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CALIFORNIA SECRETARY OF STATE

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February 16, 2023

County Clerk/Registrar of Voters (CC/ROV) Memorandum #23021

TO: All County Clerks/Registrars of Voters

FROM: /s/ Joan Hackeling
Elections Analyst

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

In order to receive reimbursement for costs related to your county's mailing of the State Voter Information Guide for the November 8, 2022, General Election, please complete the attached form and return it to me no later than **Friday, March 10, 2023**. Please return the signed forms via mail or electronically to vigfeedback@sos.ca.gov.

A few reminders before completing your claim:

- 1) If you mailed the State Voter Information Guides along with other election materials, the Secretary of State can only reimburse for 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 the State Voter Information Guides, you must include the invoices with your claim form. Please also indicate the dates of all vendor mailings on your reimbursement 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 is only authorized to reimburse for State Voter Information Guide mailings to (a) confidential voters, (b) voters with records in the error files provided by VoteCal, (c) out-of-state and out-of-country voters, and (d) voters registered after E-29 who specifically requested the State Voter Information Guide.

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

**November 8, 2022
General Election**

State Voter Information Guide Mailing Reimbursement

COST REPORT GUIDELINES

STATE VIG MAILINGS BY THE COUNTY TO THE FOLLOWING VOTERS ARE REIMBURSABLE:

- A. Confidential voters.
- B. Voters with addresses in the error files. The error files received from the Secretary of State for the E-60 and E-29 VIG mailings contained registration records that were missing necessary fields or had some other error in their data that made them undeliverable. Counties were responsible for mailing the State Voter Information Guide to these registrants.
- C. Voters with records in the foreign files. The foreign files received from the Secretary of State for the E-60 and E-29 VIG mailings contained out-of-state and out-of-country mailing addresses. Counties were responsible for mailing the State Voter Information Guide to these registrants.
- D. Voters registered after E-29 who specifically request the State VIG.

COST CATEGORIES:

I. POSTAGE

- A. Additional Mailings of State Voter Information Guides Only.
For the November 8, 2022, 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 mailings refer to all State Voter Information Guides mailed by counties to confidential voters, addresses in the error files sent from VoteCal, out-of-state voters (including addresses in the foreign files sent from VoteCal), and to any voters who requested the State Voter Information Guide pursuant to Elections Code section 9094(b). If you included county election materials with these mailings, report the cost under category I.B.

Postage for Non-Vendor Combined Mailings on p. 3.

B. Combined Mailings.

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 labeling costs for additional mailings to confidential addresses, error file addresses from VoteCal, out-of-state and out-of-country addresses, and addresses of voters who specifically requested a state VIG.

B. Combined Mailings (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. **Example:** If you were required to use a larger envelope to accommodate the State Voter Information Guide with the mailing of your election 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 (includes 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. If you have multiple staff with different rates of pay, please include the total and write, "varies" on the form and attach a breakdown of those various rates of pay.

B. Combined Mailings (State Voter Information Guide with County Voter

Information Guides, Vote-by-Mail Ballots, etc.).

If 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 two items each, and the State Voter Information Guide is one of the two items, the state will 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 sufficient 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.

Submit a copy of the vendor's detailed invoice with your cost report.

Without the invoice, we cannot reimburse this cost. It is helpful if the invoice clearly shows the mailing date(s), quantity, and specific charges for mailing of the State VIGs. You will also need to specify the type of mailing associated with each invoice, i.e., to confidential voters, to addresses in the error files, to out-of-state voters, including addresses in the foreign files sent from VoteCal, or to voters who specifically requested the State Voter Information Guide

VI. **OTHER COSTS**

Attach explanations and identify each cost as being connected with the county's 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
 Elections Division
 Attn: Joan Hackeling
 1500 11th Street, 5th Fl.
 Sacramento, CA 95814

From: _____

County: _____

November 8, 2022, General Election

State Voter Information Guide Mailing Reimbursement

COST SUMMARY SHEET

This cost summary table will auto-populate based on entries on pp. 2-5 of this form.

I. Postage Paid	\$	_____
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:

 Name of County Clerk/Registrar of Voters

 Signature of County Clerk/Registrar of Voters

 Date

**November 8, 2022
General Election**

State Voter Information Guide Mailing Reimbursement

COST REPORT

County: _____

Prepared By: _____

Telephone: _____

E-Mail: _____

NUMBER OF REIMBURSABLE STATE VIG MAILINGS BY THE COUNTY

	Confidential Voters	Addresses in Error Files	Out-of-State & Out-of-Country Addresses	Voters Upon Request	Total Number of State VIGs Mailed by County
E-59					
E-29					
Total					

COST CATEGORIES

I. POSTAGE

A. Additional Mailings of State VIGs Only (no county materials included):

1. Bulk Mailings: # Mailed _____ @ \$ _____ ea. = \$ _____

2. In-State First-Class
Mailed _____ @ \$ _____ ea. = \$ _____

3. Out-of-State First-Class Mailings:
Mailed _____ @ \$ _____ ea. = \$ _____

4. Out-of-Country First-Class Mailings:
Mailed _____ @ \$ _____ ea. = \$ _____

5. Total Postage Paid for Mailing of State VIGs Only

The sum of I.A.1, A.2, A.3 and A.4 will be calculated automatically.) \$ _____

B. Non-Vendor Combined Mailings (Mailings of the State VIG with county materials):

(If State Voter Information Guides were mailed with county election materials, the State may only reimburse counties for the additional postage caused by the extra weight of the State Voter Information Guide.)

