CALIFORNIA VOTER'S CHOICE ACT

STARTER

KIT

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Introduction

In September of 2016, the California Legislature passed Senate Bill 450, also known as the Voter's Choice Act (VCA). This legislation allowed a small set of county elections offices the option of conducting elections using a new model of an all-mail-ballot election while also running a specified number vote centers. The legislation set a specific ratio for the number of vote centers, required certain considerations to be taken into account when determining their locations, and detailed the options and services that would be required to be available at each vote center. In addition to the county requirements, the Secretary of State's (SOS) office was given some amount of oversight regarding the approval of county public outreach plans and the direction to form a task force to review the conduct of elections that use this new model.

By the end of 2017 five of the authorized counties had decided to move forward and implement the provisions of the Voter's Choice Act. Working closely with these and other interested county elections offices, the SOS participated in the CACEO Voter's Choice Act Working Group to work through the technological, communications, and logistical considerations that needed to be addressed by the elections officials in order to enable a smooth and successful transition to the VCA model. Additionally, the SOS put together the advisory task force earlier than the legislation required in order to establish strong working relationships with the non-governmental organizations (NGOs) that would be working on the ground to educate voters about the coming changes to elections.

The first part of 2018 was spent finalizing and approving county election administration plans (EAPs) and developing agreements about how to produce a report that would allow the media and the public to understand how voters were interacting with the VCA model. Additionally, the SOS VCA team worked closely with counties to ensure that their vote center data was accurate and available in VoteCal. Finally, the counties began the initial 10 day voting period and the SOS VCA team acted as observers throughout the election in order to provide the most specific and useful feedback.

The VCA team worked with advocates and counties to debrief the June 2018 election and this meeting offered the opportunity to implement some specific changes for the November 2018 election. With that feedback in hand the November 2018 election went very smoothly, especially considering the amount of turnout that was seen on Election Day.

Getting Started

This Starter Kit to the Voter's Choice Act (VCA) is designed as a collection of resources and in-depth references. These materials and documents were developed by many of the stakeholders (county, state, and NGO) that participated in the implementation and planning process for the first Voter's Choice election in 2018.

County elections officials considering implementing a VCA model election in their county should start by working through the questions in the Quick Start Guide to VCA Elections. This will address the most pressing considerations that should be accounted for when first analyzing if the Voter's Choice Act is a good fit for their county.

After looking at the Quick Start Guide users should be able to find further resources in this Starter Kit to provide further context, examples, or best practices. The Voter's Choice Act is designed to give election administrators a significant amount of flexibility when deciding on how best to engage with their communities and provide services to their voters. Ideally, these resources will be used as a reference when tailoring specific communications and processes that meet the needs of your county.

Acknowledgments

The documents, materials, and examples in this Starter Kit were gleaned from the hard work of many people dedicated to the improvement of the voting process around California. Thanks to Secretary of State staff, county elections officials in Madera, Napa, Nevada, Sacramento, San Mateo, and advocates, organizers, and community members that participated in the collaborative process of implementing the first Voter's Choice Act elections in 2018.

CALIFORNIA
VOTER'S CHOICE ACT

QUICK

START

GUIDE

About

This quick start guide is designed to be a supplement to the Voter's Choice Act (VCA) Starter Kit developed by the Secretary of State's Voter's Choice Act Team. This quick starter kit is intended to be used as a starting point for county elections administrators that are considering adopting the Voter's Choice Act model for election administration in their county.

The Voter's Choice Act is an exciting new model for elections administration. This new model seeks to make participation in democracy easier for the voter and simplify the election administration process in certain ways. It also brings new challenges and requires additional levels of community input about election administration. The Voter's Choice Act covers 10 pages in the California Elections Code, introduces numerous new concepts and requirements, and this can make the planning process seem complicated. Luckily, the Secretary of State worked closely with the five counties that implemented the VCA for the 2018 election and developed a number of tools and materials that should lessen the burden for the next set of administrators seeking to make voting easier and more convenient.

This quick start guide should be used as a starting point to begin the planning process for VCA implementation. County officials should consider the questions in each of the four sections of this guide. After working through each of the sections county staff should be prepared to begin planning the next steps. This is when the VCA Starter Kit will become the most useful. The tools, materials, and examples available in the Starter Kit will help provide additional context and opportunities to learn from past practices. The Starter Kit covers a wide range of planning, logistical, technical, and outreach tools and examples that are meant to provide in-depth opportunities for analysis.

1 Voting Technology

A. Do you know how your EMS will look up a voter from anywhere in the county at any vote center location?

B. Can you produce a ballot for any voter at any vote center location?

C. Do you already have a remote accessible vote by mail system (RAVBM)?

2 Budget

A. Do you need Board approval of your budget?

B. Do you know how you will recruit and pay for vote center workers and vote center locations?

C. Do you already have a budget for public outreach in your current budget?

3 Vote Center and Drop Box Siting Process

A. Do you know how you will consider the fourteen criteria when looking at where vote centers will be placed?

B. Do you know how you will recruit locations to host vote centers, including site surveys?

C. Do you have a plan for securing drop box locations (interior or exterior)?

4 Community Outreach Planning

A. Do you already have a LAAC and VAAC?

B. What offices and organizations will support your efforts?

C. What types of outreach activities will be part of your plan?

Voting Technology

Goal: Consider the key functions that are required in a voting system in order to properly administer an election using the Voter's Choice Act.

Pre-clearance: Systems that meet the California Voting System Standards (CVSS) are certified to have the capabilities to run VCA elections. For more information about all systems certified under CVSS contact SOS OVSTA (details at end of the guide).

Questions to consider:
1. How will you look up and update a voter record in near real time at any vote center location? Will you use a paper roster, laptops, or e-pollbooks?
2. Can you produce all ballot styles for a voter at any vote center location?
3. Will you need to acquire a connectivity solution to provide secure data connections from vote centers to the central office?
4. Can you administer conditional voter registration at any vote center location in the county?
5. Do you have a remote accessible vote by mail system?
6. What changes will need to be made to your emergency backup plan?
7. What support will your vendor(s) provide as you transition?

Resources:
- Your EMS vendor may have tools that would be useful for implementing vote centers already in your current set up.
- Sacramento County produced a request for proposal (RFP) and a copy of this RFP is available in the full VCA Starter Kit.
- Some state money is available for counties to purchase or lease equipment. Contact OVSTA at the Secretary of State's office for additional details about state funds for voting systems. The systems authorized for reimbursement under this program all meet current CVSS requirements.

List of Possible Equipment Needs:
- Ballot on Demand (BoD)
- RAVBM system
- Additional/New Mail Sorter and warehouse room for many more VBM ballots
- Signature Verification System
- New Voting System
- Equipment for Manual Tally process
- Ability to produce online voter index (walk lists) subscription

Budgets

<u>Goal:</u> Consider the budgeting process in your county and determine resources are available to administer an election using the Voter's Choice Act.

<u>Questions to consider:</u>
1. What is the deadline for preparing the 2020 budget proposal?
2. Does the budget include acquiring new election equipment?
3. Will you need to purchase additional drop boxes?
4. Will you need additional money for tech support?
5. What will your maximum daily budget to lease space for a vote center be?
6. How will vote center workers be compensated and will this require any special human resource processes by the county?
7. What is your budget for public education and outreach? Does this include the cost of two direct contacts to voters (usually by mail)?
8. Are there processes, materials, or agreements for which you are paying now that won't be needed for a VCA election?

<u>Resources:</u>
- 2018 VCA counties reported that the cost of the election remained similar to that of a polling place model election. However, the costs were distributed across different program areas, with outreach and education taking up a larger portion of the budget. Several county budgets are available in the VCA Starter Kit for reference.
- Some cost savings may be realized through using existing resources developed by the SOS, VCA Working Group, the Future of California Elections, and others. These resources include design, messaging, video and audio resources, and other voter facing material.

Vote Center Siting Process Development

Goal: Establish the process by which the Elections office will consider the criteria for vote center placement and communicate their findings with the community.

Data: What is the minimum number of vote centers and drop boxes that will be required? (Dropbox = 1 per 15,000 voters, 11-day = 1 per 50,000, 4-day = 1 per 10,000)

Additionally, will you need any special permissions or county processes in order to enter into lease agreements for vote center locations?

Considerations (the fourteen criteria in code to be considered):

☐ Proximity to public transit
☐ Proximity to communities with historically low vote by mail usage
☐ Proximity to population centers
☐ Proximity to language minority communities
☐ Proximity to voters with disabilities
☐ Proximity to communities with low rates of vehicle ownership
☐ Proximity to low-income communities
☐ Proximity to communities of eligible voters that are not registered
☐ Proximity to geographically isolated populations (i.e. Native Reservations)
☐ Access to free parking
☐ Time and distance a voter must travel to reach a location
☐ The need for alternate voting method for voters with disabilities
☐ Traffic patterns
☐ The need for mobile vote centers in addition to those established by 450

Community Engagement:

Vote Center site selection should be a process of gathering public input. The elections office should be able to clearly and easily explain how the process will work to community members and how public input will be considered. People need to understand their role in the decision making process in order to feel confident their opinions will be taken into account. You will also need to prepare an explanation of instances where you make decisions between two or more possible locations.

Resources:

The California Civic Engagement Project developed a tool to help counties consider vote center location needs in 2018. You can see their data and resources at http://ccep.usc.edu/vote-center-siting-tool. Reach out to the 2018 VCA Counties to hear more about their processes, including GiS Heat Mapping (used in Sacramento).

Community Outreach Planning

Goal: Establish a framework for the community outreach and engagement work that is needed to ensure voters are educated about the switch to the Voter's Choice Act model.

Questions to consider:
1. Does the Elections office have a LAAC and VAAC established (Deadling October 1, 2019)? If not, planning to create these should be the top community outreach priority as it is a requirement in the Elections Code.
2. Does the Elections office already have contacts with local non-profit community organizations, local government, and school groups?
3. How will you reach voters with disabilities, language minority groups, and other disadvantaged communities?
4. How will you expand your network of community partners?
5. What materials will you create? Include ideas for written, online, Radio/TV, and earned media.

Things to ask for in partnership:
- Ask the group to make presentations to other organizations around the county
- Ask the group to host a forum of local leaders to present the issue to leaders from across the county.
- Distribution of Election office materials at events.
- Collaborate on shared messaging to ensure all materials are accurate and easy to understand.
- If interest in collaboration is coming from lots of organizations and local governments, suggest they establish a coalition to allow for information sharing. This will also enable the Elections office to spend less time in meetings with many different groups.
- Elections office flyer distributed to their network.
- Joint creation of materials aimed at the organizations target audience.

Ideas for types of groups to approach:
- Organizations that serve voters with disabilities and language minority communities.
- Local governments, school boards, neighborhood associations, and libraries.
- Local Assembly, State Senate, and Congressional district offices.
- Philanthropic service organizations, clubs, business groups, and others that host meetings where information can be presented.
- Churches, coalitions, and other communities of interest in your county.

Contacts

Secretary of State		
Voter's Choice Act Program		
Mike Somers	916-695-1563	msomers@sos.ca.gov
Roberto Rizo	916-695-1640	rrizo@sos.ca.gov
Office of Voting System Technology and Assessment (OVSTA)		
Todd Ross	916-695-1658	Tross1@sos.ca.gov
Nakesha Robinson	916-695-1635	nrobinson@sos.ca.gov
Rodney Rodriguez	916-695-1447	Rrodriguez2@sos.ca.gov
2018 Voter's Choice Act Counties		
Madera	559-675-7720	electionsinfo@co.madera.ca.gov
Napa	707-253-4321	elections@countyofnapa.org
Nevada	530-265-1298	Elections.mail@co.nevada.ca.us
Sacramento	916-875-6451	voterinfo@saccounty.net
San Mateo	650-312-5222	registrar@smcacre.org

Resources:
- The Secretary of State VCA Team is able and willing to support efforts to identify organizations and groups that could be approached to expand your local community networks.
- Local government officials are also a great resource for identifying local groups and can often provide an introduction to help facilitate an initial conversation.

Section 1:

Timeline Planning Tools

Section 1: Document List

1. Calendar of Suggested Timeline - 4 pages

2. Election Administration Plan Hearing Schedule Planner Example - 1 page. Digital Calculator tool available on request.

Section 1 Introduction - Timeline Tools

The tools in this section are suggested timelines for the stages and activities associated with implementing the Voter's Choice Act (VCA). The suggested timeline has a calendar of activities related to the requirements in the Election Code.

The Election Administration Plan (EAP) Hearing Schedule Planner is a digital tool that can be used to help plan the timing of activities related to the hosting of the public hearing where the community will comment on the plan presented by the elections office. This tool is available upon request from the Secretary of State's Office (email voterschoice@sos.ca.gov).

Approximated Timeframe for Completion	Activity. Mandated activities with no statutory date are in red and scheduled dates are suggestions from SOS. Activities to be completed on specific statutory dates have their cells filled in with yellow.	Hypothetical Dates	E-Minus
1 Month: To be completed simultaneously with outreach to groups, advocates, stakeholders and officials.	Begin coordinated research effort with SOS support to identify and provide training to community groups, advocates, stakeholders, and officials that should participate in the public workshop process. (1 month development time)	3-Jan-19	-425
3 Months: To be completed prior to the public consultation period for the Election Administration Plan (EAP)	Begin outreach and provide training to community groups, advocates, stakeholders, and officials to ensure broad participation in a public consultation process (3 month training and outreach period). Also, the time period that is recommended for counties to develop, recruit, launch, and utilize input from a Language Accessibility Advisory Committe (LAAC) and Voter Accessibility Advisory Committee (VAAC).	3-Jan-19	-425
2 Months: To be completed simultaneously with outreach to community groups and prior to public consultations on EAP	Begin internal Election Administration Plan (EAP) development (2 month development window prior to public consultations).	28-Jan-19	-400
-	Deadline for internal EAP development process. This ensures a proper working skeleton draft of an EAP that can be presented at public consultations with community groups.	4-Mar-19	-365
10 days prior to planned public consultations	Begin issuance of public notice for conslutations on EAP.	1-Jun-19	-276
-	Deadline for outreach to community groups, advocates, stakeholders, and officials.	1-Jun-19	-276
3 weeks: Concentrated schedule of consultations on EAP to get feedback prior to issuing the draft EAP for public hearing	Begin public consultations period. At least one meeting with each language minority community and related organizations, as well as one for voters with disabilities and related organizations.	1-Jun-19	-276

Approximated Timeframe for Completion	Activity. Mandated activities with no statutory date are in red and scheduled dates are suggestions from SOS. Activities to be completed on specific statutory dates have their cells filled in with yellow.	Hypothetical Dates	E-Minus
3 weeks: Update EAP skeleton plan as you receive public input during the consultations period	End public consultations period.	16-Aug-19	-200
14 days: Public comment period prior to public hearing on draft EAP	Publish proposed draft Election Administration Plan (EAP). Begin 14-day public comment period on draft EAP.	16-Aug-19	-200
10 days	Issue 10-day public notice of hearing to consider draft EAP if using suggested plan development dates.	20-Aug-19	-196
1 day (It is suggested you start here and work backwards and forwards from this date to generate your ideal calendar)	Public hearing to consider draft EAP (three weeks to amend plan after hearing).	30-Aug-19	-186
3 weeks	Date to publish amended EAP after hearing. Begin 14-day public comment period on published amended EAP.	20-Sep-19	-165
-	Deadline to establish county VAAC/LAAC.	**1-Oct-19**	-154
14 days: Public comment period for amended EAP	Date to adopt final amended plan and send outreach plan to SOS for approval.	4-Oct-19	-151
14 days: period for SOS staff to review submitted outreach plan	SOS deadline for approval of outreach plan if using suggested dates for EAP development.	11-Oct-19	-144
3 months: Materials to be developed for launch of the public outreach portion of the EAP	Develop voter outreach and education materials, PSA development, newspaper announcements and media plans, and other documents or materials for activities in approved outreach plan (3 months of materials development). Coordinate with SOS regarding available materials from SOS office.	12-Oct-19	-143
6 months: Execution of all of the activities included in the public outreach plan	Begin voter outreach and education activities. Activities include items detailed in the SOS approved outreach plan including social media engagement, traditional media for english and other required language communities, required PSAs, and other public education activities.	12-Oct-19	-143

Approximated Timeframe for Completion	Activity. Mandated activities with no statutory date are in red and scheduled dates are suggestions from SOS. Activities to be completed on specific statutory dates have their cells filled in with yellow.	Hypothetical Dates	E-Minus
3 month hiring and training window for new SB450 related staff	Beginning of period to recruit and hire needed temporary vote center staff. (3 month hiring window with staff starting February 15)	1-Nov-19	-123
-	Deadline for amendments to an election administration plan in case of emergency.	4-Nov-19	-120
-	Last possible day for public comment if EAP was amended on the last day allowed by law.	4-Dec-19	-90
First of two direct contact with voters regarding new election administration should probably not be earlier than 3 months out	First direct contact with voters regarding the change in election administration.	4-Dec-19	-90
1 day	Determination of the number of registered voters in the county in order to determine the number of vote centers and drop boxes required.	6-Dec-19	-88
Second of two direct contacts with voters about new election administration should probably not be earlier than 2 months out from election	Second direct contact with voters regarding the change in election adminstration. Also, publish the list of vote center and ballot drop of locations and hours.	3-Jan-20	-60
1 month: Period to complete all required accesibility and language community public education meetings. One meeting with general public education is also highly recommended	Begin completing required language and disability workshops. One bilingual workshop for **each** language community served and one to increase accesss and participation for voters with disabilities. It may also be useful to host one or more general information workshops for the general public regarding the changes in voting administration. Consider using connections with community organizations to provide widespread outreach to community.	13-Jan-20	-50
-	Deadline to finalize hiring of any temporary vote center staff.	24-Jan-20	-39
1 month: Train and coordinate staff activities for new vote centers	Period to begin training for vote center staff.	28-Jan-20	-35

