Guidelines, published by the Secretary of State. A form is provided as an attachment to this memorandum for that purpose.

Counties that have funds remaining in existing 261 contracts need to be aware that there is a May 31, 2010, deadline to spend those funds, and those funds may be used to send staff to SOS-sponsored regional training. This does NOT disqualify a county for applying for these new training funds, so long as the training funds are used for the purposes specified below.

(None of these conditions apply to funds received under the competitive VOTE Grant #08-021 or VOTE Grant #09-014 programs; those are separate programs.)

All counties applying for training funds must no later than March 1, 2010, include with confirmation of staff attendance at a regional training session an itemized list of how they plan to spend the training money provided under the accessibility training contract, which must be spent prior to December 31, 2010. A form is provided as an attachment to this memorandum for that purpose.

All counties that execute an accessibility training contract are eligible to apply for reimbursement for expenses of up to \$5,000 incurred between March 1, 2010, and December 31, 2010, used for any or all of the following purposes:

- 1) Reimbursement for travel expenses for up to two people to attend one of the regional accessibility training sessions.
- 2) Reimbursement for staff salaries and benefits for accessibility surveys of polling places that are conducted following attendance of county staff member(s) at one of the regional training sessions.
- 3) Reimbursement for assessment supplies or mitigation supplies as needed, including any of the following items listed below:

a. Assessing Accessibility

- 1) Tools to measure slope;
- 2) Tools to measure width, turning area, etc;
- 3) Tools to modify voting booths;
- 4) Calculator;
- 5) Survey kits;
- 6) Clipboards;
- 7) Tape measures;
- 8) Polling Place Inspectors/Surveyors;
- 9) Camera;
- 10) Door pressure gauge.

b. Equipment and Activities to Improve Physical Accessibility

- 1) New accessible voting booths;
- 2) Retrofitting voting booths;
- 3) Retrofitting polling places for public buildings only and must be a regularly used polling place
- 4) Adapter "kits" or other materials to make a voting station accessible;
- 5) Signage (parking, directional, entrance, etc.);
- 6) Table to provide accessibility;
- 7) Chair (for seated voting);
- 8) Supports for accessibility signage;
- 9) Device/System to alert poll workers that a voter is at the curb, door, or otherwise needs assistance;
- 10) Doorstops;
- 11) Lighting;
- 12) Low-vision pens;

- 13) Magnifying devices;
- 14) Mats or other materials to make the path of travel accessible;
- 15) Pen grips;
- 16) Temporary ramps (if wheel guides not included, may purchase wheel guides separately);
- 17) Temporary handrails;
- 18) Permanent handrails;
- 19) Threshold covers or mats;
- 20) Traffic cones or other materials to make parking temporarily accessible for voting;
- 21) Wedges.

If you have any questions about this polling place accessibility training contract, please feel free to contact me at (916) 651-7837, or via email at chris.reynolds@sos.ca.gov, or Kaye Kaufman at (916) 657-2376, or via email at kaye.kaufman@sos.ca.gov.

Time Sensitive: Provide to Secretary of State no later than March 1, 2010.
 Template for reporting attendance at polling place accessibility assessment training, and reporting anticipated expenditure of accessibility training contract funds:

Confirmation of attendance at SOS-sponsored polling place accessibility assessment training

County Name: _____

Date: _____

Contact person: _____

Contact information: (phone) _____ (email) _____

Yes, county staff will attend SOS-sponsored polling place accessibility assessment training (please check box)

Name of staff expected to attend training:

1. _____

2. _____

(Note: At least one person, but no more than two, must attend training for the county to be eligible for reimbursement of expenses under this contract. However, the staff person(s) expected to attend training may be subject to change without notice to the SOS by the county.)

Reporting of anticipated expenditure of accessibility training contract funds

County name: _____		
Contact person and contact information: (phone) _____ (email) _____		
Amount of funding requested: \$ _____		
Description of anticipated activity	Amount of anticipated expenditure	Target date for completion
(e.g., county staff attendance at SOS-sponsored accessibility training – 2 staff)	\$200	04/15/2010
(e.g., survey kits and equipment)	\$600	04/15/2010
(e.g., mitigation supplies for the polling place – ramps, cones, signs)	\$2,200	12/31/2010

(Note: The above reported use of funds, or amount of funds used, is subject to change with notice to the SOS by the county.)

The schedule for the Polling Place Accessibility Surveyor Training Program that will be conducted by the Department of Rehabilitation has been finalized. The interactive hands-on training program is designed to assist county elections officials (e.g. employees, trainers, or designated surveyors) in understanding the requirements of the Polling Place Accessibility Guidelines, how to survey a polling place for accessibility, and proper use of survey tools and equipment. Due to trainer/trainee ratio, each county is allowed to send two people to the training.

Please complete the attached Polling Place Surveyor Training Attendance Form and return it to Debbie O'Donoghue by email debbie.odonoghue@sos.ca.gov or by fax (916) 653-4620 no later than **February 26, 2010**.

All trainings will be held from 9:00 a.m. – 4:00 p.m. with an hour lunch break

Thursday, March 11, 2010 - Northern Area Training

Hosted by: Shasta County

Location: Shasta County Elections Office, 1643 Market Street, Redding, CA 96001

Northern Area Counties: Colusa, Del Norte, Glenn, Humboldt, Lake, Lassen, Mendocino, Modoc, Plumas, Shasta, Siskiyou, Tehama, and Trinity

Tuesday, March 16, 2010 - Bay Area Training

Hosted by: Solano County

Location: Solano County Administrative Center, 675 Texas Street, Fairfield, CA 94533

Bay Area Counties: Alameda, Contra Costa, Marin, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, and Sonoma

Wednesday, March 17, 2010 - Motherlode Area Training

Hosted by: Sacramento County

Location: Sacramento County Elections Office, 7000 65th Street, Sacramento, CA 95823

Motherlode Area Counties: Alpine, Amador, Butte, Calaveras, El Dorado, Mono, Nevada, Placer, Sacramento, Sierra, Sutter, Tuolumne, Yolo, and Yuba

Wednesday, March 24, 2010 - Southern Area Training

Hosted by: Orange County

Location: Orange County Elections Office, 1300 South Grand Ave. Bldg. C
Santa Ana, CA 92705

Southern Area Counties: Imperial, Inyo, Kern, Orange, Riverside, San Bernardino, San Diego, Santa Barbara, and Ventura

Monday, March 29, 2010 - Central Area Training

Hosted by: Stanislaus County

Location: Salida County Library, 4835 Sisk Road, Salida, CA 95368

Central Area Counties: Fresno, Kings, Madera, Mariposa, Merced, San Joaquin, San Luis Obispo, Stanislaus, and Tulare

Polling Place Surveyor Training Attendance Form

Please complete the following information and return it to the attention of Debbie O'Donoghue by email debbie.odonoghue@sos.ca.gov or by fax (916) 653-4620 by **February 26, 2010**.

County: _____

Attendees:

Attendee #1

Name: _____ Title: _____

Phone: _____ Email : _____

Attendee #2

Name: _____ Title: _____

Phone: _____ Email : _____

Elections Office Contact:

Name: _____ Title: _____

Phone: _____ Email: _____