



SHIRLEY N. WEBER, Ph.D. | SECRETARY OF STATE | STATE OF CALIFORNIA
ELECTIONS DIVISION

1500 11th Street, 5th Floor, Sacramento, CA 95814 | Tel 916.657.2166 | Fax 916.653.3214 | www.sos.ca.gov

February 25, 2021

County Clerk/Registrar of Voters (CC/ROV) Memorandum #21023

TO: All County Clerks/Registrars of Voters

FROM: /s/ Jillian Burgos
Voting Services Manager

RE: General Election: State Voter Information Guide Mailing
Reimbursement Claims

In order to receive reimbursement for costs related to the mailing of the State Voter Information Guide for the November 3, 2020, General Election, please complete the enclosed forms and return them to me no later than **Friday, March 26, 2021**. Please return the signed forms via mail or electronically to Vigfeedback@sos.ca.gov.

A few reminders before completing your claim:

- 1) The State only pays the State Voter Information Guide portion of costs incurred for labor, postage, combination mailings, etc.
- 2) If you used a mailing house to mail, print, or address your labels for State Voter Information Guides, you must include the invoices with your claim form.
- 3) The signature of the county clerk/registrar of voters is needed on the Cost Summary Sheet.
- 4) We will adjust the indirect labor/overhead rate only if a county can provide sufficient documentation to substantiate a rate higher than the 10% currently allowed.
- 5) The Secretary of State will only reimburse for Voter Information Guides mailed to voters registered after E-29 that were specifically requested by the voter.

Please do not hesitate to contact me at jburos@sos.ca.gov if you need clarification or assistance in completing your claim.

**November 3, 2020
General Election**

State Voter Information Guide Mailing Reimbursement

COST REPORT GUIDELINES

VIGs MAILED BY SOS

Please enter the number of registered voters in your county at E-59 and E-29.

VIGs MAILED BY THE COUNTY

Please enter the number of records in the error file received from the Secretary of State for E-59 and E-29. Error files contained registration records that were missing necessary fields or had some other error in their data that made them undeliverable.

Please enter the number of records in the “Foreign” files received from the Secretary of State for E-59 and E-29. The “Foreign” files contain out-of-state mailing addresses. Counties are responsible for mailing the Voter Information Guide to these registrants.

COST CATEGORIES

I. POSTAGE

A. Additional Mailings.

For the November 3, 2020, General Election, the Secretary of State completed the supplemental mailing to those voters who registered between the 59th and 29th day before the election. Additional mailing refers to all State Voter Information Guides mailed by counties to out-of-state voters, confidential voters, addresses in the error file sent from VoteCal, and to any voters who requested the Voter Information Guide pursuant to Elections Code section 9094(b). If you included county election materials with this mailing, report the cost under category I. Postage, D. Combined Mailing.

D. Combined Mailing.

Some counties enclose State Voter Information Guides in envelopes with County Voter Information Guides, vote-by-mail ballots, and other election materials. If your county combined the State Voter Information Guide with other materials, indicate the number of State Voter Information Guides mailed with County Voter Information Guides and/or vote-by-mail ballots, or other materials and indicate the total weight of each package. If the State Voter Information Guides caused the weight of the total package to fall into a new postal rate category, the State will pay for the additional postage cost only.

II. MATERIAL AND PRINTING

This applies to the costs of the labels, the printing of labels, or the processing cost to address the labels.

A. Mailing of State Voter Information Guides Only (no other materials included).

Counties may be reimbursed for 100% of their labeling costs for additional and direct mailings.

C. Combined Mailing (State Voter Information Guides with County Voter Information Guides, Vote-by-Mail Ballots, etc.).

Only *additional* costs caused by State Voter Information Guides included in the mailing will be reimbursed. For instance, if you were required to use a larger envelope to accommodate the State Voter Information Guide with the mailing of your materials, the state will reimburse the cost difference between the envelope you normally use and the envelope you were required to use to accommodate the State Voter Information Guide. Please provide any documentation you may have available to substantiate the costs.

III. DIRECT LABOR (include staff benefits)

A. Mailing of State Voter Information Guides Only (no other materials included).

Direct labor costs reported are 100% reimbursable for mailing of State Voter Information Guides only.

B. Combined Mailing (State Voter Information Guides with County Voter Information Guides, Vote-by-Mail Ballots, etc.).

Where counties mailed State Voter Information Guides with other election materials, reimbursement will be based on the pro-rated costs calculated according to the number of items mailed. Example: If a county incurs a direct labor cost of \$100.00 to mail packets containing four items each, and the State Voter Information Guide is two of the four items, the state would pay half (50%) of the direct labor cost, which would be \$50.00. If the State Voter Information Guide is only one of the four items, the state would pay a quarter (25%) of the direct labor cost, which would be \$25.00.

IV. INDIRECT LABOR/OVERHEAD

Indirect labor/overhead is reimbursable up to 10% of your direct labor costs without documentation. If claiming higher than 10%, detailed substantiation must be included with this claim. The state will consider approving higher rates based only on convincing documentation.

V. BILLING FROM MAILING FIRMS

If you contracted with a private vendor to print, mail, or address your labels for mailing State Voter Information Guides, show the amount you were billed in this category. **Please submit a copy of the vendor's invoice with your cost report.** Without the invoice, we cannot reimburse this cost.