Approximated Timeframe for Completion	Activity. Mandated activities with no statutory date are in red and scheduled dates are suggestions from SOS. Activities to be completed on specific statutory dates have their cells filled in with yellow.	Hypothetical Dates	E-Minus
-	End public workshops period.	31-Jan-20	-32
1 month	Vote by mail ballot packets must be mailed to each voter starting on this date. Toll-free voter assitance hotlines must be operational.	3-Feb-20	-29
1 month	Ballot dropoff locations required to be open during regular business hours. One must be available at least 12 hours per day.	3-Feb-20	-29
1 month	Ballot dropoff location management activities begin.	3-Feb-20	-29
10 days	Vote Centers (1 per 50k, minimum of 2) must be open for at least 8 hours per day	22-Feb-20	-10
7 days	VBM Language and Accessibility ballot request deadline.	25-Feb-20	-7
3 days	Vote centers (1 per 10k) must open for at least 8 hours per day.	29-Feb-20	-3
-	ELECTION DAY	3-Mar-20	0
1 day	Latest date for a county VAAC/LAAC to hold their first meeting	1-Apr-20	29

Please enter the following information to receive estimated dates for your Election Administration Plan public input process*	
On what date would you like to first publish your proposed election administration plan for public review?	**8/29/2019**
How many days after the initial public hearing to consider your proposed plan would you need to make amendments before publishing the amended plan?	**24**

Public Consultations to develop EAP	Date	Date of Notice
What date will you be holding a meeting that includes representatives, advocates, and other stakeholders for each language minority community to be served?	8/1/2019	7/21/2019
What date will you be holding a meeting that includes representatives, advocates, and other stakeholders that represent or provide services to individuals with disabilities?	8/2/2019	7/22/2019

Given the information above your EAP adoption schedule would occur as follows**:		
Date to publish your proposed Election Administration Plan (EAP)	8/29/2019	Thursday
Date to issue 10-day notice of public hearing on proposed EAP	9/2/2019	Monday
Date to hold hearing on your proposed EAP	9/13/2019	Friday
Date to publish and publicly notice amended EAP	10/7/2019	Monday
Date to adopt finalized EAP and submit to SOS	10/22/2019	Tuesday
Last day SOS approval of your EAP Outreach plan is	11/6/2019	Wednesday

This calculator displays the minimum scheduling requirements as outlined under Elections Code sections 4005(a)(10)(A)-(E). It will display the shortest possible schedule for the public review process of a county's proposed election administration plan and is meant to be a planning tool. It is up to elections official in each county to determine their ideal schedule for public input based on the needs of their residents and business practices.

*** The calculator will alert you if a date would fall on a Saturday or Sunday by filling one of the cells with light red*

This calculator is a digital tool designed by the SOS to help counties map out the time line for holding public hearings on the election administration plan. If you would like a copy of the digital file so you can plug in your own dates please contact msomers@sos.ca.gov

Section 2:

Sample Request for Proposal for Voting Technology

Section 2: Document List

1. Scope of Work from Sacramento Request for Proposal for new voting technology that would meet Voter's Choice Act election requirements - 65 pages.

Section 2 Introduction - Voting System Considerations

The information in this section is the Sacramento County Scope of Work for the voting system put into place for the 2018 elections. These were the first elections to be held using the Voter's Choice Act (VCA) for the county. This Scope of Work should be used as an example of the kinds of activities a voting system should be capable of handling for a VCA election. Sacramento County reported that they would add in additional language regarding consumables for ballot printing and conduct more rigorous testing of ballot printers based on the highest projected volume of voters.

A. Overview

The County of Sacramento Registrar of Voters exists to serve the citizens of Sacramento County by faithfully conducting the election process through which they choose their representatives. The County's vision for a Voting System is a Solution or set of Solution Components that is ideal for a Vote Center voting model by utilizing modern technology in a transparent, secure, and cost-effective manner. The optimal solution will have the ability to integrate with preexisting components as applicable. These areas of integration are identified in the matrix of system/component requirements.

B. Background: Growth, Changing Trends, Aging Voting Equipment, and Senate Bill 450

1. **County of Sacramento Jurisdiction Environment**

The County of Sacramento is located in the Northern portion of the Central Valley and has an estimated growing population of 1,418,788. The county seat is the City of Sacramento, which has been the state capital of California since 1854. The county is home to seven (7) cities: Sacramento, Elk Grove, Citrus Heights, Folsom, Rancho Cordova, Galt, and Isleton.

Sacramento serves approximately 780,000 voters – a number that is growing by the day – including an extensive population who primarily communicate in a language other than English. Currently three (3) languages are required under the federal Voting Rights Act on the County's ballot including Spanish, and Chinese, in addition to English. In addition, five (5) languages are required under the California Voting Rights Act: Japanese, Korean, Vietnamese, Tagalog, and Hindi. These numbers are expected to increase in the coming years.

2. **Registrar of Voters Environment**

The County of Sacramento Registrar of Voters conducts all local, city, county, state, and federal elections for the citizens of the County. On average, two (2) elections per year are conducted by the County. Simultaneous to the County's growth is a change in voting trends. As with other California counties, the County of Sacramento is experiencing an increasing number of voters who are casting their ballots by mail, rather than visiting their polling place on Election Day as voters are requiring greater flexibility and more options for casting their ballots. Under California Senate Bill (SB) 450, the California Voter's Choice Act, every voter in the County would receive a vote-by-mail ballot.

For example, of the 575,711 ballots cast by County of Sacramento voters in the 2016 Presidential General Election, 379,194 were vote-by-mail ballots and currently 64% of all County registered voters have signed up for permanent vote-by-mail status.

With technology constantly advancing, the traditional polling place model has fallen behind the needs and expectations of County of Sacramento voters. Multiple polling

places in a single neighborhood cause confusion with local voters and leave them uncertain about where to vote, and eventually lead to more provisional ballots. In addition, the narrow time frame of Election Day is becoming increasingly difficult for voters to work around.

Also, the County's current precinct-based voting system is over thirteen (13) years old and in need of replacement and modernization. Updated equipment is needed to keep pace with changes to voting configurations while remaining true to the County of Sacramento Registrar of Voters' unwavering commitment to convenient, accessible, and efficient voting for all citizens. All while continuing to ensure the utmost accuracy, security, and transparency in the voting process.

Voting Volume Statistics
County of Sacramento voters elect hundreds of municipal and special district officers, school board members, and superior court judges, and help elect representatives in county, state, and federal contests. The number of candidates per major election averages 250 with up to eleven (11) local measures. One hundred seventy-three (173) ballot types were used by the County for the 2016 General Election.

The County is responsible for administering countywide elections for approximately 780,000 registered voters. In the 2016 Presidential General Election, the County experienced high voter turnout at 74.5%. Of the 575,711 ballots cast, 379,194 were vote-by-mail ballots and 196,517 were precinct ballots cast at one of 548 polling places. On Election Night, the County operated 5 collection centers for 548 polling places (which will change under a Vote Center model). Election materials were printed in English, Spanish, Chinese, Vietnamese, Korean, Tagalog, Japanese, and Hindi.

Below is a look at previous election statistics:

Election	Registered Voters	Total Ballots Turnout	Vote-by-Mail Ballots Cast	Percent Turnout	Number of Polling Places
2016 General Election	772,777	575,711	379,194	74.50	548
2016 Primary Election	715,993	340,360	228,335	47.54	538
2014 General Election	683,632	330,817	219,219	48.39	528
2014 Primary Election	688,443	203,850	146,425	29.61	505

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Below is a look at previous election drop-off statistics:

Election	Total Ballots Returned by Drop-Box
2016 General Election	71,133
2016 Primary Election	26,241
2014 General Election	22,803
2014 Primary Election	10,817

3. **California Election Laws and Regulations**

In addition to the factors of growth, changing trends, the age of the County's current voting system, and the County's desire to enhance voter services and convenience, Sacramento County has chosen to opt into the California Voter's Choice Act (Senate Bill 450) of 2016, which changes the way Californians cast their ballots. The County of Sacramento is a 2018 launch county for Senate Bill 450 and is working toward compliance of its requirements. With the passage of the California Voter's Choice Act in late 2016, some California counties are now permitted to conduct elections using Vote Centers instead of polling places (followed by additional counties in 2020 and 2022).

As background, the California Voter's Choice Act is a permissive California election law requiring election officials to automatically mail a vote-by-mail ballot to all registered voters for each election. Election officials are required to replace polling places with a certain minimum number of ballot drop-off locations and Vote Centers. In the County, there will be over 50 drop-off locations and approximately 80 Vote Centers.

Each Vote Center must be able to perform certain voter-related services, including enabling voters to:

- Cast a ballot in-person
- Drop-off their voted ballot
- Access same-day voter registration
- Receive a replacement ballot
- Use accessible voting machines
- Access language assistance and translated materials

More details about the specifics of the Voter's Choice Act can be found on the California Secretary of State's website at: http://www.sos.ca.gov/administration/news-releases-and-advisories/2016-news-releases-and-advisories/california-legislature-sends-landmark-election-reform-bill-governor-brown, which includes a detailed press release with links to the Voter's Choice Act requirements.

California Elections Code section 19006(a) further requires the County use a voting system that the Secretary of State has approved for use in California. Still, the County encourages all organizations and firms that are developing voting systems that are yet to obtain approval from the Secretary of State to respond to this RFP, especially if those

organizations and firms are nearing the testing phase of their systems. Only systems with the ability to be certified by the Secretary of State (SOS), for use in California, on or before October 6, 2017, will be considered. This certification shall include all Voting Systems, parts of a Voting System, and Ballot Marking Devices.

For additional information on Voting System Certification in California, go to: http://www.sos.ca.gov/administration/regulations/current-regulations/elections/voting-system-certification-regulations/.

The Voting System shall also meet all requirements of federal law and State of California law/rules that address accessibility of Voting Systems. These laws/rules include:

a. The Help America Vote Act (HAVA) of 2002
b. The Americans with Disabilities Act (ADA) of 1990
c. The Federal Rehabilitation Act
d. The Voting Rights Act (VRA) of 1965
e. The Election Assistance Commission's Voluntary Voting System Guidelines (VVSG)
f. State of California Election Code

The Proposer is to customize, configure, test, implement and support a Vote Center solution that fully complies with State requirements.

C. Services to be Provided

The solution must implement and comply with the California Voter's Choice Act (Senate Bill 450) of 2016 (the "Act") in the County of Sacramento. The Act is a permissive California election law, found in Elections Code section 4005, requiring election officials to automatically mail a vote-by-mail ballot to all registered voters for each election. Election officials are required to replace polling places with a certain minimum number of ballot drop off locations and Vote Centers. In Sacramento County, there will be over 50 drop off locations and approximately 80 Vote Centers.

Under the Act, each Vote Center must be able to perform certain voter-related services including enabling voters to:

- Cast a ballot in-person
- Drop-off their voted ballot
- Access same-day voter registration
- Receive a replacement ballot
- Use accessible voting machines
- Access language assistance and translated materials

More details about the specifics of the Act can be found on the California Secretary of State's website at: http://www.sos.ca.gov/administration/news-releases-and-advisories/2016-news-releases-and-advisories/california-legislature-sends-landmark-election-reform-bill-governor-brown, which includes a detailed press release with links to the Act's requirements.

California Elections Code section 19006(a) further requires the County use a voting system that the Secretary of State has approved for use in California. Only systems with the ability to be certified by the Secretary of State (SOS), for use in California, on or before October 6, 2017 will be considered. This certification shall include all Voting Systems, parts of a Voting System, and Ballot Marking Devices.

The County is looking for solutions for the following Voting System Components:

A. **Remote Ballot Management [PROPOSER TO PROVIDE DETAILED SCOPE OF WORK WITH DELIVERABLES AND DELIVERY MILESTONES IF OFFERED]**

B. **Vote Center Check-In Management [PROPOSER TO PROVIDE DETAILED SCOPE OF WORK WITH DELIVERABLES AND DELIVERY MILESTONES IF OFFERED]**

C. **Ballot Creation & Output Management [PROPOSER TO PROVIDE DETAILED SCOPE OF WORK WITH DELIVERABLES AND DELIVERY MILESTONES IF OFFERED]**

D. **Vote Center Ballot Printing On Demand [PROPOSER TO PROVIDE DETAILED SCOPE OF WORK WITH DELIVERABLES AND DELIVERY MILESTONES IF OFFERED]**

E. **Vote Center Accessible Ballot Marking Device [PROPOSER TO PROVIDE DETAILED SCOPE OF WORK WITH DELIVERABLES AND DELIVERY MILESTONES IF OFFERED]**

F. **Vote Center Tabulation [PROPOSER TO PROVIDE DETAILED SCOPE OF WORK WITH DELIVERABLES AND DELIVERY MILESTONES IF OFFERED]**

G. **Central Count Scanning and Tabulation [PROPOSER TO PROVIDE DETAILED SCOPE OF WORK WITH DELIVERABLES AND DELIVERY MILESTONES IF OFFERED]**

H. **Ballot Duplication [PROPOSER TO PROVIDE DETAILED SCOPE OF WORK WITH DELIVERABLES AND DELIVERY MILESTONES IF OFFERED]**

I. **Election Help Desk Management [PROPOSER TO PROVIDE DETAILED SCOPE OF WORK WITH DELIVERABLES AND DELIVERY MILESTONES IF OFFERED]**

J. **Automatic Signature Recognition [PROPOSER TO PROVIDE DETAILED SCOPE OF WORK WITH DELIVERABLES AND DELIVERY MILESTONES IF OFFERED]**

S. **Security Requirements [PROPOSER TO COMPLETE SUBCATEGORY RESOPONSE CODE AND DETAILED RESPONSE FOR EACH REQUIREMENT REFERENCE ID.**

1. Scope of Proposer Services

   The Proposer must provide the Services scope of this project in a professional manner using only individuals of suitable training and skill. The Proposer shall provide the following services within the six Voting System Solution Components (a-f) as follows:

   a. System development, delivery, installation, testing, and appropriate operational diagnostics.

   b. Software and hardware improvements, upgrades, and modifications throughout the term of the agreement.

   c. County staff training. Initial training and supplemental training concurrent with any improvements, upgrades or modifications to any part of the system.

   d. Outreach component with an emphasis on familiarizing the County's residents with the Proposer's system(s), using a variety of media-ready messages and materials.

   e. Complete system testing during minor elections within the County. Should the County not hold a minor election with which to fully test the system, the Proposer will provide a comprehensive test election to fully exercise the system.

   f. Financing options for the acquisition of the proposed system.

2. System Instruction and Training Program

   The Proposer will provide a comprehensive program with documentation (written procedures) to train County staff in all aspects of the use of the proposed systems, and with all systems updates. After this training, County staff will be able to fully utilize and support the proposed system without the intervention of Proposer staff. Training is to include certification of selected VRE staff. In addition, Proposer shall provide a variety of instructional materials on the use of the system for dissemination to the County's electorate.

3. Primary and Supplemental Services

   Proposer agrees to provide services to the County required for the development, implementation, and continued support of the system during the term of the agreement. These services will include any supplemental services that are requested by the County and added to the scope during the proposal period or supplemental services that the Proposer deems a requirement to deliver quality services. The Proposer shall provide training documentation and written procedures with system updates.

4. Prime Proposer Services

The County prefers one Proposer to act as a Prime Proposer with total responsibility for the Proposed Voting System or individual Solution Component(s). However, the County will allow Proposers to bid on individual Services with full responsibility for that Services and its complete integration with other inter-related Services. The successful Proposer must assume single source, i.e., turnkey responsibility, for either the project as a whole or, if bidding on individual Services, for those individual Services and will be the sole point of contact for all Proposed System or services (if bidding on a Services) including delivery, installation, operation, building modifications, testing, training, warranty, maintenance, problem determination, and resolution of the Proposed System or individual Solution Component(s). Since there are several Solution Components on which Proposers can choose to bid, there could be one or multiple Prime Proposers awarded. See list of Solution Components on page 19.

Proposers must clearly explain planned use of subcontractors in their Proposal, including terms of any subcontract, capabilities, experience, and portion of the work to be performed by the subcontractors. The Proposer, as Prime Contractor for either the project as a whole or individual Services, is responsible for Contract performance whether subcontractors are used. The awarded Proposer(s) will be the sole point of contact (either for the project as a whole or individual Services) for County about contractual matters including the performance of services and the payment of any and all charges. Current employees of the County may not participate as resources for subcontractors of the Proposer.

5. Deliverables

The Deliverables for this project are to be the products and services necessary for the successful acquisition and implementation of new voting technology for the County and the conducting of successful elections in 2018 and beyond with this new technology. The Proposer is to provide a list of the proposed Deliverables and estimated timelines for each, including certification of any solution or component requiring Voting System Certification by the California Secretary of State's Office. Additionally, in order to evaluate the ability of the Deliverables to meet the County's requirements, the Proposer is required to complete the Solution Components response section below.

6. Solution Component Responses

The Proposer must complete the section(s) below for each of the Solution Components section they are proposing. Additionally, **every** Proposer, whether responding to one or more of the Solution Component sections, must respond to the Security Requirements at the end of this section.

