



**DEBRA BOWEN** | SECRETARY OF STATE | STATE OF CALIFORNIA  
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February 22, 2013

County Clerk/Registrar of Voters (CC/ROV) Memorandum #13021

TO: All County Clerks/Registrar of Voters

FROM: /s/ Susan Lapsley  
Deputy Secretary of State, HAVA Director and Counsel

RE: Administrative: New HAVA Section 261 Funding

**Time Sensitive: Please submit training confirmation and funding request by March 8, 2013. Once received and reviewed, the Secretary of State will issue contracts. Executed contracts must be returned to the Secretary of State by June 14, 2013.**

Through accessibility training grants in 2010 and 2012, the Secretary of State has awarded over \$900,000 to 54 county election offices. In a new round of grant funding, county elections officials may apply for up to \$30,000 in HAVA 261 funds to be used for:

- surveying polling places,
- attending Secretary of State sponsored polling place surveyor training,
- purchasing equipment to improve accessibility to polling places (including signage), and
- developing voter education or poll worker training programs related to polling place accessibility.

To be eligible for these funds, county elections officials must confirm at least one staff member attended the polling place surveyor training conducted in 2012 or will send at least one person to training offered in 2013.

The Secretary of State is contracting with the Department of Rehabilitation to offer several polling place surveyor training sessions later this year and dates will be announced in the near future. In addition to the basic training sessions that were offered in 2010 and 2012, the Department of Rehabilitation will offer intermediate level training sessions to address areas of interest to more experienced surveyors.

County elections officials may apply for funding under this program even if they have received funds through previous grant programs.

As part of the request for funding due by March 8, county elections officials applying for these funds must (1) confirm attendance at a 2012 training session and/or commit to attending training in 2013; and (2) provide an itemized list of the plan to spend the funds requested. A sample form is provided at the end of this CC/ROV for that purpose.

All county elections officials that execute an accessibility contract are eligible to apply for reimbursement of expenses incurred between January 1, 2013, and December 31, 2014, used for any or all of the following purposes:

- 1) Reimbursement for travel expenses for staff to attend an accessibility training session in 2013.
- 2) Reimbursement for staff salaries and benefits for surveying the accessibility of polling places or for training staff to survey polling places.
- 3) Development of voter education and/or poll worker training programs related to polling place accessibility.
- 4) Reimbursement for equipment and supplies for assessing accessibility, including any of the items listed below:

**a. Assessing Accessibility**

- 1) Tools to measure slope;
- 2) Tools to measure width, turning area, etc;
- 3) Calculators;
- 4) Survey kits;
- 5) Clipboards;
- 6) Tape measures;
- 7) Polling Place Inspectors/Surveyors;
- 8) Cameras;
- 9) Door pressure gauges;
- 10) Tablets used for conducting surveys<sup>1</sup>.

**b. Equipment and Activities to Improve Physical Accessibility**

- 1) New accessible voting booths;
- 2) Retrofitting voting booths;
- 3) Tools or equipment to modify voting booths
- 4) Retrofitting polling places for public buildings only, which must be a regularly used polling place;
- 5) Adapter “kits” or other materials to make a voting station accessible;
- 6) Signage (parking, directional, entrance, etc.);
- 7) Accessible tables;
- 8) Chairs (for seated voting);
- 9) Supports for accessibility signage;
- 10) Devices/Systems to alert poll workers that a voter is at the curb, door, or otherwise needs assistance;
- 11) Doorstops;
- 12) Lighting;
- 13) Low-vision pens;

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<sup>1</sup> If the county proposes to use funds for this purpose, restrictions, guidelines, pre-approval and other requirements will be set forth in each individual County contract.

- 14) Magnifying devices;
- 15) Mats or other materials to make the path of travel accessible;
- 16) Pen grips;
- 17) Temporary ramps (if wheel guides are not included, wheel guides may be purchased separately);
- 18) Temporary handrails;
- 19) Permanent handrails;
- 20) Threshold covers or mats;
- 21) Traffic cones or other materials to make parking temporarily accessible for voting;
- 22) Wedges;
- 23) Equipment for CD/DVD duplication;
- 24) Accessibility web site development costs;
- 25) Improving accessibility of web site.

**c. Training Materials and Programs**

- 1) Development, production, translation, and transcription into Braille of manuals, programs, posters, brochures, and other printed materials for training of poll workers or polling place inspectors;
- 2) Development, production, translation of video/DVD training materials;
- 3) Equipment necessary to use videos/DVDs in training of poll workers or polling place inspectors;
- 4) Stipends to compensate a trainer to train county poll worker trainers on issues specific to accessibility;
- 5) Poll worker training that is specific to accessibility and in addition to pre-existing training, or a modification/improvement of pre-existing training;
- 6) Disability or accessibility experts to make presentations at poll worker trainings.

