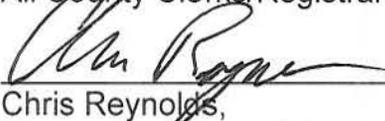




November 23, 2011

County Clerk/Registrar of Voters (CC/ROV) Memorandum #11124

TO: All County Clerks/Registrar of Voters

FROM: 
Chris Reynolds,
Deputy Secretary of State, HAVA Activities

RE: Administrative: **Training Location Update** – New HAVA 261 funding for accessibility training and improving polling place accessibility

Time Sensitive: Please respond by December 9, 2011.

This memorandum updates CC/ROV 11115 issued on November 15, 2011, by providing a complete list of training dates and locations.

The schedule for the Polling Place Accessibility Surveyor Training Program that will be conducted by the Department of Rehabilitation (DOR) has been finalized. Beyond the standard training sessions offered in 2010, DOR will offer several intermediate level training sessions to address areas of interest to more experienced surveyors.

As a reminder, funding will be made available to counties to defray travel costs to training sessions, survey polling places and/or train other surveyors, and/or purchase equipment and supplies to improve accessibility to polling places. Counties may apply for up to \$20,000 in HAVA 261 funds to be used for any of the purposes listed in CC/ROV 11115.

To be eligible for these funds, counties must have had at least one person attend the training conducted in 2010 or send at least one person to training offered in early 2012.

A county may apply for funds if they sent staff to training in 2010, but are unable to send staff to training classes in 2012. If a county did not send staff to training in 2010, the county must send staff to one of the training sessions in 2012 to be eligible to receive funding for purposes described below.

All counties applying for these funds must, no later than December 9, 2011, include with confirmation of staff attendance at a previous or upcoming training session an itemized list of how they plan to spend the funds provided under this accessibility contract. A form is provided as an attachment to this memorandum for that purpose.

Polling Place Accessibility Surveyor Training Schedule

Central Area Training

Wednesday, January 11, 2011 – Standard training – 9:00 a.m. – 4:00 p.m.

Hosted by: San Joaquin County

Location: San Joaquin County Administration Building, 44 N. San Joaquin Street, Suite 381 Stockton, CA 95202

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

Bay Area Training

Tuesday, January 24, 2011 – Standard training – 9:00 a.m. – 4:00 p.m.

Wednesday, January 25, 2011 – Intermediate training – 9:00 a.m. – 1:00 p.m.

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

Southern Area Training

Tuesday, January 31, 2011 – Standard training – 9:00 a.m. – 4:00 p.m.

Wednesday, February 1, 2011 – Intermediate training – 9:00 a.m. – 1:00 p.m.

Hosted by: Riverside County

Location: Riverside County Elections Office, 2724 Gateway Drive, Riverside, CA 92507

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

Motherlode Area Training

Wednesday, February 22, 2011 – Standard training – 9:00 a.m. – 4:00 p.m.

Thursday, February 23, 2011 – Intermediate Training – 9:00 a.m. – 1:00 p.m.

Hosted by: Department of Rehabilitation Disability Access Section

Location: Department of Rehabilitation, 721 Capitol Mall, Sacramento, CA 95814

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

Northern Area Training

Wednesday, February 29, 2011 – Standard training – 9:00 a.m. – 4:00 p.m.

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

Due to trainer/trainee ratio, each county is allowed to send a maximum of two people to training.

If you have any questions about the training program or contract, please feel free to contact me at (916) 653-0296 or chris.reynolds@sos.ca.gov, Debbie O'Donoghue at (916) 653-6173 or debbie.odonoghue@sos.ca.gov, or Kaye Kaufman at (916) 657-2376 or kaye.kaufman@sos.ca.gov.

Polling Place Surveyor Training Attendance Form and Projected Expenditures

Time Sensitive: Provide to Debbie O'Donoghue at debbie.odonoghue@sos.ca.gov or by fax to (916) 653-4620 no later than **December 9, 2011**.

Confirmation of attendance at SOS-sponsored polling place accessibility surveyor training:

County: _____

Date: _____

Contact person: _____

Contact information: (phone) _____

(email) _____

- Yes, county staff will attend SOS-sponsored polling place accessibility surveyor training
- County staff attended training session in 2010, will not be sending staff to training in 2012, but wishes to apply for HAVA 261 funding

Name of staff expected to attend training:

Attendee #1

Name: _____ Title: _____

Phone: _____ Email : _____

Standard or Intermediate session _____

Attendee #2

Name: _____ Title: _____

Phone: _____ Email : _____

Standard or Intermediate session _____

(Note: In order to be eligible for reimbursement of expenses under this contract, the county either must have had at least one person attend the training in 2010, or have at least one person attend the training in 2012. The county may change staff person(s) expected to attend training without notifying the SOS. Space in each session is limited, and sign-ups will be accepted on a first-come basis. Counties may request training for more than two persons. Once all county reservations for two or fewer people have been confirmed, county requests for additional trainees will be accommodated as space allows.)

Sample County Funding Request:

County:		
Contact person and contact information: (phone)		(email)
Amount of funding requested: \$		
Description of anticipated activity	Anticipated expenditure	Target date for completion
(e.g., county staff attendance at SOS-sponsored accessibility training – 2 staff)	\$200	04/15/2012
(e.g., survey kits and equipment)	\$600	04/15/2012
(e.g., modifying supplies for polling places – ramps, cones, signs)	\$2,200	12/31/2012

(Note: The above is a sample funding request. The county may change the use of funds with notice to SOS. Please use the form below to apply for funds, or create your own form if more space is needed.)

Projected expenditures of accessibility training contract funds

County:		
Contact person:		
Contact information:		
(phone)		(email)
Amount of funding requested: \$		
Description of anticipated activity	Anticipated expenditure	Target date for completion