REQUIREMENTS MATRIX INSTRUCTIONS

The matrices below were developed to assist Proposers in sharing information about proposed Voting System Solutions Components and whether they meet the needs of the County of Sacramento. This matrix has been designed to be both as simple as possible and as comprehensive as possible for all Parties involved in responding to this RFP and

in reviewing and scoring the responses. Proposers are encouraged to provide detailed responses to these items.

The Proposer must assign a Subcategory Response Code to each listed solution requirement in the Solution Component section for which they are submitting a proposal, using only the values of 1, 2, 3, or 4. The Subcategory Response Codes can be placed directly in the matrices provided. The Response Code values and meanings are described as follows:

1 – **Yes.** The proposed solution *provides full functionality for the requirement*. Some configuration may be necessary, but not customization. This functionality is considered part of the base solution cost.

2 – **Yes with Customization**. The proposed solution *provides partial functionality for the requirement*. Customization and additional costs are required to meet full functionality and *customization is being proposed*. In such cases, the Proposer shall provide a description, in the Proposer Response column, of the partial functionality provided. If customization would cause a certification issue, please explain in the Proposer Response column. Customization Costs to provide complete functionality shall be included in the Cost Proposal in the Customization Cost category.

3 – **No.** The specific requirement is *not met, and the Proposer does not propose a customization or service to meet it*. In such cases, the Proposer shall provide in the Proposer Response column an explanation of the reason(s) for not proposing customization to meet the requirement, including any potential workaround options.

4 – **Not Proposing for Category.** The Proposer is *not proposing a solution for requirements within the Requirement Category*, but is proposing solutions to requirements in other categories. For example, a Proposer may be proposing a solution that addresses Ballot Duplication only. In this example, the Proposer would mark each Ballot Duplication requirement with the appropriate Response Code and mark all the requirements in other categories with a Response Code of "4".

The Proposer must also provide a detailed response for each individual requirement, as denoted by a Requirement Reference ID (for example, A-1). The Proposer shall provide a separate document listing each Requirement Reference ID, and the detailed response to that individual requirement. Provide responses for each individual Requirement Reference ID, fully and individually.

Remote Ballot Management (Section A)

Solution Description: The County is seeking a Remote Ballot Management Solution comprised of an online ballot marking solution in order to serve both its thousands of military and overseas voters (also known as UOCAVA voters who are covered under the Uniformed and Overseas Citizens Absentee Voting Act), who receive electronic ballots,

and its voters who have accessibility requirements. The County's desired Remote Ballot Management Solution must include an Interactive Online Sample Ballot (IOSB) so that any voters desiring to, can go online and print a personalized blank sample ballot that can be filled out by hand or filled out online and brought to a Vote Center for use as a voting aid in the voting booth. A Proposer proposing a Remote Ballot Management Solution to the County must include all aspects of the Remote Ballot Management Solution described in this Solution Description. No partial Solutions will be considered for award by the County.

The County is also considering usage of this solution for any voter who would like to mark his or her ballot online, print out his or her selections, and bring the pre-marked ballot to a Vote Center in order to print, review, and have an opportunity to change any selections before finally casting the ballot in order to have a fast, in-person voting experience.

Subcategory:	Requirement Reference ID:	Requirements (Mandatory unless otherwise marked as desirable):	Subcategory Response Code (1,2,3,4):	Detailed Response:
Accessibility	A-1	Be fully accessible and compatible with voter-supplied accessibility tools and assistive technology devices. Ability for Interactive Online Sample Ballot (IOSB) and online ballot marking solution to be compatible with all major screen readers, tactile switches, closed captioning, sip-and-puff systems and other assistive devices that could be supplied by the voter. All federally required languages and dialects required by the County.		
	A-2	California law allows for voters with accessibility needs to request an electronic ballot. Please describe how your solution addresses this process.		
	A-3	Demonstrates or exceeds Section 508 conformance on electronic and information technology (EIT) solutions. Section 508 requires that all EIT be accessible to people with disabilities. See https://section508.gov/content/learn/laws-and-policies .		
Administration	A-4	Ability for the solution to be fully customizable, including the ballot, related instructions, and general interface.		
Certification	A-5	Ability to be certified by the State of California by October 6, 2017.		
Integration	A-6	Desirable: Ability to produce barcodes of voter choices that are integrated with on-demand ballot		

		solutions that support printing pre-marked ballots. For example, a voter should be able to mark his or her ballot online, bring it to a Vote Center, and then use the Vote Center's on-demand ballot printing system to read the barcode and then print a pre-marked ballot. Describe this process for both printed barcodes, as well as barcodes on a smart phone, both of which could be brought to the Vote Center by the voter.		
	A-7	Ability to use output from a ballot creation system to create both the IOSB and the ballot. Describe any ballot creation systems and Election Management Systems that have been integrated with your software. List any jurisdictions for which you have performed this integration.		
Security	A-8	The solution must be secure. Describe the security (e.g., TLS version, authentication) of the solution.		
Security Functionality	A-9	Ability to use an authentication mechanism for administration tasks. Describe user account and password requirements for both client and server environments.		
	A-10	The solution must have privacy controls and protect against attacks. Describe how the voter's data and selections remains private. Describe how the system is guarded against malicious attacks.		
	A-11	Proper logging of events should be in place, in order to detect what occurred in the event of an attack. This should use established standards. Describe if you use NIST's event-logging draft standard (http://collaborate.nist.gov/voting/bin/view/Voting/ElectionEventLogging), or if another standard is used.		
	A-12	Ability to handle Sacramento County's complex ballot and sample ballots. Describe the ability for the solution to handle a typical Sacramento County ballot, including: -Approximately 250 candidates including candidate statements. -Approximately 8 parties in a Primary Election (including crossover parties). -Approximately 100 contests. -Approximately 20 measures, including measure text and supporting documents. -Approximately 200 ballot styles (unique combinations of contests) in 3 languages.		
Functionality Technical	A-13	Voter interface – including the ballot – must be easy to understand and navigate. Describe how a voter navigates the proposed system.		
	A-14	Ability to show an unmarked ballot and support onscreen ballot marking. Allow voter to print or download a marked ballot.		

	A-15	Must be compliant with the Military and Overseas Voter Empowerment (MOVE) Act. In step-by-step detail, please describe the process for sending and providing ballots electronically to military and overseas voters via your Remote Ballot Access for UOCAVA voters.		
	A-16	Describe how your systems handles CVR for ADA (IOSB) and MOVE Act voters.		
	A-17	Desirable: Be hardware/platform neutral, including computers, mobile devices, and smart phones. Should support all major browsers and devices. Ideally, it would leverage responsive design (i.e., one code base; all devices).		
	A-18	Solution must have an established architecture. Provide a network diagram. If it is a hosted solution, provide where and how it is hosted. If it is hosted by the County, supply a network diagram of how the solution will be implemented.		
Technical	A-19	Ability to put systems in place designed to support minimum bandwidth requirements to support a good user experience. Describe the maximum number of concurrent users your system is capable of supporting.		

Vote Center Check-In Management (Section B)

Solution Description: The County is seeking a Vote Center Check-In Management Solution (Solution) to support a Vote Center voting model. Each of the approximately 80 Sacramento County Vote Centers must be able to check in over 500 voters each day, throughout an 11-day voting period. In order to support California requirements, including Conditional Voter Registration (EC 2170-2173), it is desirable that voter data must be synchronized in near real time. The County is also seeking to take advantage of the additional technical and efficiency possibilities offered with a Management Control Dashboard that will assist the County in monitoring and managing its Vote Centers. A Proposer proposing a Vote Center Check-In Management Solution to the County must include all aspects of the Vote Center Check-In Management Solution described in this Solution Description. No partial Solutions will be considered for award by the County.

Subcategory:	Requirement Reference ID:	Requirements (Mandatory unless otherwise marked as desirable):	Subcategory Response Code (1,2,3,4):	Detailed Response:
Certification	B-1	Describe your proposed solution and its ability to meet all State of California requirements.		
Functionality	B-2	Ability for solution to function without being connected to a voting system at any time.		
	B-3	Ability for solution to contain voter registration and voting history data of the over 2-million voter records in Sacramento County. Describe how it contains all of the following data: -Name, address, precinct, party preference, language preference, date of birth, driver's license, signature image, and additional fields as requested. Describe how the County has the option to not use or transmit fields, if desired. -Whether or not the voter has been issued any type of ballot and what type of ballot was issued. -Whether or not the ballot has been received by the election official, how it was received, and what the status is (counted, not counted, etc.)		
	B-4	Ability for the County to define whether to include or exclude voters based on their registration status (active, inactive, and pending). Describe how the system allows the ability to include or exclude voters depending on the status, such as registrations that have been rejected due to incomplete information.		
	B-5	Ability to transmit and receive voter activity with all other components of the Solution in the County as well as the EMS. Describe the architecture of how this will work.		

	B-6	Ability for electronic signature capture in which the Solution shall utilize current, industry best standards. Describe how an image of the electronic signature made by the voter on the device shall be retained and identified as the signature of the voter.		
	B-7	Ability for the Solution to support the voter registration and voting workflow that is required by California and its Statewide Voter Registration Database. For example, a voter must be marked as having voted countywide in near real time.		
	B-8	Desirable: Describe your Solutions ability to be used for line management to be used for voters checking in at a Vote Center.		
	B-9	Desirable: Ability for on-site forms production from the Solution in addition to verification of voter eligibility. Please describe any forms that can be produced.		
	B-10	Desirable: Ability for the Solution to have a robust and configurable dashboard command center manager whereby County staff can see a near-real-time summary report of all Vote Centers and their respective components. County staff should be able to see what is trending, if there are any problems, turnout, how long wait-time is at any given Vote Center, etc. Please describe the capabilities of the dashboard.		
	B-11	Desirable: Describe the Solutions ability to communicate Vote Center status to the voter.		
	B-12	Ability to handle the notation of vote (or street index) requirements as defined in the California Elections Codes 14294, 14298 and EC4005. Describe how the system will meet this requirement.		
	B-13	Desirable: Describe the Solutions ability to track the location of the systems components, such as GPS tracking capabilities.		
	B-14	Desirable: Ability to communicate with Vote Center staff. Describe any functionality that allows the central office to send messages or communicate with Vote Center staff. Include options such as Skype, remote desktop control, etc.		
Hardware	B-15	Desirable: Ability for the devices to be portable, easily transported, and easily held by Vote Center staff. Describe how the device is small and lightweight for storage, transport, and Vote Center staff usage. Describe the hardware size, weight, and specifications, as well as how they are stored and transported.		

	B-16	Ability for the Solution to integrate with the voting system to automatically allow Vote Center staff to select the proper ballot based on the voter's precinct, party, and language. Describe the following: -The voting systems with which this functionality is available. -The process for automatically issuing a ballot based on the voter's precinct, party, and language. -How an "air gap" is maintained during this process.		
Integration	B-17	Desirable: Ability for Solution to be integrated with a call center helpdesk system. Describe any call center helpdesk systems that the proposed solutions can be integrated with. Describe if the Vote Center staff has the ability to submit a problem directly to a helpdesk system using the proposed Solution device.		
	B-18	Ability for the Solution to securely exchange information with the Election Management System (EMS) used in Sacramento County. Please describe specifics on how the Solution will integrate with the County's EMS. Include a network diagram. Include specifics on anywhere the data will be stored. Include the protocols and ports that will be used to transmit data. Include the types of network connections that are supported on the devices (such as Wi-fi, etc.) Include any other relevant information.		
Reliability	B-19	Ability for the Solution to function when network connectivity is lost. This will require it to store a local version of the electronic list of registered voters to serve as a backup. When network connectivity is restored, the queued transactions must be transmitted, and missed transactions from outside the Vote Center must be received. Voters should be able to fully complete the voting process when there is no network connectivity. Describe how this is supported by the proposed system.		
	B-20	Ability to handle large volumes of transactions. The Solution must be able to handle over 500 transactions coming from each of the 80 Vote Centers per day. It also must handle over 50,000 transactions, resulting from returned vote-by-mail ballot activity in the central office per day. It must also handle voter registration updates that occur during the voting period. Please describe the capacity of transactions that can be processed in near real time, and the protections in place in order to prevent the Solution from being "overloaded."		
	B-21	Ability for battery backup in the event of a power failure. Please describe how your Solution would handle a power failure.		

	B-22	Ability of the Solution to encrypt all the voter registration data, the data stored on the device, and data being transmitted. Describe the encryption type and levels.		
	B-23	Ability to produce a list of audit records that reflect all actions of the system, including in-process audit records that display all transactions. Such audit records shall be able to be exported in non-proprietary, human-readable format, and stored in a separate location other than the device.		
	B-24	Desirable: Ability to only allow pre-approved, specific devices to be connected to the Solutions network. Other devices that are not pre-approved for the election should not be able to be connected. Describe how the proposed system has the ability to do this.		
	B-25	Ability for audit logs to indicate any tampering or unauthorized access to the Solution. This should include compromised data or system intrusion.		
Security	B-26	Ability for the Solution to remain secure for future elections. Describe how the Operating System is patched. Describe which malicious detection tools can be loaded. Describe the typical lifecycle of the current operating system and if there is an LTS (Long-term support) version. If an LTS version exists, describe the typical length of time in which the company/developers support it. How do you maintain your State certification?		
	B-27	Ability for the Solution to have secure logins for Vote Center staff. Describe how Vote Center staff logins are managed, and if they are managed centrally. Describe the ability for the County to define password complexity requirements.		
	B-28	Ability to support cellular LTE connections. Describe if the solution will be able to be used with a Private Mobile Connection solution over a WAN/MPLS.		
	B-29	Ability for the data exchange to remain secure. Describe how the exchange of data of the Solution is being done securely from end to end.		
	B-30	Ability for the Solution to remain secure if lost or stolen. Describe other remote management and security features, such as the ability to remotely wipe the device, ensure encryption, and how to prevent unauthorized access in this scenario. Ability to support a Mobile Device Management solution, which includes these features.		

	B-31	Ability to be user friendly for Vote Center staff. Describe how a Vote Center staff member can easily start the proposed device, successfully login and verify that the device: -Has been set up correctly. -Is working correctly and able to verify the eligibility of the voter. -Is correctly recording, transmitting, and receiving that a voter has voted. -Has been shut down correctly when not in use.		
Usability	B-32	Ability for the Solution to enable voters to quickly check in and begin voting. Describe how it aids in the speed and flexibility in the check-in process. Please describe how a Vote Center staff member can quickly look up a voter, have the voter sign, and update the voter's record.		

Ballot Creation and Output Management (Section C)

Solution Description: The County's Vote Center Voting Solution must include a Ballot Creation and Output Management component for generation of electronic ballots as well as ballot files for printing of the County's ballots that must be mailed to all County registered voters as a requirement of SB 450. No partial Solutions will be considered for award by the County.

Subcategory:	Requirement Reference ID:	Requirements (Mandatory unless otherwise marked as desirable):	Subcategory Response Code (1,2,3,4):	Detailed Response:
Certification	C-1	Ability to be certified by the State of California by October 6, 2017.		
Integration	C-2	Ballot information and voter registration information files to be exchanged with Sacramento County's Election Management System (EMS) supported by DFM. Need to be able to import all data elements that are needed to create the ballot. This includes, but not limited to, contest titles, candidate names, election information, candidate details, proposition text, ballot headings, instruction text, number of valid choices, number of write-ins, rotation information, precincts, districts, contest to district association, ballot position, contest parties, crossover party allowed, etc. Note: Please list in which jurisdictions you have conducted previous DFM integrations, or if none, please list jurisdictions where you have conducted previous EMS integrations and name the various EMS systems.		
	C-3	Ability to import voter registration counts for active voters and report the percentage of turnout relevant to the vote tally for active voters. If multiple cards ability to report breakdown by card. For primary elections, this must also include party breakdowns.		

	C-4	Desirable: Ability to aggregate and report on results from other systems. Describe other voting systems or Proposers with which the proposed tabulation is integrated, in order to support the ability to aggregate results from various systems. Describe how results are aggregated from multiple systems.		
	C-5	Ability to provide export information to support ballot insertion/sorting equipment. This includes but is not limited to information regarding ballots printed, which is required for inserting. Also describe the ability to integrate printing ballots with inserting those ballots for mailing.		
Language	C-6	Ability to support multiple languages required by federal, state and County code recognizing the County's growth and diversity. The County of Sacramento currently supports: Spanish, Chinese, Korean, Vietnamese, Tagalog, Japanese, and Hindi in addition to English. Accommodate an unlimited number of languages for an election. Provide which character sets are supported outside the English alphabet. Please explain the capabilities of your system to handle multiple languages.		
	C-7	Support audio ballot creation by recording with unlimited multilingual audio capacity. Ability to record audio separately, and import into the ballot creation system. Describe your solution.		
	C-8	Desirable: Ability to lock down language translations one at a time, without creating a separate election database each time the translations are finalized.		
	C-9	Desirable: Ability to translate text separately, and import into the ballot creation system. Ability to translate a text string globally, or individually. Specifically, ability to translate for all occurrences of a string such as "Attorney and Teacher," or to translate for the individual occurrence of that string, and have a separate translation for another occurrence in the ballot of that string.		
Layout	C-10	Desirable: Allow authorized users the ability to create custom voter instructions that may include images.		
	C-11	Desirable: Ability to globally edit ballot information. For example, if a candidate name has changed, it can be changed in one place, and all affected ballot styles are automatically updated.		
	C-12	Provide for standard ballot layout templates to be edited for ease of election specification.		
	C-13	Provide an authorized user the ability to customize the standard ballot layout templates.		