**d. Educational and Informational Materials**

- 1) Development, production, translation, and transcription into Braille or into audio or CD/DVD format, of printed materials to educate or inform voters concerning polling place and voting accessibility;
- 2) Public advertising of information on accessibility of polling places and voting;
- 3) Mailers to disseminate information on services for persons with disabilities;
- 4) Translation of existing materials related to accessibility into required languages;
- 5) Reformatting and re-printing materials into "large-type";
- 6) Readability analysis to simplify informational or instructional materials;
- 7) Development of accessibility materials for county web site, or construction of a county web site for the purpose of providing information to the public on accessibility, if one does not already exist or making a current site accessible.

**Items Presumed to not be reimbursable:**

The following is a partial list of items presumed to not be reimbursable and not inclusive of all items that are not reimbursable. The list is provided only for the purpose of

providing guidance. The Secretary of State shall be the sole determiner of whether or not an expenditure is reimbursable.

- 1) Administrative costs;
- 2) Batteries;
- 3) Blackberries (hand held computers);
- 4) Braille business cards;
- 5) Cable TV;
- 6) Cassette players;
- 7) Cassette tapes (except those used for voter education);
- 8) Catering;
- 9) Computers;
- 10) Other office equipment, including but not limited to fax machines and copiers, unless prior approval has been obtained from the granting agency;
- 11) Office supplies, including but not limited to paper, pens and post-it notes;
- 12) Concrete paving for parking lots and spaces;
- 13) Concrete ramps;
- 14) DREs /other voting equipment (can be purchased with other HAVA funds);
- 15) Emergency exit signs;
- 16) Facility rental;
- 17) Permanent modifications or improvements to private or non-governmental structures, including, but not limited to private residences and places of worship;
- 18) Food;
- 19) Gas (except travel reimbursements for purposes listed in footnote)<sup>2</sup>;
- 20) Gift bags, pins, buttons, shirts or other promotional items for poll workers, voters or County staff;
- 21) Invitations;
- 22) Laptops;
- 23) Tablet computers unless prior approval as a survey tool has been obtained from the granting agency;
- 24) Light bulbs;
- 25) Modifications to mobile voter education vehicle, unless that vehicle is used as a polling place;
- 26) Parking fees (except travel reimbursements for purposes listed in footnote 2);
- 27) Parking lot improvements;
- 28) Photographers;
- 29) Scanners;
- 30) Staff salaries of County employees not conducting one of the activities allowable;
- 31) Trailers;
- 32) Transportation to polling sites;

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<sup>2</sup>Travel reimbursements for election officials performing accessibility assessments, for consultants advising election officials on accessibility issues, poll worker training, or voter education, for trainers conducting poll workers training or voter education or outreach activities.

- 33) Vehicles – purchase, rental, or operating expenses (except rental vehicles used for purposes listed in footnote1.)

If you have any questions about this polling place accessibility training grant, please feel free to contact me at (916) 651-7837 or [Susan.Lapsley@sos.ca.gov](mailto:Susan.Lapsley@sos.ca.gov), or Todd Wallace at (916) 657-2376 or [Todd.Wallace@sos.ca.gov](mailto:Todd.Wallace@sos.ca.gov).

**Time Sensitive: Provide training confirmation and funding request to Secretary of State no later than March 8, 2013.**

The following is a suggested template for reporting: (1) attendance at polling place accessibility surveyor training, and (2) reporting anticipated expenditure of accessibility contract funds:

Template:

County: \_\_\_\_\_

Date: \_\_\_\_\_

Contact person: \_\_\_\_\_

Contact information: (phone) \_\_\_\_\_

(email) \_\_\_\_\_

**Confirmation of attendance at Secretary of State-sponsored polling place accessibility surveyor training:**

Yes, county elections staff will attend Secretary of State-sponsored polling place accessibility surveyor training.

County elections staff attended training session in 2012, will not be sending staff to training in 2013, but wishes to apply for HAVA 261 funding.

Names of staff members expected to attend training:

1. \_\_\_\_\_

2. \_\_\_\_\_

Note: To be eligible for reimbursement of expenses under this contract, the county elections official either must have had at least one person attend the training in 2012 or have at least one person attend the training in 2013. The county elections official may change staff person(s) expected to attend training without notifying the Secretary of State. 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 reservations for two or fewer people have been confirmed, requests for additional trainees will be accommodated as space allows.

**County Funding Request:**

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

**Note: The county elections official may change the use of funds with prior written notice to and approval from the Secretary of State.**