1. Total # Packets Mailed: _____
2. Average Postage Cost Per Packet
with State VIG(s): \$ _____
3. Average Postage Cost Per Packet
without State VIG(s): \$ _____
4. Average Additional Cost of including State VIG(s):
(*Subtract B.3 from B.2*) \$ _____
5. The Average Additional Cost (B.4) will be multiplied
automatically by the Total # of Packets Mailed (B.1): \$ _____

C. TOTAL POSTAGE PAID FOR MAILING OF STATE VIGs \$ _____

(*The sum of I. A.5 and I. B.5 will be calculated automatically and auto-populate the correct field of the Cost Summary Table on p. 1.*)

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

A. Mailing of State VIGs Only:

1. # Labels printed: _____ @ \$ _____ ea. = \$ _____
2. # Envelopes: _____ @ \$ _____ ea. = \$ _____

B. Combined Mailings (Mailings of the State VIG with County Materials):

(*The Secretary of State will reimburse for added costs only. Please see guidelines included in the CCROV.*)

1. # Labels printed: _____ @ \$ _____ ea. = \$ _____
2. # Envelopes: _____ @ \$ _____ ea. = \$ _____
3. Materials Cost for Combined Mailings:
(*B.1 and B.2 will be added automatically.*) \$ _____
4. # of State VIGs Mailed Per Packet: _____
5. Total # of Items Mailed Per Packet: _____
6. State VIG Portion of Packet:
(*Divide B.4 by B.5.*) _____
7. Total Added Material and Printing Costs \$ _____
(*B.3 and B.6 will be multiplied automatically.*)

C. TOTAL MATERIAL AND PRINTING COSTS \$ _____
(The sum of II. A.1, II.A.2 and II.B.7 will be calculated automatically and will auto-populate the correct field of the Cost Summary Table on p. 1.)

III. DIRECT LABOR

A. Mailing of State VIGs Only (no county materials included):

1. Hours Required: _____ x _____ = \$ _____
 (Mailing Hours) x (Rate of Pay Including Staff Benefits at _____ %)
 (Total)

B. Combined Mailings (Mailings of the State VIG(s) with County Materials):
(The state will reimburse for additional labor costs caused by extra handling of State Voter Information Guides only. Please see guidelines.)

1. Hours Required: _____ x _____ = \$ _____
 (Mailing Hours) x (Rate of Pay Including Staff Benefits at _____ %)
 (Total)

2. # of State VIGs Mailed Per Packet: \$ _____

3. Total # of Items Mailed Per Packet: \$ _____

4. State VIG Portion of Packet: _____
(Divide B.2 by B.3.)

5. Total Additional Direct Labor Costs *(The total in III.B.1 will be multiplied by III.B.4 automatically.)* \$ _____

C. TOTAL DIRECT LABOR COST \$ _____
The sum of fields III.A.1 and III.B.5 will be calculated automatically and will auto-populate the correct field of the Cost Summary Table on p. 1.)

IV. INDIRECT LABOR/OVERHEAD

A. Total Direct Labor Cost (amount entered in III.C): \$ _____

B. Indirect Labor / Overhead Rate: % _____
(Enter 10% unless claiming higher rate, which requires documentation. See guidelines.)

C. TOTAL INDIRECT LABOR/OVERHEAD \$ _____
(Multiply IV.A by IV.B. The amount you enter on this line will auto-populate the correct field of the Cost Summary Table on p. 1.)

V. BILLING FROM MAILING FIRMS*

Please enter the number and cost of State VIG Mailings by vendor only.

	State VIGs Mailed to Confidential Voters	State VIGs Mailed to Addresses in Error File	State VIGs Mailed to Out-of-State & Out-of-Country Addresses	State VIGs Mailed Upon Request Only	TOTALS
Date of Mailing				_____	_____
# Mailed					
Cost					

A. TOTAL BILLING FROM VENDOR FOR STATE VIG MAILINGS* \$ _____
(The amount you enter here will automatically populate the correct field of the Cost Summary Table on p. 1.).

**Copies of detailed invoice(s) must be included with your claim.*

VI. OTHER COSTS (Please attach explanation.)

A. Postage \$ _____

B. Material \$ _____

C. Labor \$ _____

D. TOTAL OTHER COSTS \$ _____
(The sum of VI. A, VI.B, and VI.C will automatically be calculated and will auto-populate the correct field of the Cost Summary Table on p. 1.)

TOTAL COST \$ _____

(The sum of I.C, II.C, III.C, IV.C, V.A, and VI.D will be calculated automatically and will auto-populate the correct field of the Cost Summary Table on p. 1 of this form.)