	C-14	Provide software capability for authorized users to create newly defined ballot layouts or templates.		
	C-15	Allow for creation of two-sided and multipage ballots. Note: Explain how your system handles the creation and reporting of multipage ballots and explain what size ballots are supported.		
	C-16	Provide a mechanism for the definition of the ballot, including the definition of the number of allowable choices for each office, contest, measure, and for special voting options such as write-in candidates. Note: Please state your solution's maximum number of potentially active voting positions (arranged to identify party affiliations if a primary election), offices, and their associated labels and instructions, candidate names and their associated labels and polling instructions, and issues or measures and their associated text and instructions.		
	C-17	Provide for the retention of previously defined ballot layouts or templates.		
	C-18	Support multiple elections at the same time.		
	C-19	Desirable: Allow for shading, colors, and graphic features, such as boxes or lines, to be used to enhance ballot appearance and readability. Note: Please include with your Proposal a sample ballot from your solution that highlights your solution's capabilities and flexibility. Please include all options including use of various fonts and colors.		
	C-20	Ability to support flexible ballot layout including the use of various fonts and font sizes and characters outside the English alphabet. Describe how the ballot creation system supports this.		
	C-21	Desirable: Configure target mark (left or right). Note: Include options for target areas in response.		
	C-22	Desirable: Have optional text on ballot.		
	C-23	Desirable: Ability to spellcheck a ballot directly from the system.		
	C-24	Desirable: Ability to adjust targets to support fold lines.		
	C-25	Desirable: Ability to make changes to any ballot information, data, or text without affecting other ballot styles, information, data, or text on the ballot.		
	C-26	Desirable: Ability to have candidates rotate on the ballot according to California law. This should be done without having to manually define the rotation. Ideally, the rotation will be defined by the EMS and imported into the ballot creation system.		

	C-27	Ability to support crossover parties according to California law. Crossover party ballots should be identifiable by the voter on the ballot. Describe how the ballot creation system is able to support this functionality.		
	C-28	Ability to define an unlimited number of parties.		
	C-29	Describe your ability to support large blocks of text for instructions.		
	C-30	Desirable: Ability to make formatting changes based on ballot style. For example, be able to force a contest to a new column only for one ballot style at a time.		
	C-31	Ability to support large numbers of candidate, candidate information and text in a contest. Describe how the system can support at least 250 candidates, 20 measures, 100 contests, instructions, ballot headings, and measure text. Describe the largest number of candidates a contest can reasonably support on paper and electronic ballots.		
Printing & File Output	C-32	Ability to easily and quickly create all necessary election media. Describe how the ballot creation system will output ballot content to an election media device for use in equipment (ballot marking devices, scanners, tabulators, etc.).		
	C-33	Ability for output ballot content to accommodate accessible voting, including, but not limited to, adjustable audio and visual output. Note: Please detail capacity limits of data fields for accessible voting (e.g., font sizes, display options).		
	C-34	Ability to produce ballot content output for paper ballot printing, with the following capabilities: -Accommodate non-proprietary, print-ready format (e.g. PDF). -Handle multiple font features and images. -Handle special character sets associated only with non-English languages. Note 1: Please provide your ballot size capabilities and layout options. Note 2: Please provide information about your system's font capabilities (e.g., typefaces, sizes, kerning and leading, color, bolding, underscoring, and italics).		
	C-35	Support the use of ballot printing on demand technology for Vote Centers and supply ballot PDFs and other necessary file outputs for these devices. The ballot creation system must have the ability to support alternative Proposer ballot printing on demand solutions. Please describe the outputs.		

	C-36	Ability to support the use of outside vendors to print ballots, including the ability to export ballots via PDF to send to external print vendors or use these files in the County's own print facility. Describe how ballot files are created and how quickly they can be created. Over 1.5 million ballots must be printed each election, so the print files must be efficiently created. Describe your system's ability to print this large volume of ballots and the amount of time required to produce this volume on one system.		
	C-37	Export ballots (via PDF or other formats) for use in a remote ballot access solution for military and overseas voters and/or accessible voters that could include an option for online ballot marking.		
	C-38	Ability to print or output ballot files by a County user.		
Security	C-39	Election media must be secure. Describe security controls of election media. For example, election media data must be encrypted. Describe the highest possible encryption level.		
	C-40	Ability of audit logs to indicate any access of any ballot or ballot creation data or system intrusion.		
	C-41	Ability require multifactor authentication for important ballot creation tasks. Describe the appropriate security features. Describe if the authentication/user management system has the ability to alert administrators when users fail the authentication too many times and/or lock out after a number of failed authentication attempts.		
	C-42	Ability to provide a test mode which supports testing to validate the correctness of election programming for each voting device and ballot style and ensure that the ballot display corresponds with the installed election program. Allow all operations to be conducted in test and live mode, but prevent the combining of these test mode results with live election results.		
Testing	C-43	Ability for a mock election setup and support for public use prior to the initiation of a live election.		
	C-44	Generate sample ballots for each ballot style that will not be accepted or counted by a scanner.		
	C-45	Desirable: Generate a consolidated sample ballot containing all contests.		
	C-46	Ability to allow a voter to vote a provisional ballot with the same accessibility as voter voting a non-provisional ballot. Describe how provisional ballots are issued and recorded.		
	C-47	Ability to meet the standards for accessible voting systems in California. The font size of the text on the ballot must be able to be configured to be in accordance with California Election Code and California Secretary		

		of State Regulations. Please provide how the system can comply with these requirements. Additionally, describe the maximum number of choices that can fit in a contest on a ballot. The County often has contests with over 50 candidates, and the system must support this as a minimum.		
	C-48	Ability for the ballot definition data to be easily transferred from the ballot creation system to the Vote Center devices required in the County for approximately 100 Vote Centers. Describe how the ballot definition data is loaded onto the various Vote Center devices. Describe the activities required to remove the old election data, and the activities required to load the new ballot definition data. Describe what needs to be done to each individual device.		
Recounts	C-49	Ability to facilitate recounts, manual hand counts, and risk limiting audits. Please describe: -The level of granularity of results can be printed. For example, by precinct, by batch, by individual ballot, individual voting device, etc. -Describe all capabilities of the system to support recounts, manual hand counts, and risk limiting audits		
Reporting	C-50	Ability to create and export results data, and update results for the public every thirty (30) minutes. Please describe: -The format of the exports (tab delimited, CSV, XML, PDF, etc.) -The different export jobs that are predefined. -The length of time that it takes to run an export of cumulative results for every contest, precinct, and party in a typical County Primary and General Election. -How export jobs can be customized or filtered. -If there is the ability to create custom or ad-hoc exports and save them for future use.		
	C-51	Describe election result reports to be published on election night via the Internet. Describe the language of the report (e.g., HTML), and if it is customizable. Provide a screenshot.		
	C-52	Ability to transfer election results to the State of California's election reporting system. Describe how this export is defined and generated. It must be compatible with California State template files.		
	C-53	Desirable: Ability to report write-in results, to include the actual write-in names, on any report. Describe how this is a user configurable option to include or exclude for all of the reports and exports.		
	C-54	Ability to redact or combine results at a precinct level to protect voter secrecy. Describe how this can be accomplished.		

	C-55	Ability to report a list of all undervotes, overvotes or write-in votes, etc. in the reports and exports. Describe how this is a user configurable option to include or exclude for all of the reports and exports.
	C-56	Ability to create a report of the Statement of Votes. Describe the format of this report, and how it conforms to California's requirements.
	C-57	Ability to customize reports. Describe how report can be customized, including, but not limited to: -Report headers (e.g. "Unofficial" or "Final Unofficial") -Vote methods -Contest titles -Candidate names -Multiple cards -Canvass updates
	C-58	Ability to include creation date, time, and page numbers on all reports.
	C-59	Ability to sort by candidates with the most votes. List the reports where candidates are sorted by the most votes.
	C-60	Ability to display political party designation for each candidate for partisan elections.
	C-61	Ability to report exceptions and problems. Describe how the tabulation system can report missing precincts and polling places. Describe any other reports that may be helpful in detecting problems.
	C-62	Ability to detect errors. Describe how the tabulation system reports errors to the users and the specificity of the error messages.
Security	C-63	Ability for audit logs to indicate any unauthorized access of any reporting data, results data, or system intrusion.
	C-64	Ability for the tabulation system to be secured with encryption. Describe the encryption levels and types and how it is used on the tabulation system, and any other devices associated with it.
	C-65	Desirable: Ability for the tabulation system to support multifactor authentication for important tabulation tasks. Describe how multifactor authentication is applied to the tabulation system.
	C-66	Ability for the tabulation system to have role- and group-based authentication. Describe how the system implements role- and group-based authentication to manage access.
	C-67	Ability to prevent unauthorized devices or media from being introduced to the tabulation system. Include devices that are not part of the tabulation system, as well as devices that are part of the tabulation system, but are not pre-authorized for the election.

	C-68	Ability for redundancy capabilities to be built into the tabulation system. Please explain any general and real-time redundancy features. Describe the steps to backup and restore a tabulation database.		
	C-69	Ability for the tabulation system to remain secure. Describe how the Operating System is patched and upgraded. Describe malicious detection tools that can be loaded. Describe the typical lifecycle of the current Operating System and if there is an LTS (long-term support) version. If an LTS version exists, describe the typical length of time in which the company/developers support it. How do you maintain your State certification?		
	C-70	Ability for the tabulation system to be locked down. Describe how unused services and ports can be disabled.		
	C-71	Ability to allow County personnel to set voting patterns to test results reporting. Describe how this can be accomplished by County personnel.		
	C-72	Ability to support multiple phases of logic and accuracy testing. Describe the ability for testing to be performed for the current election with the assurance that test results are segregated from the actual election results.		

Vote Center Ballot Printing On Demand (Section D)

Solution Description: The County is seeking a Vote Center Voting Solution to support our 780,000 registered voters. Each of the County's approximately 80 Vote Centers must be able to process over 500 voters each day throughout an 11-day election period. On-Demand Ballot Printing for use in a Vote Center environment is part of this overall Vote Center Voting Solution. No partial Solutions will be considered for award by the County.

Subcategory:	Requirement Reference ID:	Requirements (Mandatory unless otherwise marked as desirable):	Subcategory Response Code (1,2,3,4):	Detailed Response:
Functionality	D-1	Ability for the ballot definition data to be easily transferred from the ballot creation system to the Vote Center devices required in the County for approximately 80 Vote Centers. Describe how the ballot definition data is loaded onto the various Vote Center devices. Describe the activities required to remove the old election data, and the activities required to load the new ballot definition data. Describe what needs to be done to each individual device.		
	D-2	Ability to provide Vote Center devices for approximately 80 Vote Centers in the County. Please provide a recommendation on how many devices would be needed to support more than 500 voters in a day for 80 Vote Centers. Provide a breakdown of the number needed of each type of device, considering the requirements and the Scope of Work of this RFP.		
	D-3	Ability to issue paper ballots on-demand for the correct precinct, party, and language. Describe the process for Vote Center staff to issue the correct paper ballot. Include how Vote Center staff can do this manually and how this can be done using an automated method.		
Hardware	D-4	Ability for the devices to be easily transported, both in delivery and by individuals. Describe the following: -Specifications, including dimensions and weight. Be sure to include these specifications when prepared for transport by delivery vehicles and individuals. The weight should be light enough for a Vote Center staff member to be able to lift and carry. -How the devices are stored and transported. Include the footprint, and how the devices can be transported in delivery vehicles. -How the devices are protected during transport from movement, and elements such as moisture. Include the steps required by elections staff, and poll workers to set up, and close the equipment to prepare for transport		
	D-5	Ability for the devices to be stored between elections,		

		using minimal warehouse space. Include the footprint, electrical requirements, and environmental requirements, such as temperature restrictions.		
	D-6	Describe: Any/all printers currently certified or will have the ability for certification by October 6, 2017. Include make and model and printing specifications specific to each. Additionally, please describe any abilities for printing ballots using color printers, including the required watermark and tint. Describe how the printers are capable of supporting over 500 voters a day at each Vote Center for an 11-day voting period with ballots that may be multi-card and two-sided.		
	D-7	Ability to be used with standard electrical requirements. Describe the standard electrical requirements for use at a polling place or Vote Center. Describe the power draw for each device.		
	D-8	Desirable: Ability to print pre-marked ballots from online marking systems. Describe how the system can read a barcode created from an online marking system, or a barcode on a smart phone, and print the voter's ballot with the voter's selection.		
	D-9	Ability to reset screen calibration, including between uses in an election, if a touchscreen interface is utilized. Please describe how your solution logs such calibration and produces any warnings when calibration needs to be reset.		
	D-10	Ability to maintain the equipment between elections with minimal effort. Please describe the following: -How the log data is downloaded after the election. -How the devices are cleared of data between elections. -Describe all maintenance activities required between each election, including testing the software, inspecting the hardware, preventative maintenance, equipment preparation before an election. Be detailed and all-inclusive in your response.		
	D-11	Ability to maintain the equipment while requiring minimal replacement of parts and consumables. Describe the parts and consumables that need to be replaced between each election. Describe how these parts and consumables are replaced. Be detailed in the procedures to replace the parts and consumables.		
	D-12	Desirable: Provide a certified technician program for VRE staff to perform hardware maintenance and annual preventive maintenance.		
Reliability	D-13	Ability to provide, in the case of power interruption, a		

		means for voting operations to continue. This feature shall consist of either an uninterruptible power supply (UPS) or other means to keep electronic voting equipment active. Please specify how your system will provide battery backup, how long it can run on battery power, and how it indicates power loss or low-battery state, so that election staff or election officials can take appropriate steps.
	D-14	Ability to easily understand equipment errors. Describe how the devices display errors to help Vote Center staff troubleshoot the issues.
Security	D-15	Ability for the devices to be protected from tampering with minimal use of tamper evident seals. Describe which areas on the equipment should have tamper evident seals. Describe how to minimize the number of places on the hardware that can be opened. These areas should be able to easily use numbered seals on voting devices, printers, and scanners/tabulators for use in the Vote Center.
	D-16	Ability to alert user of any attempt of security breach of data. Describe the ability for audit logs to indicate any unauthorized access of any election information data or system intrusion.
	D-17	The Vote Center devices must be secure. Describe how the data is protected when it is stored. If encrypted, provide the type and level of encryption.
	D-18	Ability for unauthorized devices to be prevented from being introduced to the Vote Center. Include prevention measures for devices that are not part of the Vote Center solution, as well as devices that are part of the Vote Center solution, but are not pre-authorized for the election. For example, describe how it prevents unauthorized devices from being introduced, such as a flash drive, in addition to actual components of the system that were not defined for the election.
	D-19	The transmission of any data must be secure. Describe how the transmission of data is secure, and include types and levels of encryption. Describe the type of data transmission, if any, is required to occur in your system and please describe how this process works.
	D-20	Desirable: Ability to support multifactor authentication during the startup process. Describe how multifactor authentication can be implemented for Vote Center staff to start up the voting devices.
Usability	D-21	Ability for the devices to be easily used by Vote Center staff. Describe in detail the steps required and the menus used by the Vote Center staff to operate the ballot printing equipment. Include the entire process starting from the beginning.
	D-22	Ability for the devices to be easily closed by the Vote

		Center staff at the end of voting. Describe in detail the steps required and the menus used by the Vote Center staff to close the polls. Describe how Vote Center staff can balance the number of voters and ballots cast. Describe how Vote Center staff close the polls electronically and physically close the devices to prepare for transportation.		
	D-23	Ability to detect errors. Describe how the system reports errors to the users and the specificity of the error messages.		

Vote Center Accessible Ballot Marking Device (Section E)

Solution Description: The County is seeking a Vote Center Voting Solution to support our 780,000 registered voters. Each of the County's approximately 80 Vote Centers must be able to process over 500 voters each day throughout an 11-day election period. Accessible Voting/Onscreen Ballot Marking Device for use in a Vote Center environment is part of this overall Vote Center Voting Solution. No partial Solutions will be considered for award by the County.

