July 22, 2021

County Clerk/Registrar of Voters (CC/ROV) Memorandum #21105

TO: All County Clerks/Registrars of Voters

FROM: /s/ Catherine Ingram-Kelly
            VoteCal Services Manager

RE: California Gubernatorial Recall Election: VoteCal Election Reporting Schedule

Attached is the VoteCal Election Reporting Schedule for the September 14, 2021, California Gubernatorial Recall Election to assist with VoteCal related activities such as Report of Registration (ROR), Voter Information Guide (VIG) reporting, system testing, and election night reporting.

Counties should continue to respond to VoteCal messages relating to processing voter registration records and potential match messages.

If you have any questions about this or any other VoteCal matters, please contact the VoteCal Help Desk at (888) 868-3225 or via email at votecalhelp@sos.ca.gov.

Thank you.

Date	Description
July 12, 2021 (E-64)	**Electronic File Transfer (EFT) Readiness Documentation Available** The *Electronic File Transfer (EFT) Readiness County Users' Guide* will be available for EFT election reporting.
July 16, 2021 – July 26, 2021 (E-60 – E-50)	**60-Day Close of Registration** **Report of Registration (ROR)** Counties must report no later than E-50 their registration as of E-60. County verifies all eligible voters are entered in the EMS, indicates readiness in their EMS that they are ready for the ROR, reviews the registration statistics for reasonableness, and sends completed certification to the SOS. SOS generates the 60-day ROR. **Voter Information Guide (VIG)** Counties must verify the election is setup locally in the EMS so that VoteCal will have access to precinct/district mapping associated with that election, enter all online and paper registrations into the EMS with a registration date up to and including E-60, and complete and return the VIG readiness form. SOS requests VIG mailing list extract from VoteCal and mails state VIG to all households with voters registered as of E-60.
July 23, 2021 (E-53)	**Electronic File Transfer (EFT) Readiness Template Files Available** Statewide Special (##SS21.txt) template files will be available for EFT election reporting. These files may be retrieved from the County Communications Portal at https://county.sos.ca.gov.
August 2, 2021 – September 10, 2021 (E-43 – E-4)	**Readiness Testing for Electronic File Transfer (EFT) Election Reporting** All counties that will be electronically reporting their election results on Election Night must complete EFT Readiness no later than E-4. (Please see the *Electronic File Transfer (EFT) Readiness County Users' Guide* for more information about certification.)
August 17, 2021 (E-28)	**29-Day VIG Mailing** Counties must enter all online and paper registrations into the EMS with a registration date of E-59 up to and including E-29. SOS requests VIG mailing list extract from VoteCal and mails state VIG to all households with voters registered between E-59 and E-29.
August 25, 2021 8 a.m. – Noon (E-20)	**Test of Election Night Reporting System #1** All counties that have been verified for readiness for EFT reporting, as well as counties that will be reporting via direct KDE, should participate. Counties must participate in at least two tests.
August 31, 2021 – September 7, 2021 (E-14 – E-7)	**15-Day Close of Registration** Counties must report no later than E-7 their registration as of E-15. County verifies all eligible voters are entered in the EMS, indicates readiness in their EMS that they are ready for the Report of Registration (ROR), reviews the registration statistics for reasonableness, and sends completed certification to the SOS. SOS generates the 15-day ROR.
August 31, 2021 - September 14, 2021 (E-14 - E)	**Generate Official List for the Election** County requests the Official List from VoteCal using the local county EMS for the September 14, 2021, California Gubernatorial Recall Election. This includes any supplemental official lists for polling place rosters.
September 1, 2021 8 a.m. – Noon (E-13)	**Test of Election Night Reporting System #2** All counties that have been certified for EFT reporting, as well as counties that will be reporting via direct KDE, should participate. Counties must participate in at least two tests.
September 8, 2021 8 a.m. - Noon (E-6)	**Test of Election Night Reporting System #3** All counties that have been certified for EFT reporting, as well as counties that will be reporting via direct KDE, should participate. Counties must participate in at least two tests.
September 10, 2021 (E-4)	**SOV/SSOV Template Files Available** SOV/SSOV Template files available on the County Communications Portal for reporting Official Canvass Results.

Date	Description
September 14, 2021	**ELECTION DAY / Semi-Official Canvass** Counties must submit returns at least every two hours until completed. All counties must submit final returns before shutting down. Counties must provide final system generated report and verbally go over final numbers with SOS prior to leaving for the night.
September 16, 2021 – October 14, 2021 (E+2 – E+30)	**Official Canvass** Counties should submit update reports periodically to update their election returns while they conduct their Official Canvass.
August 31, 2021 – November 13, 2021 (E-45 – E+30)	**Apply Voter Participation History to Voter Records** County applies voter participation history in the local EMS to each voter who voted in the September 14, 2021, California Gubernatorial Recall Election pursuant to California Administrative Code, Title 2, Division 7, Chapter 1, Article 2.5, Section 19097. Voter participation history must be sent in near real time to VoteCal starting with the first day of voting for each voter that has participated in the election. Voter participation history must reflect the method of participation. **DFM Counties:** Run the "Apply Voter History" process to send the voter participation history to VoteCal. If you have any questions about how to transfer voter participation history for your county to VoteCal, please contact DFM support. **Runbeck Counties:** Use the Voter Participation History "SEND" functionality from the VoteCal upload page. Check the Vote History auto flag OR the "Send History" button in the election module "VoteCal Election Update" tab to transmit your polling place/roster participation history. VBM, CVR, and Provisional ballot history will be sent automatically as these ballots are marked as accepted. If you have any questions about how to transfer voter participation history for your county to VoteCal, please contact Runbeck support. Voter participation history information is available to the public on the My Voter Status webpage.
October 15 2021 (E+31)	**Statement of Vote Reporting Deadline** Counties must submit their SOV/SSOV to SOS no later than E+31 for the recall question and all candidates for Governor.