



**ALEX PADILLA** | SECRETARY OF STATE | STATE OF CALIFORNIA  
ELECTIONS DIVISION

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January 18, 2019

County Clerk/Registrar of Voters (CC/ROV) Memorandum #19010

TO: All County Clerks/Registrars of Voters

FROM: /s/ Arman Hirose-Afshari  
Initiative and Referendum Coordinator

RE: 2018 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 6, 2018, General Election, please complete the enclosed forms and return them to me no later than **Friday, February 15, 2019**. An original signature is required; please return the forms via **mail only**.

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.

Please do not hesitate to contact me at (916) 695-1602 if you need clarification or assistance in completing your claim.

**November 6, 2018  
General Election**

**State Voter Information Guide Mailing Reimbursement**

**COST REPORT GUIDELINES**

**COST CATEGORIES**

**I. POSTAGE**

A. Additional Mailings.

For the 2018 General Election, the Secretary of State completed the supplemental mailing Election 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(c). 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 sample ballots, absentee 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 sample ballots and/or absentee 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 Sample Ballots, Absentees, 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 Sample Ballots, Absentees, 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.: Arman Hirose-Afshari  
Initiative and Referendum Coordinator  
1500 11<sup>th</sup> Street, 5<sup>th</sup> Fl.  
Sacramento, CA 95814

From: \_\_\_\_\_

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

**November 6, 2018  
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 6, 2018  
General Election

State Voter Information Guide Mailing Reimbursement

COST REPORT

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

Prepared By: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Number of registered voters as of **E-59**: \_\_\_\_\_

Number of registered voters as of **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. Sample Ballots/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. Absentee/Sample Ballots/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:

\_\_\_\_\_ x \_\_\_\_\_ = \$ \_\_\_\_\_  
(Mailing Hours) (Rate of Pay Including Staff Benefits at \_\_\_\_\_%) (Total)

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

1. \_\_\_\_\_ x \_\_\_\_\_ = \$ \_\_\_\_\_  
(Mailing Hours) (Rate of Pay Including Staff Benefits at \_\_\_%) (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) \$ \_\_\_\_\_**