Subcategory:	Requirement Reference ID:	Requirements (Mandatory unless otherwise marked as desirable):	Subcategory Response Code (1,2,3,4):	Detailed Response:
Accessibility	E-1	Ability to allow a voter to vote a provisional ballot with the same accessibility as a voter voting a non-provisional ballot. Describe how provisional ballots are issued and recorded.		
	E-2	Ability for the devices to be accessible to blind and visually impaired voters. Verify that buttons or text on the devices are also in braille. Ability to have ports available for voter-supplied accessibility tools and assistive devices. Ability to allow for connection of these personal assistive devices, such as sip-and-puff systems, tactile switches, and other accessibility tools that could be supplied by the voter. Please describe such capabilities provided by your system and how they allow the voter to interact with the system. Describe the type of ports to allow this and how the system protects against unauthorized access through these ports.		
	E-3	The system must have audio capabilities for blind, visually impaired, and other voters who may require audio assistance. Please describe the following in regard to audio capabilities: -How the audio ballot provides the same information as the readable ballot. -How a voter can review, edit, and change their write-in input using the audio capabilities. -How a voter can select their language using the audio ballot. -How the system has audio capabilities in all languages. -Ability for a voter to change volume and/or speed of an audio ballot. Explain how the voter can fast-forward through instructions and measure text. -Ability for a voter to mark a ballot and print the marked ballot. -When printing a marked ballot, describe how a voter using the audio interface can verify his or her		

		selections. -Ability to verify the ballot. -If applicable to the device, the ability to review the Voter Verifiable Paper Audit Trail (VVPAT) by voters who cannot see or read the VVPAT. This requires a feature that enables read-back from the physical VVPAT.		
	E-4	Ability to adjust the size, text and other visual properties of the ballot. Please address the following: -Ability to display a high contrast ballot. -Ability to adjust the font size. -Ability to zoom in to a portion of the ballot. -Ability to be restored to initial settings after the voter casts the ballot, so it is ready for the next voter. -Ability for the voting screen to remain glare-free regardless of positioning.		
	E-5	Ability to provide voting equipment designed to allow for installation in a voting location accommodating access by voters with disabilities in compliance with the Americans with Disabilities Act (ADA), HAVA and all applicable federal and state laws that address accessibility to voting for persons with disabilities. Please describe how your system's features comply with HAVA, ADA and other federal and state laws that require accessibility for voters with a variety of disabilities, including visual, mobility, and cognitive impairments. Explain how your system meets EAC accessibility standards for voting systems.		
	E-6	Ability to meet the standards for accessible voting systems in California. The font size of the text on the ballot must be able to be configured to be in accordance with California Election Code and California Secretary of State Regulations. Please provide how the system can comply with these requirements. Additionally, describe the maximum number of choices that can fit in a contest on a ballot. The County often has contests with over 50 candidates, and the system must support this as a minimum.		
	E-7	Ability to include a privacy enclosure or voting booth that contains the voting device(s) designated for voters with disabilities and complies with the Americans with Disabilities Act Accessibility Guidelines (ADAAG), providing sufficient dimensions to allow access to voters who use wheelchairs. Please explain how your voting device complies with all forward and side reach requirements of the ADA and ADAAG.		
	E-8	Ability for the devices to be physically accessible. Describe how the voting devices are adaptable for voters with disabilities either through adjustability of		

	the device or the voting booth, or inclusion of an auxiliary device. Please describe the following: -The auxiliary voting device must be lightweight and removable making it portable for use on a voter's lap, or provide your alternative solution. -How the ballot is activated, and specify how it may be used easily by voters, including voters with disabilities. -Any additional features of your system that are designed to accommodate voters with disabilities.		
E-9	Ability for the devices to support curbside voting. Describe how the voting devices can be easily brought by Vote Center staff to a voter in their vehicle. Describe how a voter would complete the ballot while remaining in their vehicle.		
E-10	Desirable: Ability to display the unit serial number(s) of tabulation devices both physically and within any applicable software, logs, or reports.		
E-11	Ability for the ballot definition data to be easily transferred from the ballot creation system to the Vote Center devices required in the County for approximately 80 Vote Centers. Describe how the ballot definition data is loaded onto the various Vote Center devices. Describe the activities required to remove the old election data, and the activities required to load the new ballot definition data. Describe what needs to be done to each individual device.		
E-12	Ability to provide Vote Center devices for approximately 80 Vote Centers in the County. Please provide a recommendation on how many devices would be needed to support more than 500 voters in a day for 80 Vote Centers. Provide a breakdown of the number needed of each type of device, considering the requirements and the Scope of Work of this RFP.		
E-13	Desirable: Ability to display a protective counter showing the count of all ballots processed on the equipment, which is not reset after an election.		
E-14	Ability for a ballot marking device to automatically return to a state, such that the next voter cannot learn how the previous voter voted, once the paper ballot is printed. Describe how this is accomplished.		
E-15	Ability to update audio recordings on the devices without updating other election information, or creating a new election. Explain the process and procedure, with time frames, required to reprogram the audio read-back on the voting device in the event that there is a change to a name or contest on the ballot in the final few weeks before an election.		

	E-16	Desirable: Ability to add certified write-in candidates that will be presented to the voter if the voter requests to view it. Describe when and how the certified write-in candidates can be added to the devices.		
	E-17	Ability to use separate voter instructions for an electronic or audio voting session.		
Hardware	E-18	Ability for the devices to be easily transported, both in delivery and by individuals. Describe the following: -Specifications, including dimensions and weight. Be sure to include these specifications when prepared for transport by delivery vehicles and individuals. The weight should be light enough for a Vote Center staff member to be able to lift and carry. -How the devices are stored and transported. Include the footprint, and how the devices can be transported in delivery vehicles. -How the devices are protected during transport from movement, and elements such as moisture. Include the steps required by elections staff, and poll workers to set up, and close the equipment to prepare for transport		
	E-19	Ability for the devices to be stored between elections, using minimal warehouse space. Include the footprint, electrical requirements, and environmental requirements, such as temperature restrictions.		
	E-20	Ability to be used with standard electrical requirements. Describe the standard electrical requirements for use at a polling place or Vote Center. Describe the power draw for each device.		
	E-21	Ability to accept printed ballots from other on-demand systems. Please describe in detail from which ballot on demand printers/vendors your system can accept printed ballots.		
	E-22	Ability to reset screen calibration, including between uses in an election. Please describe how your electronic voting equipment logs such calibration and produces any warnings when calibration needs to be reset.		
	E-23	Ability to maintain the equipment between elections with minimal effort. Please describe the following: -How the votes cast data, and the log data is downloaded after the election. -How the devices are cleared of data between elections. -Describe all maintenance activities required between each election, including testing the software, inspecting the hardware, preventative maintenance, equipment preparation before an election. Be detailed and all-inclusive in your response		

	E-24	Ability to maintain the equipment while requiring minimal replacement of parts and consumables. Describe the parts and consumables that need to be replaced between each election. Describe how these parts and consumables are replaced. Be detailed in the procedures to replace the parts and consumables.		
	E-25	Desirable: Provide a certified technician program for VRE staff to perform hardware maintenance and annual preventive maintenance.		
	E-26	Ability to provide, in the case of power interruption, a means for voting operations to continue. This feature shall consist of either an uninterruptible power supply (UPS) or other means to keep electronic voting equipment active. Please specify how your system will provide battery backup, how long it can run on battery power, and how it indicates power loss or low-battery state, so that election staff or election officials can take appropriate steps.		
	E-27	In the event of the failure of a voting device, ability to retain a record of all votes cast prior to the failure. Please explain how your system retains and reports votes cast in the event of an equipment failure, or a loss of all types of power.		
	E-28	Ability to easily understand equipment errors. Describe how the devices display errors to help Vote Center staff troubleshoot the issues.		
Security	E-29	Ability for the devices to be protected from tampering with minimal use of tamper evident seals. Describe which areas on the equipment should have tamper evident seals. Describe how to minimize the number of places on the hardware that can be opened. These areas should be able to easily use numbered seals on voting devices, printers, and scanners/tabulators for use in the Vote Center.		
	E-30	Ability to alert user of any attempt of security breach of data. Describe the ability for audit logs to indicate any unauthorized access of any election information data or system intrusion.		
	E-31	The Vote Center devices must be secure. Describe how the data is protected when it is stored. If encrypted, provide the type and level of encryption.		
	E-32	Ability for unauthorized devices to be prevented from being introduced to the Vote Center. Include prevention measures for devices that are not part of the Vote Center solution, as well as devices that are part of the Vote Center solution, but are not pre-authorized for the election. For example, describe how it prevents unauthorized devices from being introduced, such as a		

		flash drive, in addition to actual components of the system that were not defined for the election.		
	E-33	The transmission of any data must be secure. Describe how the transmission of data is secure, and include types and levels of encryption. Describe the type of data transmission, if any, is required to occur in your system and please describe how this process works.		
	E-34	Ability to only allow ballots to be cast that are authorized by Vote Center staff. Describe how votes cast are restricted to only ballots authorized by the Vote Center staff.		
	E-35	Desirable: Ability to support multifactor authentication during the startup process. Describe how multifactor authentication can be implemented for Vote Center staff to start up the voting devices.		
	E-36	Ability to require authentication for Vote Center staff to activate a ballot. Describe the authentication used for Vote Center staff to activate a ballot.		
	E-37	Ability to detect tampering of the hardware. Describe how the hardware is designed to help detect tampering, and to accommodate tamper evident seals. Describe how there are minimal "false positives" when implementing these procedures to detect hardware		
Testing	E-38	Ability to support Logic and Accuracy testing for ballot marking equipment, including user created automated scripts with various vote patterns. Describe how the devices can be used to conduct Logic and Accuracy testing.		
	E-39	Ability to test equipment without affecting the election. Describe how the equipment can be tested with the same election data in test mode, without affecting any live election activities		
	E-40	Ability to support multiple phases of logic and accuracy testing. Describe the ability for testing to be performed for the current election with the assurance that test results are segregated from the actual election results.		
Usability	E-41	Ability for the devices to be easily used by Vote Center staff. Describe in detail the steps required and the menus used by the Vote Center staff to open the polls for voting. Include the entire process starting from physically opening the devices.		

	E-42	Ability for the devices to be easily closed by the Vote Center staff at the end of voting. Describe in detail the steps required and the menus used by the Vote Center staff to close the polls. Describe how Vote Center staff can balance the number of voters and ballots cast. Describe how Vote Center staff close the polls electronically and physically close the devices to prepare for transportation.		
	E-43	Ability for the devices to be used by the voters with minimal directions. Describe in detail the steps required and the menus used by the voters to cast a ballot. Include the entire process starting from printing on a blank ballot, or marking and printing a ballot. Include the steps necessary if a voter wishes to correct a choice.		
	E-44	Ability for the voter to understand how to interact with the equipment. Describe the indicators or directional instructions on the devices that make the equipment easy to use. Also, describe how Vote Center staff are alerted if the voter is in an error state.		
Verifiability	E-45	Ability for the voting equipment to produce voter verifiable paper audit trails when necessary according to California law and regulations. Describe the voter verifiable paper ballot trails, including: -Compliance with federal and state certification requirements. -The use cases with which devices paper ballot trails are generated. -How the paper ballot trail is generated. -How voter selections are "read back" to the voter before casting the ballot for visually impaired and other voters that require audio assistance. -How paper audit trails can be used in a standard audit, a risk limiting audit and a recount. -Any automated methods to recount using paper audit trails (such as barcodes). -The type, size, and characteristics of the paper used for a paper audit trail. -How many votes can be recorded on a paper audit trail before it needs to be replaced?		
	E-46	Ability to verify choices before casting a vote. Describe how prior to casting the vote, the devices display (visually or using audio, as applicable) a summary indicating the choices made or skipped.		
	E-47	Ability for a voter to change a selection until the voter is satisfied with the choice at any time prior to the final casting of a ballot or printing a marked ballot. Please describe how your proposed voting system allows the voter to review and/or modify his/her selections before final casting of the vote or printing of the marked ballot. Describe how the system alerts the voter that the		

		ballot will be cast and final, and assures the voter when the ballot was properly cast.		
	E-48	Ability to detect errors. Describe how the tabulation system reports errors to the users and the specificity of the error messages.		

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Vote Center Tabulation (Section F)

Solution Description: The County is seeking a Vote Center Voting Solution to support our 780,000 registered voters. Each of the County's approximately 80 Vote Centers must be able to process over 500 voters each day throughout an 11-day election period. Vote Center Tabulation for use in a Vote Center environment is part of this overall Vote Center Voting Solution. No partial Solutions will be considered for award by the County.

Subcategory:	Requirement Reference ID:	Requirements (Mandatory unless otherwise marked as desirable):	Subcategory Response Code (1,2,3,4):	Detailed Response:
Auditing	F-1	Ability for every device that records ballot records to maintain internal records of each ballot for auditing purposes.		
	F-2	Desirable: Ability to retain an electronic image of each voted paper ballot. Please describe the following: -The format(s) you offer for ballot images. Also, describe how your system handles adequate resolution of saved images relative to the paper original. -How each electronic image will retain its relationship to the voted paper ballot and any reduction in resolution or compression used before retention of the image.		
	F-3	Ability to display the unit serial number(s) of tabulation devices both physically and within any applicable software, logs, or reports.		
	F-4	Ability to facilitate recounts, manual hand counts, and risk limiting audits. Please describe: -The level of granularity ballots or vote records can be printed. For example, by precinct, by batch, by individual ballot, individual voting device, etc. -Describe all capabilities of the system to support recounts, manual hand counts, and risk limiting audits. -Ability for auditing to be at a level to support a risk-limiting audit. Please describe how the system supports the capabilities to conduct a risk-limiting audit.		
	F-5	Ability for all activities by Vote Center staff and voters to be logged. Describe the detail of logging in the system.		
Functionality	F-6	Ability for the ballot definition data to be easily transferred from the ballot creation system to the Vote Center devices required in the County for approximately 80 Vote Centers. Describe how the ballot definition data is loaded onto the various Vote Center devices. Describe the activities required to remove the old election data, and the activities required to load the new ballot definition data. Describe what needs to be done to each individual device.		

F-7	Ability for the cast votes to be transferred to the tabulation system. Describe the various places the cast votes are stored on the applicable Vote Center equipment and how those stored votes are transferred to the central tabulation software. Describe the type of media used to transfer the cast votes. If the media fails, describe the other methods to retrieve the cast votes.		
F-8	Ability to quickly scan paper ballots considering the large number of voters in the County. Please describe the following: -The speed of your Vote Center ballot scanner in number of ballot cards per hour. -The entire process a voter must go through to submit their printed ballot. Include all use case scenarios, such as scanning a blank ballot, and undervoted ballot, a ballot with write-ins, and overvoted ballot, etc. -How acceptance/rejection criteria for ballot marks are defined for the Vote Center ballot scanners and what criteria are configurable by County users. -How your Vote Center scanner is impacted by ballots containing fold creases or other irregularities. -How many ballot scanner devices would be needed at a Vote Center to accommodate up to 500 voters in a day.		
F-9	Ability to provide Vote Center devices for approximately 80 Vote Centers in the County. Please provide a recommendation on how many devices would be needed to support more than 500 voters in a day for 80 Vote Centers. Provide a breakdown of the number needed of each type of device, considering the requirements and the Scope of Work of this RFP.		
F-10	Ability for the devices to notify the voters of exceptions such as errors, overvotes, undervotes, etc. before accepting the ballot. Include all possible scenarios, and which ones can be overridden by the voter. Include how a voter can review the options. Indicate whether they review one exception at a time, or if the voter can override all exceptions, or both.		
F-11	Ability to handle, and reliably account for, multipage ballots, including when the pages become separated from each other. Ability to count votes regardless of the sequence that pages are scanned or if some pages are not scanned. Please describe how your system reliably accounts for multipage ballots, including when the pages become separated from each other.		
F-12	Ability to include a public counter, which shows the number of ballots processed.		

	F-13	Desirable: Ability to display a protective counter showing the count of all ballots processed on the equipment, which is not reset after an election.		
	F-14	Ability for the scanner to accept ballots in any of the four possible orientations.		
Hardware	F-15	Ability for the system to identify and reject ballots that are not valid, including sample ballots. Please describe how your system in the Vote Center identifies ballots that have been printed on nonstandard paper or on a home printer.		
	F-16	Ability for the devices to be easily transported, both in delivery and by individuals. Describe the following: -Specifications, including dimensions and weight. Be sure to include these specifications when prepared for transport by delivery vehicles and individuals. The weight should be light enough for a Vote Center staff member to be able to lift and carry. -How the devices are stored and transported. Include the footprint, and how the devices can be transported in delivery vehicles. -How the devices are protected during transport from movement, and elements such as moisture. Include the steps required by elections staff, and poll workers to set up, and close the equipment to prepare for transport.		
	F-17	Ability for the devices to be stored between elections, using minimal warehouse space. Include the footprint, electrical requirements, and environmental requirements, such as temperature restrictions.		
	F-18	Ability to be used with standard electrical requirements. Describe the standard electrical requirements for use at a polling place or Vote Center. Describe the power draw for each device.		
Integration	F-19	Ability to accept printed ballots from other on-demand systems. Please describe in detail from which ballot on demand printers/Proposers your system can accept printed ballots.		
Maintenance	F-20	Ability to reset screen calibration, including between uses in an election. Please describe how your electronic voting equipment logs such calibration and produces any warnings when calibration needs to be reset.		
	F-21	Ability to maintain the equipment between elections with minimal effort. Please describe the following: -How the votes cast data, and the log data is downloaded after the election. -How the devices are cleared of data between elections. -Describe all maintenance activities required between each election, including testing the software, inspecting the hardware, preventative maintenance, equipment		

		preparation before an election. Be detailed and all-inclusive in your response.		
	F-22	Ability to maintain the equipment while requiring minimal replacement of parts and consumables. Describe the parts and consumables that need to be replaced between each election. Describe how these parts and consumables are replaced. Be detailed in the procedures to replace the parts and consumables.		
	F-23	Desirable: Provide a certified technician program for VRE staff to perform hardware maintenance and annual preventive maintenance.		
Reliability	F-24	Ability to provide, in the case of power interruption, a means for voting operations to continue. This feature shall consist of either an uninterruptible power supply (UPS) or other means to keep electronic voting equipment active. Please specify how your system will provide battery backup, how long it can run on battery power, and how it indicates power loss or low-battery state, so that election staff or election officials can take appropriate steps.		
	F-25	In the event of the failure of a voting device, ability to retain a record of all votes cast prior to the failure. Please explain how your system retains and reports votes cast in the event of an equipment failure, or a loss of all types of power.		
	F-26	Ability to easily understand equipment errors. Describe how the devices display errors to help Vote Center staff troubleshoot the issues.		
Security	F-27	Ability for the devices to be protected from tampering with minimal use of tamper evident seals. Describe which areas on the equipment should have tamper evident seals. Describe how to minimize the number of places on the hardware that can be opened. These areas should be able to easily use numbered seals on voting devices, printers, and scanners/tabulators for use in the Vote Center.		
	F-28	Ability to alert user of any attempt of security breach of data. Describe the ability for audit logs to indicate any unauthorized access of any election information data or system intrusion.		
	F-29	The Vote Center devices must be secure. Describe how the data is protected when it is stored. If encrypted, provide the type and level of encryption.		
	F-30	Ability for unauthorized devices to be prevented from being introduced to the Vote Center. Include prevention measures for devices that are not part of the Vote Center solution, as well as devices that are part of the Vote Center solution, but are not pre-authorized for the		