VI. OTHER COSTS

Attach explanations and identify each cost as being connected with the mailing of State Voter Information Guides. Example: One "other cost" might be freight paid for additional State Voter Information Guides ordered.

TO: Secretary of State
Attn.: Jillian Burgos
1500 11th Street, 5th Fl.
Sacramento, CA 95814

From: _____

County: _____

**November 3, 2020
General Election**

State Voter Information Guide Mailing Reimbursement

COST SUMMARY SHEET

I. Postage	\$ _____
II. Material and Printing	\$ _____
III. Direct Labor	\$ _____
IV. Indirect Labor/Overhead	\$ _____
V. Billing From Mailing Firms	\$ _____
VI. Other Costs	\$ _____
 TOTAL COSTS	 \$ _____

I hereby certify that the information submitted above and in the accompanying pages is accurate or, where exact information is not available, represents my best and most reasonable estimate. All costs are reimbursable in conformance with Elections Code sections 9094 and 9095. I realize all cost figures and data within this report are subject to audit and investigation.

County Treasurer's
Mailing Address:

County Clerk/Registrar of Voters

Date

**November 3, 2020
General Election**

State Voter Information Guide Mailing Reimbursement

COST REPORT

County: _____

Prepared By: _____

Telephone: _____

E-Mail: _____

VIGs MAILED BY SOS		VIGs MAILED BY COUNTY		
	Number of Registered Voters		Number of Records in Error File	Number of Records in "Foreign" File
E-59				
E-29				

I. POSTAGE

A. Bulk Mailing (State Voter Information Guides only)

Mailed _____ @ \$ _____ ea. = \$ _____

B. In-State First-Class Mailing (State Voter Information Guides only)

Mailed _____ @ \$ _____ ea. = \$ _____

C. Out-of-State First-Class (State Voter Information Guides only)

Mailed _____ @ \$ _____ ea. = \$ _____

D. Combined Mailings - Additional Postage Only
(State Voter Information Guides mailed with county election materials. State will pay for additional postage caused by extra weight of State Voter Information Guide only.)

1. County Voter Information Guides/ State Voter Information Guides

Total # Packets Mailed _____

- a. Average postage cost per piece **with** State Voter Information Guide(s): _____
- b. Average postage cost per piece **without** State Voter Information Guide(s): _____
- c. Subtract B from A and multiply by total number of packets mailed. \$ _____

2. Vote-by-Mail Ballots/County Voter Information Guides/ State Voter Information Guides, etc.

Total # Mailed _____

- a. Average postage cost **with** State Voter Information Guide: _____
- b. Average postage cost **without** State Voter Information Guide: _____
- c. Subtract B from A and multiply by total number of packets mailed. \$ _____

TOTAL POSTAGE PAID BY COUNTY
(Also enter on Cost Summary Sheet) \$ _____

II. MATERIAL AND PRINTING (labels, envelopes, etc.)

- A. # Labels printed: _____ @ \$ _____ ea. = \$ _____
- B. # Envelopes: _____ @ \$ _____ ea. = \$ _____
- C. Combined Mailing (State will only pay for added costs. See guidelines.) \$ _____

Describe added cost item: _____

TOTAL MATERIAL AND PRINTING COST
(Also enter on Cost Summary Sheet) \$ _____

III. DIRECT LABOR

- A. Mailing of State Voter Information Guides Only (no other Materials included) – Hours Required:

$$\frac{\text{_____}}{\text{(Mailing Hours)}} \times \frac{\text{_____}}{\text{(Rate of Pay Including Staff Benefits at _____\%)}} = \frac{\text{_____}}{\text{(Total)}} \quad \$ \text{_____}$$

B. Combined Mailing (State Voter Information Guides with County Voter Information Guides, Vote-by-Mail Ballots, etc.) The state will pay for additional labor costs caused by extra handling of State Voter Information Guides only.

1. $\frac{\text{_____}}{\text{(Mailing Hours)}} \times \frac{\text{_____}}{\text{(Rate of Pay Including Staff Benefits at __\%)}} = \$ \frac{\text{_____}}{\text{(Total Labor Cost)*}}$

2. Number of State Voter Information Guides Mailed Per Packet: _____

3. Total Number of Items Mailed Per Packet: _____

4. Divide total labor cost* above by total number of items mailed per packet: _____

5. Multiply amount in Item 4. by the Number of State Voter Information Guides Mailed in Item 2 and enter amount to the right. \$ _____

TOTAL DIRECT LABOR COST
(Also enter on Cost Summary Sheet) \$ _____

IV. INDIRECT LABOR/OVERHEAD

A. Total Direct Labor Cost x 10%*
(Documentation required if over 10%) \$ _____

B. State Voter Information Guide Share of Combined Labor Cost x 10%* \$ _____

TOTAL INDIRECT LABOR/OVERHEAD
(Also enter on Cost Summary Sheet) \$ _____

V. BILLING FROM MAILING FIRMS

A. TOTAL BILLING FROM MAILING FIRMS (Must provide copy of invoice.) (Also enter on Cost Summary Sheet) \$ _____

VI. OTHER COSTS (Attach explanation)

A. Postage \$ _____

B. Material \$ _____

C. Labor \$ _____

TOTAL OTHER COSTS
(Also enter on Cost Summary Sheet) \$ _____

VII. TOTAL COST (Also enter on Cost Summary Sheet) \$ _____