



ALEX PADILLA | SECRETARY OF STATE | STATE OF CALIFORNIA
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December 6, 2018

County Clerk/Registrar of Voters (CC/ROV) Memorandum #18256

TO: All County Clerks/Registrar of Voters

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

RE: Administrative: HAVA Accessibility Training

The Secretary of State (SOS) will be offering HAVA Accessibility Training contracts for the purpose of:

- Polling Place Accessibility Surveying Training
- Reimbursement of Expenses Related to Staff Attending Accessibility Training
- Assessing Accessibility
- Equipment and Activities to Improve Physical Accessibility
- Training Materials and Programs
- Education and Information Materials

The contracts were sent out last week. Please have the contract approved and the signed version returned to the SOS as soon as possible. We are aware that some may require Board of Supervisor's approval, for those that do not, please submit by close of business on January 2, 2019.

For polling place accessibility surveying training, the SOS is once again contracting with the Department of Rehabilitation (DOR) to offer several two day training sessions in February, March and April 2019.

The HAVA Accessibility Training format has been modified and now will be two days to accommodate a range of roles in order to be more effective. This training will allow for more hands-on instruction and it will give the instructors the ability to include more information that will help those surveying a polling place for accessibility. We believe in continuous learning and helping to stay on top of accessibility best practices.

To reserve a date and time for the polling place accessibility surveyor training, please complete the attached Trainee Questionnaire and return it to Kathryn (KC) Chaney at kchaney@sos.ca.gov **no later than December 21, 2018**.

The available polling place accessibility surveyor training sessions are listed below:

Los Angeles

Hosted by: Los Angeles County

Location: TBD

Dates	Times
February 5-6, 2019	9:00 am - 4:00 pm
February 12-13, 2019	9:00 am - 4:00 pm
February 26-27, 2019	9:00 am - 4:00 pm

Sacramento

Hosted by: Secretary of State - First Floor Multipurpose Room

Location: Secretary of State, 1500 11th Street, Sacramento, CA 95814

Dates	Times
March 13-14, 2019	9:00 am - 4:00 pm
March 20-21, 2019	9:00 am - 4:00 pm
May 1-2, 2019	9:00 am - 4:00 pm

Fresno

Hosted by: Fresno County

Location: 2221 Kern Street, Fresno, CA 93721

Dates	Times
April 17-18, 2019	9:00 am - 4:00 pm

Shasta

Hosted by: Shasta County

Location: 1643 Market Street, Redding, CA 96001

Dates	Times
April 24-25, 2019	9:00 am - 4:00 pm

Space in each session is limited, and sign-ups will be accepted on a first-come basis. Once reservations for two or less *from each county* have been confirmed, requests for additional trainees will be accommodated as space allows. Counties may change staff person(s) expected to attend at any time without notifying the SOS.

If you have any questions about this polling place accessibility training, please feel free to contact Kathryn (KC) Chaney at (916) 695-1657 or kchaney@sos.ca.gov.

Trainee Questionnaire

Surveying Polling Places for Accessibility

The polling place accessibility surveyor training is designed to train county elections officials about physical access at polling places. In order to tailor our training to your level of knowledge and experience, please complete and return this form to Kathryn (KC) Chaney at kchaney@sos.ca.gov by **December 21, 2018**.

Name: _____ County: _____

Title or Classification: _____

1. Which class would you like to attend? (Please mark with an 'x' below.)

Los Angeles		
Hosted by: Los Angeles County		
Location: TBD		
Dates	Times	Attending
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Location: Secretary of State, 1500 11th Street, Sacramento, CA 95814		
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Location: 2221 Kern Street, Fresno, CA 93721		
Dates	Times	Attending
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Shasta		
Hosted by: Shasta County		
Location 1643 Market Street, Redding, CA 96001		
Dates	Times	Attending
April 24-25, 2019	9:00 am - 4:00 pm	

2. Do you have any experience with programs intended to meet the needs of persons with disabilities? Yes No

3. When did you attend any Polling Place Accessibility training?

First Time Attendee 2018 2015 2014 2012 2010 _____ Other

4. Which statement best describes your knowledge and experience with Polling Place Accessibility surveying?

- None
- Some (I have assisted with surveying physical locations or polling places)
- Moderate (I have conducted 20 or less physical access surveys)
- Experienced (I have conducted more than 20 surveys)
- Advanced (Conducted surveys and provided training to others about how to survey)

5. What data collection method do you currently use for your polling place surveys?

Print or Hardcopy
 Software based: PDF Word Excel Other: _____

6. What topics would you like to receive more training on?

- Parking areas
- Path of travel and signage
- Doorways, hallways, and entrances
- Voting area
- Ramps, curb-ramps, and slopes concerns
- Elevators and lifts
- Restrooms
- Other items (list): _____

7. For those items checked on question 6, please specify questions or concerns:

8. Please check the items that you will bring to share how your county collects, processes, stores, and uses survey results:

- Sample documents of poll worker instructions for setting up the polling place for accessibility on Election Day
- Software sample of digital survey forms used when surveying polling places
- Binder or portfolio showing how polling site data is stored for later use
- Other