		election. For example, describe how it prevents unauthorized devices from being introduced, such as a flash drive, in addition to actual components of the system that were not defined for the election.		
	F-31	The transmission of any data must be secure. Describe how the transmission of data is secure, and include types and levels of encryption. Describe the type of data transmission, if any, is required to occur in your system and please describe how this process works.		
	F-32	Ability to only allow ballots to be cast that are authorized by Vote Center staff. Describe how votes cast are restricted to only ballots authorized by the Vote Center staff.		
	F-33	Desirable: Ability to support multifactor authentication during the startup process. Describe how multifactor authentication can be implemented for Vote Center staff to start up the voting devices.		
	F-34	Ability to detect tampering of the hardware. Describe how the hardware is designed to help detect tampering, and to accommodate tamper evident seals. Describe how there are minimal "false positives" when implementing these procedures to detect hardware tampering. For example, seals should not be easily broken in transport or accidentally broken by Vote Center staff.		
Testing	F-35	Ability to support Logic and Accuracy testing for ballot marking equipment, including user created automated scripts with various vote patterns. Describe how the devices can be used to conduct Logic and Accuracy testing.		
	F-36	Ability to test equipment without affecting the election. Describe how the equipment can be tested with the same election data in test mode, without affecting any live election activities.		
Usability	F-37	Ability for the Vote Center scanning devices to read and tabulate paper ballots that are printed by both the accessible voting devices and the on-demand ballot printers.		
	F-38	Ability for the devices to be easily used by Vote Center staff. Describe in detail the steps required and the menus used by the Vote Center staff to open the polls for voting. Include the entire process starting from physically opening the devices.		
	F-39	Ability for the devices to be easily closed by the Vote Center staff at the end of voting. Describe in detail the steps required and the menus used by the Vote Center staff to close the polls. Describe how Vote Center staff can balance the number of voters and ballots cast. Describe how Vote Center staff close the polls electronically and physically close the devices to		

		prepare for transportation.		
	F-40	Ability for the devices to be used by the voters with minimal directions. Describe in detail the steps required and the menus used by the voters to cast a ballot. Include the entire process starting from printing on a blank ballot, or marking and printing a ballot. Include the steps necessary if a voter wishes to correct a choice.		
	F-41	Ability for the voter to understand how to interact with the equipment. Describe the indicators or directional instructions on the devices that make the equipment easy to use. Also, describe how Vote Center staff are alerted if the voter is in an error state.		
Verifiability	F-42	Ability for the voting equipment to produce voter verifiable paper audit trails when necessary according to California law and regulations. Describe the voter verifiable paper ballot trails, including: -Compliance with federal and state certification requirements. -The use cases with which devices paper ballot trails are generated. -How the paper ballot trail is generated. -How voter selections are "read back" to the voter before casting the ballot for visually impaired and other voters that require audio assistance. -How paper audit trails can be used in a standard audit, a risk limiting audit and a recount. -Any automated methods to recount using paper audit trails (such as barcodes). -The type, size, and characteristics of the paper used for a paper audit trail. -How many votes can be recorded on a paper audit trail before it needs to be replaced?		
	F-43	Ability to verify choices before casting a vote. Describe how prior to casting the vote, the devices display (visually or using audio, as applicable) a summary indicating the choices made or skipped.		
	F-44	Ability for a voter to change a selection until the voter is satisfied with the choice at any time prior to the final casting of a ballot or printing a marked ballot. Please describe how your proposed voting system allows the voter to review and/or modify his/her selections before final casting of the vote or printing of the marked ballot. Describe how the system alerts the voter that the ballot will be cast and final, and assures the voter when the ballot was properly cast.		
	F-45	Ability to cross-check between scanning and tabulation to verify that number of accepted ballots equals number of tabulated ballots. Describe how this can be accomplished.		

Auditability	F-46	Ability to display the unit serial number(s) of tabulation devices both physically and within any applicable software, logs, or reports.		
	F-47	Ability for the tabulation system to be certified by the State of California by October 6, 2017. It must also be easily conformed to the state regulations for tabulation systems. Please describe how the system meets these requirements.		
	F-48	Ability to quickly read and tabulate vote records. Describe how votes are transferred to the tabulation system. Please describe: -The type of media used that is read into the tabulation system. -The process of reading and tabulating votes. The inclusion of diagrams and screenshots is preferred. -The number of stations or readers that can be used simultaneously to read the votes. -The limit of the number of votes that can be recorded on the media.		
	F-49	Ability to tabulate votes for a large jurisdiction quickly. Describe the speed of tabulation for your vote center solution. Please be specific in your response.		
	F-50	Ability to roll back an individual media of cast ballots that was read, so it can be reread and re-tabulated. Describe the process to be able to perform this.		
	F-51	Describe your provisional ballot process.		
	F-52	Provide a network diagram showing how the tabulation system is connected to any other systems required to download vote records or produce report results.		
	F-53	Describe the specifications of the hardware required to run the tabulation system. Describe the Operating System required.		
	F-54	Ability to print "zero reports" prior to first upload of voting results.		
	F-55	Ability to detect errors. Describe how the tabulation system reports errors to the users and the specificity of the error messages.		
Security	F-56	Ability for the tabulation system to be secured with encryption. Describe the encryption levels and types and how it is used on the tabulation system, and any other devices associated with it.		
	F-57	Desirable: Ability for the tabulation system to support multifactor authentication for important tabulation tasks. Describe how multifactor authentication is applied to the tabulation system.		

	F-58	Ability for the tabulation system to have role- and group-based authentication. Describe how the system implements role- and group-based authentication to manage access.		
	F-59	Ability to prevent unauthorized devices or media from being introduced to the tabulation system. Include devices that are not part of the tabulation system, as well as devices that are part of the tabulation system, but are not pre-authorized for the election.		
	F-60	Ability for redundancy capabilities to be built into the tabulation system. Please explain any general and real-time redundancy features. Describe the steps to backup and restore a tabulation database.		
	F-61	Ability for the tabulation system to remain secure. Describe how the Operating System is patched and upgraded. Describe malicious detection tools that can be loaded. Describe the typical lifecycle of the current Operating System and if there is an LTS (long-term support) version. If an LTS version exists, describe the typical length of time in which the company/developers support it. How do you maintain your State certification?		
	F-62	Ability for the tabulation system to be locked down. Describe how unused services and ports can be disabled.		
	F-63	Ability to support multiple phases of logic and accuracy testing. Describe the ability for testing to be performed for the current election with the assurance that test results are segregated from the actual election results.		
Testing				

Central Count Scanning and Tabulation (Section G)

Solution Description: The County is seeking a high-speed Central Count Scanning and Tabulation Solution to support its 780,000 active voters. This solution requires flexible resolving options and data integration, with the majority of scanning and tabulation to be completed in a 10-day period for an election. The County centrally scanned and tabulated approximately 1,137,000 ballot sheets in the 2016 General Election and the County expects this number to grow in the future. A Proposer proposing a Central Count Scanning and Tabulation Solution to the County must include all aspects of the Central Count Scanning and Tabulation Solution described in this Solution Description. No partial Solutions will be considered for award by the County.

Subcategory:	Requirement Reference ID:	Requirements (Mandatory unless otherwise marked as desirable):	Subcategory Response Code (1,2,3,4):	Detailed Response:
Adjudication	G-1	Ability to quickly adjudicate or resolve overvotes, undervotes, write-ins, and damaged voting targets (voting targets that the system can't read). Please address the following: - Describe the complete process required for a user to view and resolve the contests that require adjudication. Provide diagrams and screenshots to illustrate. Describe the features that allow this to be done quickly. -Describe user configurable options to automatically resolve, or require manual resolution in each of the above categories. Defaults should be set to require manual resolution on all categories, unless the user changes the setting. -Describe how users are quickly able to identify why the contest is being presented to them for adjudication.		
	G-2	Ability to easily manage the adjudication process. Describe the following: - How users are able to adjudicate the unresolved contests while scanning is still occurring. - If adjudication can occur from a central computer (or computers) for all scanners, or if there is a limitation on the number of scanners for which an adjudication station can be used. - How to track what is left to be adjudicated. - How multiple users can be adjudicating contests at the same time. Indicate if they can adjudicate contests from all scanners from any adjudication station. Please include a network diagram to demonstrate how the adjudication stations are connected to the scanning stations.		

	G-3	Ability to quickly adjudicate write-ins. Describe the following: -If the system is able to only require manual resolution for contests that have qualified write-ins. Contests without qualified write-ins can be automatically resolved. - How users adjudicate write-in contests. Describe the step-by-step process for a user, and describe the features that allow this to be done quickly.		
	G-4	Ability to filter and view adjudicated contests. Describe how the system allows a user to filter all contests by adjudication type and what selection was made. Include all filtering options, such as contest, precinct, etc.		
	G-5	Ability to physically locate a specific ballot in a batch of ballots. Describe how this can be accomplished and provide examples.		
	G-6	Ability to record overvotes, undervotes, and unresolved write-ins for tabulation purposes. Describe how these are recorded and ultimately reported.		
Certification	G-7	Ability to be certified by the State of California by October 6, 2017.		
Functionality	G-8	Ability to scan at least 300 ballot cards in a batch. Identify the minimum number and maximum number of ballot cards that can be scanned in each batch.		
	G-9	Ability for an end user to verify ballots scanned, ballots accepted, and ballots rejected prior to saving the batch of ballots to the system.		
	G-10	Ability to go back and view batch information and ballot images in the batch. Please describe: -How the system allows a user to go back and view the details of a batch. -List all the information the user is able to view after the batch is scanned. -The ability to search for specific ballots within batches. List the fields that a user can use to search for specific ballots.		
	G-11	Desirable: Ability to support a risk limiting audit. Describe the ability to support a risk limiting audit, including the ability to see how a specific ballot's vote choices were recorded.		
	G-12	Ability and controls for an authorized user to rerun a batch of ballots, if necessary, without impacting results to date. Describe how a user can cancel a batch before saving and how a user can rescan a batch that was already saved.		
	G-13	Capability of scanning both the front and back page of a ballot when data is contained on the back of a ballot page.		

	G-14	Ability to handle multipage ballots. Please address the following: -How the system handles multipage ballots that are incomplete. Include how this affects the total number of ballots cast. -How the system handles multipage ballots when the pages are separated (not in order), but contained in the same batch. Include how, or if, this affects the total number of ballots cast.		
	G-15	Ability to accept ballots in any of the four (4) possible orientations. Describe how this works.		
	G-16	Desirable: Ability to display a protective counter, showing the count of all ballot pages processed on the equipment, which is not reset after an election. Please describe.		
	G-17	Ability to accurately capture votes marked by a voter or a ballot marking device on a paper ballot without adjusting machine thresholds. Please address the following: -Characterize the accuracy of your central ballot scanner in capturing voter intent. -Describe how acceptance/rejection criteria for ballot marks are established for your central location scanner. -Describe if the above acceptance/rejection criteria is adjustable by the user. -Describe if the user has the ability to see contests with marks within certain thresholds in order to be able to see how the machines are automatically adjudicating the vote, or presenting to the user for manual adjudication. For example, the user may wish to see voting targets that were not completely filled in and how they were counted.		
	G-18	Ability to identify and reject ballots that are not valid or authorized for the election. Please describe: -How a user is able to identify a rejected ballot, and pull from the batch for duplication. -How your system identifies ballots that have been printed on nonstandard paper or on a home printer.		
	G-19	Ability to detect ballots or batches that are scanned more than once. Describe how the system is able to detect this while conforming to California regulations.		
Hardware	G-20	Desirable: Ability to connect scanners to the other scanners, scanning stations, and adjudication stations. Describe if there is any limitation for the connectivity of any of these items, including the maximum number of devices that can be connected together. Please provide a network diagram to demonstrate their connectivity.		

	G-21	Ability to quickly and accurately scan all required ballots in a short time frame. The County may need to scan 1 million ballot cards in a 10-day period. Please describe: -The specifications of the scanners that are supported. Include speed in ballot cards per minute, and capacity of the ballot feeders. -The models of the scanners supported. -The maintenance required on the scanner to support 24x7 scanning. -Consumables required by the scanner and how often they require replacement (by scan volume). -If the system will support future updates of scanners. -Describe a recommendation on how many scanners would be needed. Please show the calculations that led to this recommendation.		
	G-22	Ability to easily scan and manage ballots. Please describe: -The steps a user needs to take to scan a batch of ballots. Include the steps required on the scanner as well as the scanning station. -How many ballot cards can be scanned per hour, accounting for time to load new batches, time for the station to process the images, etc.		
Integration	G-23	Ability to transfer recorded votes from the central count scanning system to the tabulation system. Please describe: -How votes are recorded – and to which media – to be transferred to a tabulation system. -The exports that can be created to be imported into a tabulation system, or vote reporting system to be aggregated with other results. -Other voting systems or Proposers which have integrated and aggregated results with this proposed scanning system's vote results. -Other voting systems or Proposers which are capable of importing and aggregating results with this proposed scanning system's vote results.		
	G-24	Ability to facilitate recounts, manual hand counts, and risk limiting audits. Please describe: -The level of granularity of results can be printed. For example, by precinct, by batch, by individual ballot, individual voting device, etc. -Describe all capabilities of the system to support recounts, manual hand counts, and risk limiting audits.		

	G-25	Ability to export results data. Please describe: -The format of the exports (tab delimited, CSV, XML, PDF, etc.) -The different export jobs that are predefined. -The length of time that it takes to run an export of cumulative results for every contest, precinct, and party in a typical County Primary and General Election. -How export jobs can be customized or filtered. -The ability to create custom or ad-hoc exports and save them for future use.		
	G-26	Ability to integrate with other potential systems in the future. Describe if the system export data uses the NIST finalized data standard (1500-100) for election night results reporting.		
Reliability	G-27	The scanning stations need to be reliable. The scanning station needs to be able to continuously run and process ballots with virtually no downtime. Please address: -How errors on the scanner and scan station are detected and reported to the user. -How the scanner processes folded ballots with minimal multiple feeds or jams. -How multiple feeds or ballot jams are detected, reported to the user and then corrected. -The minimum requirements for the scanning station computers. -The capacity of the scan station for processing ballots. Specifically, what are the limits of ballot images that can be processed per minute per hour, etc.? -The expected downtime.		
Security	G-28	Ability for audit logs to indicate any unauthorized access of any data or system intrusion.		
	G-29	Encryption-based security. Describe the encryption levels and types and how it is used on the central count scanning system and any other devices associated with it.		
	G-30	Desirable: Ability to support multifactor authentication for important central count scanning tasks. Describe how multifactor authentication is applied to the central count scanning system.		
	G-31	Role- and group-based authentication. Describe how the system implements role- and group-based authentication to manage access.		
	G-32	Ability to disallow unauthorized devices or media from being introduced to the central count scanning system. Include in your answer both devices that are not part of the central count scanning system, as well as devices that are part of the central count scanning system, but		

		are not pre-defined for the election.		
	G-33	Ability for redundancy capabilities built into the central count scanning system. Please explain any general and real time redundancy features. Describe the steps to backup and restore a central count scanning database and other data.		
	G-34	Ability to remain secure for future elections. Describe how the Operating System is patched. Describe which malicious detection tools can be loaded. Describe the typical lifecycle of the current operating system and if there is an LTS version. If an LTS version exists, describe the typical length of time in which the company/developers support it.		
	G-35	Ability for the system to be locked down. Describe how unused services and ports can be disabled.		

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Ballot Duplication (Section H)

Solution Description: The County of Sacramento is seeking an automated Ballot Duplication Solution to decrease the time necessary to duplicate a damaged or otherwise machine-unreadable ballot while increasing the accuracy of the duplication process as well as streamlining the management of the ballots that require duplication. Currently in the County, manual duplication of a single ballot can take up to 5 minutes. The County manually duplicates over 9,000 damaged ballots during each election and seeks significant improvement in this area through the usage of an automated Ballot Duplication Solution. A Proposer proposing a Ballot Duplication Solution to the County must include all aspects of the Ballot Duplication Solution described in this Solution Description. No partial Solutions will be considered for award by the County.

Subcategory:	Requirement Reference ID:	Requirements (Mandatory unless otherwise marked as desirable):	Subcategory Response Code (1,2,3,4):	Detailed Response:
Auditability	H-1	Ability to create an audit trail. Describe the auditing capabilities and what user actions are recorded.		
Certification	H-2	Ability for Ballot Duplication Solution to be certified by the State of California by October 6, 2017.		
Functionality	H-3	Ability to automatically present the identified contests that require manual adjudication and the contests that were automatically adjudicated. Describe how the system: -Presents to the user contests that it could not automatically adjudicate. -Presents to the user how it adjudicated the contests it was able to adjudicate. -Allows the user to override a contest that was automatically adjudicated. -Allows the user to adjudicate a contest that was not automatically resolved.		
	H-4	Ability to zoom in when viewing the ballot.		
	H-5	Ability to support multiple elections at the same time.		
	H-6	Ability to quickly duplicate large numbers of contests and ballots. Include the specifications of a recommended scanner including ballot cards per hour.		
	H-7	Describe how the scanners are connected to the other scanners, scanning stations, and adjudication stations. Describe if there is any limitation for the connectivity of any of these items, including the maximum number of devices that can be connected together. Please provide a network diagram to demonstrate their connectivity.		

	H-8	Ability to easily manage the adjudication process. Describe the following: - How users are able to adjudicate unresolved contests and override contests that were automatically adjudicated. - Whether adjudication can occur from a central computer or computers for all scanners, or if there is a limitation on the number of scanners for which an adjudication station can be used. - How to track what remains to be adjudicated. - How multiple users can be adjudicating contests at the same time. Describe how the batches are distributed and tracked. Describe if they can adjudicate contests from all scanners from any computer. Please include a network diagram to demonstrate how the adjudication stations are connected to the scanning stations.		
	H-9	Ability to easily use the system software. Describe the steps required for a user to go through a group of ballots that require duplication. Provide screenshots and diagrams if necessary. Describe how many ballots per hour for a typical Sacramento County General or Primary Election can be duplicated on screen.		
	H-10	Desirable: Ability for a ballot to be assigned a "duplicate ID" upon initial scan. Describe how the "duplicate ID" is assigned and whether it has the ability for the "duplicate ID" to be printed on the duplicated ballot.		
	H-11	Ability for two tiers of duplication access. Describe how a higher-level user can review another user's work. This should be an optional configuration.		
	H-12	Desirable: Capability for touchscreen compatibility. Describe if a touchscreen can be used to duplicate ballots.		
	H-13	Ability to manage and duplicate ballots of multiple precincts, parties, and languages. Describe how the duplication software can support these variations.		
	H-14	Ability to read ballots marked with highlighters, colored pens, or pencils and other nontraditional writing implements. Describe if the ballot duplication system can detect these types of marks.		
	H-15	Ability to read ballots of different sizes, paper weights, and orientations. Describe how these are parameters are established per election.		
	H-16	Capability of much faster and more accurate duplication of ballots than via manual ballot duplication. Currently it takes approximately 5 minutes per ballot in a General Election to manually duplicate it by completing all the voted squares in all the contests. Please provide details on time and labor saved with your solution.		

	H-17	Ability for the system to be defined with election-specific data. Describe how the election definition, and ballot styles are loaded into the system.		
	H-18	Ability for the system to detect the precinct, party, and language on the ballot. Describe how the system detects this. Describe how it detects it if the ballot barcode is unreadable (if it uses Intelligent Character Recognition for example). Describe how a user can manually select these options or override the detected options. Describe the barcode types, if any, used by your system.		
	H-19	Ability to print duplicated ballots. Describe how the system prints duplicated ballots. Describe if the printer must be connected to the duplication station. Explain if a batch of ballots can be created and printed separately.		
Hardware	H-20	Ability to quickly print duplicated ballots on high-speed printers. Please list any special printer requirements for your solution, or if it can be printed on any certified ballot printer.		
Security	H-22	Ability for audit logs to indicate any unauthorized access of any ballot duplication data or system intrusion.		
	H-23	Desirable: The Ballot Duplication Solution must support multifactor authentication for important duplication tasks. Describe how multifactor authentication is applied to the duplication system.		
	H-24	Ability to use an authentication mechanism – for administration tasks. Describe user account and password requirements for both client and server environments. The duplication system must have role- and group-based authentication. Describe how the system implements role- and group-based authentication to manage access.		
	H-25	Ability for the duplication system to remain secure. Describe how the Operating System is patched and upgraded. Describe malicious detection tools that can be loaded. Describe the typical lifecycle of the current operating system and whether there is an LTS (long-term support) version. If an LTS version exists, describe the typical length of time in which the company/developers support it. How do you maintain your certification through changes?		
	H-26	The duplication system must be locked down. Describe how unused services and ports can be disabled.		

Election Help Desk Management (Section I)

Solution Description: The County is seeking a call center style Election Help Desk Management Solution to help track and resolve calls from Vote Center staff, individual voters and ballot box drop off site locations. The County may have over 50 operators to answer over 250 calls per day from Vote Center staff over a 11-day election period and potentially over 1,000 calls from voters in one day during that same 11-day election period. In addition over 250 calls per day from ballot box drop off locations/sites over a 29 day period. The Election Help Desk Management Solution must be able to successfully manage this volume of calls and inputs in an efficient, easy to navigate solution. A Proposer proposing an Election Help Desk Management Solution to the County must include all aspects of the Election Help Desk Management Solution described in this Solution Description. No partial solutions will be considered for award by the County.

Subcategory:	Requirement Reference ID:	Requirements (Mandatory unless otherwise marked as desirable(:	Subcategory Response Code (1,2,3,4):	Detailed Response:
Architecture	I-1	Ability to provide information regarding the required architecture. Describe the architecture of the product. Describe if it is a fully hosted solution, or if it is hosted locally. Describe the database management system, the web server, etc. Please provide a diagram. Include security protections in the diagram.		
	I-2	Ability to support hundreds of users/operators. Describe how the solution is able to support hundreds of users simultaneously. Describe how the application is able to scale.		
Functionality	I-3	Ability for operators to easily detect and flag duplicate calls. Describe how the operator can detect and flag duplicate calls.		
	I-4	Ability to configure look and feel, fields used, and placement of fields on the user screens. Describe the ability to do this.		
	I-5	Ability to add County-specific text and language to direct the users and provide information throughout the process.		
	I-6	Ability to preload polling place information, maps, voter information, poll worker contact information, etc.		
	I-7	Ability to monitor and report the frequency of issue types and equipment problems. Describe how this information is categorized and reported. Describe your reporting and data analytics.		
	I-8	Ability to send broadcast messages to support staff.		

	I-9	Solution must be easy and intuitive to operate for users. Please provide screenshots to demonstrate. Also, show a workflow diagram to demonstrate how quickly a user can create, close, or escalate a ticket.		
	I-10	Ability to preconfigure select options or text for various fields, such as problem categories, predefined text for solutions, etc.		
	I-11	Ability to track locations of field support personnel. Describe how it tracks locations, and assigns tickets to field support personnel. Describe how it closes tickets for field support personnel. Describe if it has the ability for the field support to view tickets, close tickets, and get directions using a mobile device or smart phone.		
	I-12	Ability to escalate calls from Vote Center staff or voters to other levels of users. Ability to customize number of escalation levels and escalation workflow. Describe the ability to accomplish this.		
Security	I-13	Describe your systems authentication mechanism – including user account and password requirements for both client and server environments.		
	I-14	Solution must be secure. Describe the levels of role- and group-based authentication. Describe how the data is secured. Describe how the operating system is patched. If it is a hosted solution, be specific to the details of security for a hosted solution.		
Integration	I-15	Describe the Help Desk systems capability to be integrated with the selected Vote Center solution. Describe if the Vote Center staff has the ability to submit a problem directly to the Help Desk system utilizing the Vote Center solution.		

Automatic Signature Recognition (Section J)

Solution Description: The County is seeking an Automatic Signature Recognition Solution that will integrate with the County's EMS system to automatically and confidently compare the voter's signature stored in the EMS system to the signature on that voter's VBM envelope. No partial Solutions will be considered for award by the County.

Subcategory:	Requirement Reference ID:	Requirements (Mandatory unless otherwise marked as desirable):	Subcategory Response Code (1,2,3,4):	Detailed Response:
Automatic Signature Verification	J-1	Provide tested/proven Automated Signature Verification (ASV) software, which can automatically compare a voter's ballot envelope signature with the electronic signature provided by the county. There may be multiple signatures for a voter.		
	J-2	Describe the reliability, speed, and accuracy of your system, including the minimum resolution and number of signature matches with confidence level.		
Functionality	J-3	Provide user activity log records that include full description of all human intervention during the ASV process.		
	J-4	Provide an audit function to verify the accuracy of machine accepted signatures.		
	J-5	Extract returned ballot envelopes for manual review when the signature does not meet the acceptance threshold level, is unreadable, or is missing.		
	J-6	Create a record when the signature does not meet the acceptance threshold level. This record will be used to generate a letter when the signature cannot be manually verified. Please describe your process for creating and using these records.		
	J-7	Describe how your system integrates with the County's current systems.		
	J-8	Describe how this system can stay flexible, seamlessly integrating with changes in mail processing equipment.		

Security Requirements (Section S)

Every Proposer must complete the following section.

The following matrix highlights the minimum security standards as set forth by the County. These requirements include general security requirements, as well as requirements that may be specific to the Solution Components for which the Proposer is proposing a solution. The Proposer is to provide a response acknowledging the manner in which they will comply with each security requirement. No partial Solutions will be considered for award by the County.

Security	Requirement Reference ID:	Requirements (Mandatory unless otherwise marked as desirable):	Subcategory Response Code (1,2,3,4):	Detailed Response::
General Security Requirement	S-1	All Proposer provided services, applications and hardware must have and maintain the appropriate Federal and State certifications over the term of the contract.		
	S-2	Ability to provide for the security in compliance with the NIST security requirements to protect the confidentiality, integrity, and availability of the information systems.		
	S-3	Ability to demonstrate that the Proposer will develop, implement, maintain, and use appropriate safeguards as outlined in the NIST standards that reasonably prevent the misuse of information systems and appropriately protect the confidentiality, integrity, and availability of information systems. Describe how the Proposer will develop and implement policies and procedures to meet the NIST security requirements.		
	S-4	Ability to ensure that any agent, including a Vendor or subcontractor, to whom the County provides access agrees to the same restrictions and conditions that apply through this Agreement.		
	S-5	Ability to ensure that any agent, including a Vendor or subcontractor, to whom the County provides access to information systems, agrees to implement reasonable and appropriate safeguards to ensure the confidentiality, integrity, and availability of the information systems.		

	S-6	Ability to demonstrate a security plan that complies with NIST security requirements.		
	S-7	Ability to demonstrate a commitment to immediately, report security incidents that occur on the County's information systems that may affect any County systems to the identified Chief Information Security Officer or designee and the Registrar of Voters.		
	S-8	Ability to maintain audit events according to County policy, state and federal requirements or other best practices as applicable and provide this information to the County upon request. These audit logs must be kept according to the County records retention policies, or state and federal requirements (whichever is the longest).		
	S-9	Describe how your company is protected against intrusion, tampering, viruses, etc. Include written policies and procedures.		
	S-10	Describe the Proposer's security training requirements for staff and to ensure security training to internal staff and County staff that access information systems is provided.		
	S-11	Ability to certify and complete continuity planning, according to NIST security requirements before moving information systems into a production status.		
	S-12	Ability to demonstrate conformance to the requirement that the Proposer will not copy any County data obtained while performing services under this RFP to any media, including hard drives, flash drives, cloud service or other electronic device, other than as expressly approved by the County in writing.		
	S-13	Ability to conform to the requirement that the Proposer shall return or destroy all confidential information received from the County, or created or received by the Proposer on behalf of the County. For any items destroyed, the County will require certification of secure destruction (DoD standards) along with a list of what was destroyed (model, serial number, content, date of destruction, etc.). A few references of examples for media destruction are listed below: Secure destruction guideline that we would like to see followed: NIST Special Publication 800-88 http://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-88r1.pdf FTC Reference: 16 CFR Part 682		

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		https://www.ftc.gov/sites/default/files/documents/federal_register_notices/disposal-consumer-report-information-and-records-16-cfr-part-682/040420disposalofconsumer.pdf		
		Recognized Proposer Association (Proposers that perform destruction) http://www.naidonline.org/nitl/en/certification.html		
		In the event that the Proposer determines that returning or destroying the confidential information is infeasible, Proposer shall notify the County in writing of the conditions that make return or destruction infeasible.		
	S-14	Ability to conform to the requirement that the Proposer will return all data that is the property of the County in a format specified or a mutually agreed upon format by the County, within 14 days at no additional costs.		
	S-15	Ability to develop and implement a disaster recovery plan for timely restoration of the system in the event of a disaster or major incident during, before, or after an election. This is applicable to Proposers that are selling products and services that include hosting or storing County data, systems, or applications.		
	S-16	Ability to provide the process and plans to update the application to stay current with platforms and infrastructure.		
	S-17	Ability to provide remote access for management of the systems or repositories hosting the County data – if applicable. This must use the County's approved mechanisms.		
	S-18	Ability to support encryption and upgrade key levels. Describe the current maximum key level or other parameters that allow the solution to remain secure in the future.		
Security Communication	S-19	Application development must be done in a secure manner. Describe your security practices regarding secure application development.		
	S-20	The Proposer must have an incidence response plan. Describe the Proposer's incident response structure and communication process to customers during a disaster or incident.		
Data Security and Availability	S-21	Ability for the Proposer to respond to potential compromises. Describe the Proposer's process and timeframe for responding to County request for logs and other information if a compromise occurs, is suspected, or is being investigated by the County involving the Proposer's environment or technologies.		

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Right to Audit	S-22	Describe what happens to the application or system and the data in the event the Contractor goes out of business, is purchased by another entity, or if the Contract runs out. The response should cover any secondary cloud storage partner of the Proposer who is contracted with in support of the County's Contract.		
	S-23	Ability for the County to audit the Proposer's environment (and its subcontractors) who store, process or transmit County data; such as a physical visit or request for information related to processes, procedures, logs, and configurations of solutions that host, process, or transmit County data.		
	S-24	Ability for the County to periodically audit the public facing IP addresses that are declared by the Proposer as nodes that process, store, or transmit County data. If the IP addresses or the scan results of the County indicate security issues, the Proposer agrees to immediately resolve of the matter, regardless of whether the IP address or system is dedicated to the County or shared with other Proposer's customers.		
Data Security and Availability	S-25	Ability to provide information about location of data storage, addressing requirements to keep all data in the United States (including in a disaster scenario). Describe how the Proposer will assure the County that its data will not be relocated without its written approval.		
Service Desk Authentication	S-26	Ability for the Proposer's internal service desk to keep County's tickets secure. The County personnel creating service desk tickets with the Proposer must be securely authenticated. For example, when a service request or a service incident request involves a County configuration setting, requests about data, network architecture, manual and automated controls, access control, remote access, or procedures, the data in the request must remain secure. Requesters must be always authenticated through documented agreed upon procedures and controls.		
	S-27	Proposer must guarantee that a current approved caller list and agreed procedures will be on file and referenced by its trained employee and Contractors that are able to process, respond to any service/incident requests from the County and others as authorized by the County in writing. As a part of the employee security awareness training, the Proposer's service staff must be trained (at least annually be certified) on social engineering techniques and the agreed-upon procedures and safeguards. The Proposer must agree to secure and audit the authorized lists and agreed-upon procedures.		

Log Requirement	S-28	Ability to log access to the proposed system. Describe how the system is able to generate reports for the following areas: 1. User accounts access control (including any service accounts required for operations, password expirations, last time used, user categories, user IDs). 2. Systems' security controls listing the security configuration parameters configurable by the customer.		
	S-29	Ability to log login attempts. Describe how the solution will provide an audit trail for each logon (unsuccessful attempts and successful validations) capturing the following information: user name, user ID, date/time, resource accessed/modified (as applicable). The response should address the impact to performance and capacity during realistic peak operational conditions.		
Data Communications and Data Security	S-30	Data transmission must be secure. Describe the Proposer's ability to secure data transmission when data is electronically transmitted between systems locally in a single Proposer or multi-Proposer contracted scenarios.		
Physical Security	S-31	Ability to physically store devices used in the solution. Describe the ability to physically secure any devices that may be used, and/or stored at the Vote Centers. Include the ability to use tamper evident devices, cable locks, etc.		
Solution Security Certification & Customer Dependencies	S-32	Ability for the County to implement wireless and/or wired communication that meets state requirements. If there are customer security dependencies to meet these requirements, please clarify.		
Telecommunications and Data Security	S-33	Ability to securely transmit data. Describe how the solution provides the ability to secure telecommunications and data transmission when data is electronically transmitted over public and/or private networks.		
Access Control Management	S-34	Ability to implement best practices for access control. Describe where these standards can be used through procedures and system capabilities that prevent and limit and detect access to critical system components in order to guard against loss of system integrity, availability, confidentiality, and maximize accountability.		
NTP (Time Synchronization)	S-35	Ability for networked components of the system to be set to use Network Time Protocol (NTP) for time synchronization and only be synchronized to a predefined source(s), only modifiable by the system administrator. For on premise solutions the source(s) will be the County's NTP solution. For a hosted solution, it must be a Proposer provided GPS base		

		source, or a recognized valid USA based Internet NTP source.		
Log Management	S-36	Ability for security logs to be recorded within the system as well be transferable when possible to a secondary secured central storage not within the system whose logs are being recorded. Describe the log format utilized for your logs. Example of logs: system, security (access), change logs capturing configuration, account changes, or access of objects.		
Access Control	S-37	Ability for the system to provide features, functions, and capabilities to perform user administration and assign roles and access privileges (including service accounts). All changes will be logged.		
	S-38	If applicable, describe ability for the proposed solution to generate a report based on user ID, and all of the system that it has been (or currently is) logged into. The report should include the system names, login/logoff times and objects accessed.		
Authentication	S-39	Desired: The proposed system must support multifactor authentication for important tasks. Describe how multifactor authentication is applied to the proposed system.		
Roles and Responsibilities	S-40	Ability to define responsibilities of County and Proposer for security. Describe how the Proposer will be able to define the Proposer and customer responsibilities and workflows for secure access to ensure compliance and data security, confidentiality, and integrity of systems and data. FIPS Reference: http://csrc.nist.gov/groups/STM/cmvp/documents/140-1/140val-all.htm		
Backup/Restore and Disaster Recovery	S-41	Ability to provide documented backup and restore and disaster recovery capabilities. Describe features of the disaster recovery model, including encryption and access control. If disaster recovery model includes storage of data at a location other than the County, describe the location ensuring it is within the continental United States.		
Security Risk Communication to Security	S-42	The Proposer must immediately notify designated County security personnel of any potential breach or risk, including when: - County data may be at risk. - County data may be at risk of unauthorized disclosure(s). - County data may have been breached. - County data is subpoenaed through a legal channel.		

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		- County data may be inaccessible due to supplier disputes, bankruptcy, or other business and legal scenarios. - County data or copy of County data or any replica, or digital shadow has been intentionally or accidentally copied or moved to a non-U.S. geography or non-County authorized third party. Describe the Proposer's willingness to comply with this requirement.		
Data Security	S-43	Ability for the Proposer to protect the County's sensitive data, if that is part of the solution. Please describe the following when applicable: 1. Proposer's own SOC 2 Type II audit results (no older than six (6) months) – not to be confused with hosting providers, such as Microsoft or Amazon's SOC 2 Type II audit results. 2. Proposer's cloud storage provider's SOC 2 Type II audit results (no older than 6 months). 3. Proposer's cloud physical geography (limited to continental United States). 4. Proposer's cloud storage meets the FedRamp requirements. 5. Proposer's cloud storage meets the State of California requirements. Supplier should supply written proof of what has been certified. 6. Proposer's security incident management, e-discovery and cloud forensics processes. 7. Proposer's application and interface security must meet the applicable state and federal requirements for the term of the contract. 8. Proposer's threat and vulnerability management processes. 9. Proposer's access management governance and processes when its staff and supplier staff can access regulated data. 10. Proposer's commitment to independent security test of end-state solution before going live and remediating the findings in a timely fashion. 11. Proposer's commitment to assure County-owned data on the supplier infrastructure is not accessed or mined. 12. Proposer's agreement that all data supplied by the County will remain the sole property of the County and the Proposer may not sell or lease this data at any time.		
	S-44	Ability to securely erase data. Describe the secure erase (DoD Standards) process for the solution, when equipment needs to send back to Proposer or manufacturer for service, upgrades or warranty. Refer to NIST SP 800-88, Guidelines for Media Sanitization		

		- NIST Web Site: NIST.Gov.		
	S-45	Ability to securely ship equipment with data. Describe the data protection in shipment, when equipment with data needs to be serviced.		
Background Checks	S-46	Ability to maintain background checks for employees. Describe your employee and Contractors' background-check level and frequency (for employees and Contractors who program, secure, administer, or service equipment or storage containing regulated data).		

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D. Work Schedule

The following schedule sets forth the dates and deadlines applicable to this RFP. The specified dates are merely estimates and are not binding on the County. Nevertheless, by submitting its Proposal, each Proposer:

1. Agrees to complete its performance in compliance with the dates and deadlines set forth in the following schedule, unless the County expressly agrees to modify such schedule.

2. Represents and warrants to the County that such Proposer has the ability to comply with such schedule.

Tentative Schedule	
Date	**Action**
November 20, 2017	Final Contract Execution
November 30, 2017	Delivery of Voting System components begins; Acceptance testing of system components begins
December 4, 2017	Vendor training on system use begins
January 20, 2018	All Delivery and Acceptance Testing complete
June 5, 2018	Primary Election

Section 3:

Example Budgets

Section 3: Document List

1. County VCA Budgets - 1 page each
   a. Madera
   b. Napa
   c. Nevada
   d. Sacramento
   e. San Mateo

Section 3 Introduction - Budgets

The information in this section contains the budget analysis from the Election Administration Plans of all five 2018 Voter's Choice Act counties. As more information becomes available regarding budgets, actual expenditure, and cost comparison the Secretary of State's staff will provide updates to this section.

Appendix E

Budget Resources and Cost Comparison

Outreach Activity	2016 Primary Election	2018 Primary Election (estimates)
Newspaper Publications	$1,500	$4,000
Radio PSA	$0	$3,000
Television PSA	$0	$3,000
Direct Voter Contact Mail	$0	$50,000
Public Workshops/Meetings	$0	$5,000
Equipment Demonstrations	$0	$3,000

EAP Cost Comparison - Comparación de Costo EAP

	Cost Categories - Costo Categorias	2014 Budget - Presupuesto	2018 Budget - Presupuesto	Difference
1	Labor & Salary - Labor y Salario	$90,377.19	$94,846.05	-$4,468.86
2	VBM Ballot Printing - Impresión de Balota	$31,514.00	$36,556.24	-$5,042.24
3	Precinct Ballot Printing - Impresión de Balota	$20,565.00	$0.00	$20,565.00
4	VAC Ballots Printing - Impressión de Balota	$19,896.00	$2,500.00	$17,396.00
5	VBM Ballot Postage - Franqueo	$58,000.00	$35,000.00	$23,000.00
6	Sample Ballot Printing - Balota ejemplar	$48,642.00	$30,000.00	$18,642.00
7	Sample Ballot Postages - Franqueo	$6,700.00	$0.00	$6,700.00
8	Outreach - Contacto con el Elector	$0.00	$17,500.00	-$17,500.00
9	Equipment Cost - Costo de Equipo	$35,000.00	$56,000.00	-$21,000.00
10	Election Workers - Trabajadores Electorales	$36,000.00	$107,500.00	-$71,500.00
	Total Cost - Costo Total	$346,694.19	$379,902.29	-$33,208.10

	Outreach - Contacto con el Elector	2014 Budget - Presupuesto	2018 Budget - Presupuesto	Difference
1	Advertisements - Anuncios	$5,593.78	$7,500.00	-$1,906.22
2	Social Media - Medios de comunicación Soc.	$0.00	$1,000.00	-$1,000.00
3	Equipment/Supplies - Equipo\Suministros	$0.00	$3,000.00	-$3,000.00
4	Mailers I, II and III - Volantes I, II, y III	$0.00	$5,000.00	-$5,000.00
5	Events Rentals\Alquilamientos	$0.00	$500.00	-$500.00
6	Additional Voter Contact\Contacto adicional	$0.00	$500.00	-$500.00
	Total Cost - Costo Total	$5,593.78	$17,500.00	-$11,906.22

Budget Comparison of 2014 State Primary Election and 2018 State Primary Election

Category	2014 State Primary Budget	2018 State Primary Budget	Difference
Labor & Salary	$9,575.00	$21,302.00	($11,727.00)
Vote by Mail Ballot Printing	$57,000.00	$141,440.00	($84,440.00)
Precinct Ballot Printing	$40,000.00	-	$40,000.00
Vote by Mail Ballot Postage	$10,000.00	$13,000.00	($3,000.00)
Sample Ballot Printing	$60,000.00	$105,000.00	($45,000.00)
Sample Ballot Postage	$13,000.00	$15,500.00	($2,500.00)
Outreach	$7,205.84	$89,085.00	($81,879.16)
Equipment & Supplies	$119,543.00	$284,546.00	($165,003.00)
Temps/Election Workers	$102,658.00	$144,987.04	($42,329.04)
Training	-	$50,496.80	($50,496.80)
Vote Center Rental	-	$5,000.00	($5,000.00)
Total Cost	**$418,981.84**	**$870,356.84**	**($451,375.00)**

Outreach Budget Comparison of 2014 State Primary Election and 2018 State Primary Election

Outreach Cost	2014 State Primary Budget	2018 State Primary Budget	Difference
Advertisements	$1,272.84	$20,000.00	($18,727.16)
Social Media	-	$1,000.00	($1,000.00)
Equipment & Supplies for Events	-	$3,000.00	($3,000.00)
Event Rentals	$2,095.00	-	$2,095.00
Mailings	$3,838.00	$64,000.00	($60,162.00)
Translation Services	-	$1,085.00	($1,085.00)
Total Cost	**$7,205.84**	**$89,085.00**	**($81,879.16)**

APPENDIX J – BUDGET RESOURCES AND COST COMPARISONS

VOTER EDUCATION AND OUTREACH FUNDING
§4005(a)(10)(I)(i)(VII)

The following table shows the advertising and voter outreach budgets for the 2016 elections, and the estimated funding for the VCA advertising and voter outreach requirements.

Activity	Jun 2016 Polling Place Actual Costs	Nov 2016 Polling Place Actual Costs	Jun 2018 Budget	Jun 2018 Vote Center Actual Costs	Nov 2018 Vote Center Budget
Advertising	$17,975	$24,500	$32,000 (tentatively revised to $100,000)	$58,581.95	$75,000
1. Print Flyers and Brochures				$17,413.69	$10,000
2. Minority Language TV (Crossings TV)				$8,120	$8,120
3. Minority Language Radio (La Ranchera/La Buena/Radio Lazar) (3 Stations, 2 ads)				$8,305	$8,450
4. Minority Language Print (D'Primeramano, APA News, World Journal)				$6,650	$5,500
5. English TV PSA's				$0	$0
6. English Radio (3 Stations – Entercom, KSFM, KXPR)				$6,840	$17,170
7. English Print (14 ads – Sacramento Bee, Elk Grove Citizen, Galt Herald, Carmichael Times, Grapevine Independent, Citrus Heights Messenger, River Valley Times, American River Messenger, Gold River Messenger, Sacramento Observer, Sacramento News and Review)				$11,253.26	$17,494
8. RT ads (40 ads, busses and shelters)				$0	$0
9. Social Media boosting (iHeart radio)				$0	$12,000
Outreach	$22,287	$36,187	$49,200 (tentatively revised to $600,000	$288,349.77	$341,200
1. 2 direct contacts with each voter (2 postcard mailings, and postage)				$239,149.77	$251,654
2. Voter Outreach events, educational materials, videos, High School Mock Elections, Mock Ballots				$49,200.00	$91,200
3. Secretary of State Outreach Grant/Contract (expected to be applied toward existing advertising expenses)			$98,000		

APPENDIX J – BUDGET RESOURCES AND COST COMPARISONS

SHORT TERM AND LONG TERM COSTS AND SAVINGS
§4005(a)(10)(I)(v)

Sacramento County's voting system has reached end of life after more than 13 years of successful elections. A new voting system will be in place for the 2018 elections. The replacement of voting system complicates the comparison of short term and long term costs and savings. However, the following tables show the costs of licensing and maintenance of the existing and new voting systems, and the costs to purchase a new system in both a Polling Place Model election and a Vote Center Model election.

Voting system licensing and maintenance costs:

	Fiscal Year 2015/2016	Fiscal Year 2016/2017	Fiscal Year 2017/2018	Fiscal Year 2018/2019 (proposed budget)
2016 Voting System	$334,533	$321,810	$323,692	
New Voting System				$490,975

New Voting System estimated costs for both Polling Place and Vote Center elections:

Election type	# sites/# accessible units (includes growth)	One-time Equipment Purchase (estimated)
Polling Place Model	600 / 800	$11,209,422 (est.)
Vote Center Model	90 / 315	$ 2,403,074
Cost difference		$ 8,806,348

BUDGET

The June 5, 2018 Statewide Direct Primary Election has been allocated $241,000 for voter education and outreach. Additionally, the Registration & Elections Division will provide in-house support for the preparation of graphic and outreach materials, public presentations and community outreach events.

The budget will allow the purchase of advertisements in newspapers, television, radio and social media. A portion of these funds will be allocated to language translation and braille production. The outreach budget does not include printing and postage costs for direct mailings to registered voters. Additional funds in the amount of $200,000 will need to be added to the June 5, 2018 Statewide Direct Primary Election budget for this purpose.

In addition, The Voter's Choice California coalition has offered grants to community-based organizations to enlist their support in VCA outreach programs. Information regarding the Voter's Choice California coalition and their grant programs may be obtained at https://voterschoice.org/

Section 4:

Vote Center and Dropbox Siting Process Development

Section 4: Document List

1. Sacramento Vote Center Siting Mapping Story - 18 pages

2. San Mateo Vote Center Siting Mapping Story - 10 pages

Section 4 Introduction - Vote Center Siting

The information in this section contains the maps used in the vote center siting process for Sacramento and San Mateo counties. Both used information contained in their county voter registration system and data from the American Community Survey (ACS). Sacramento's maps are available for closer inspection, including the option to zoom in with high level neighborhood detail, at https://arcg.is/4quzr.

VOTER'S CHOICE ACT

Citrus Heights
Folsom
Rancho Cordova
Sacramento
Elk Grove
Galt

Esri, HERE, Garmin, NGA, USGS, NPS | Esri, HERE, NPS

POWERED BY esri
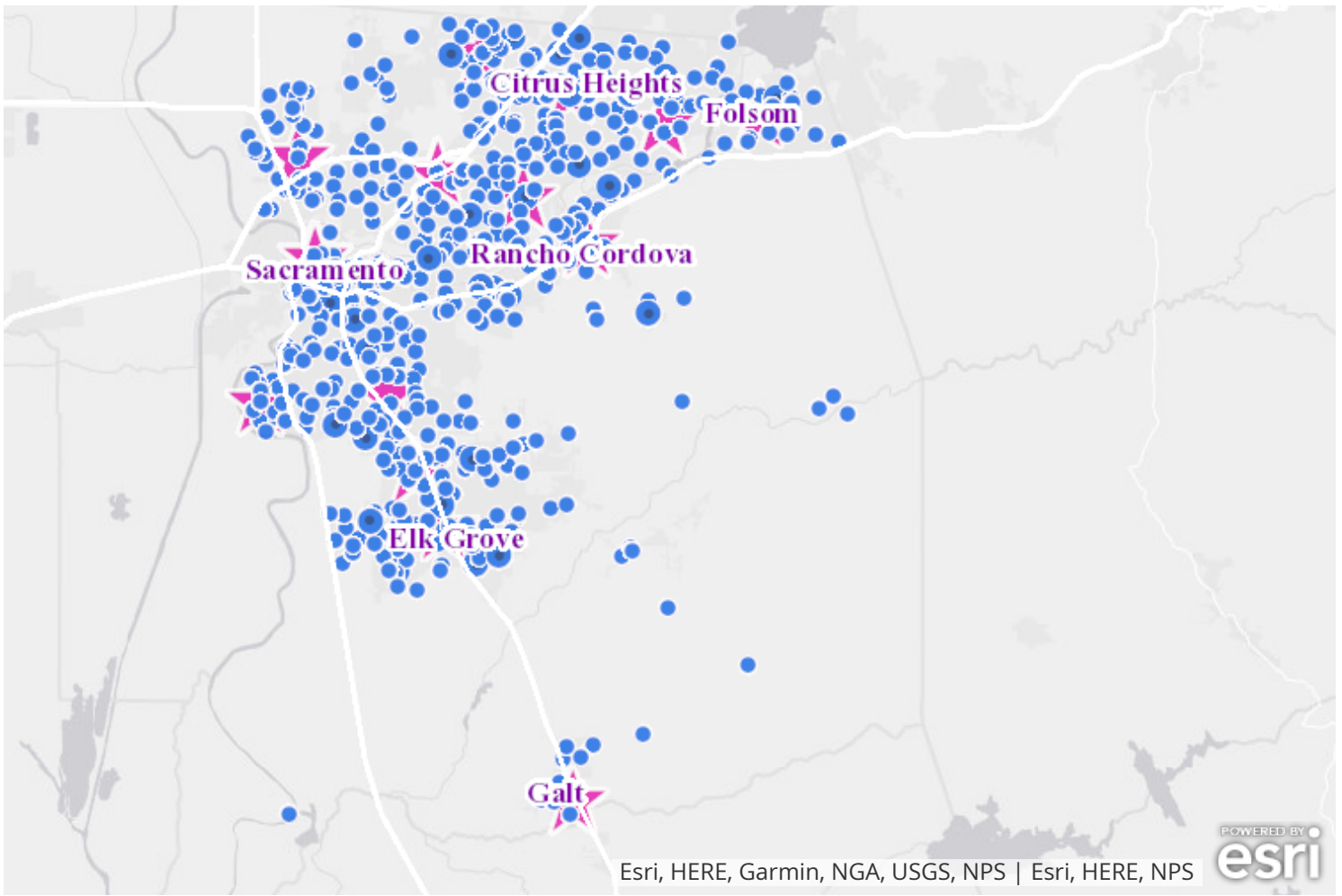
Layers

Nov 2016 Polling Places

- Single Precinct Polling Place
- Double Precinct Polling Place

The Voter's Choice Act (Senate Bill 450 - 2016) provides Sacramento County the opportunity to conduct elections with Vote Centers in combination with all Vote by Mail voting.

This map shows the November 2016 election polling places and vote by mail ballot drop-off locations. During this election, polls were open just one day and each voter had to vote at their assigned polling site.

Beginning in 2018, all voters in Sacramento County will receive ballots by mail. Vote Centers located throughout the County will be open for up to 11 days during each election. Voters can go to any Vote Center on a day that best fits into their schedule. There will be more than 50 vote by mail ballot drop-off locations to make it easy for voters to return their ballots.

LANGUAGE MINORITY COMMUNITIES
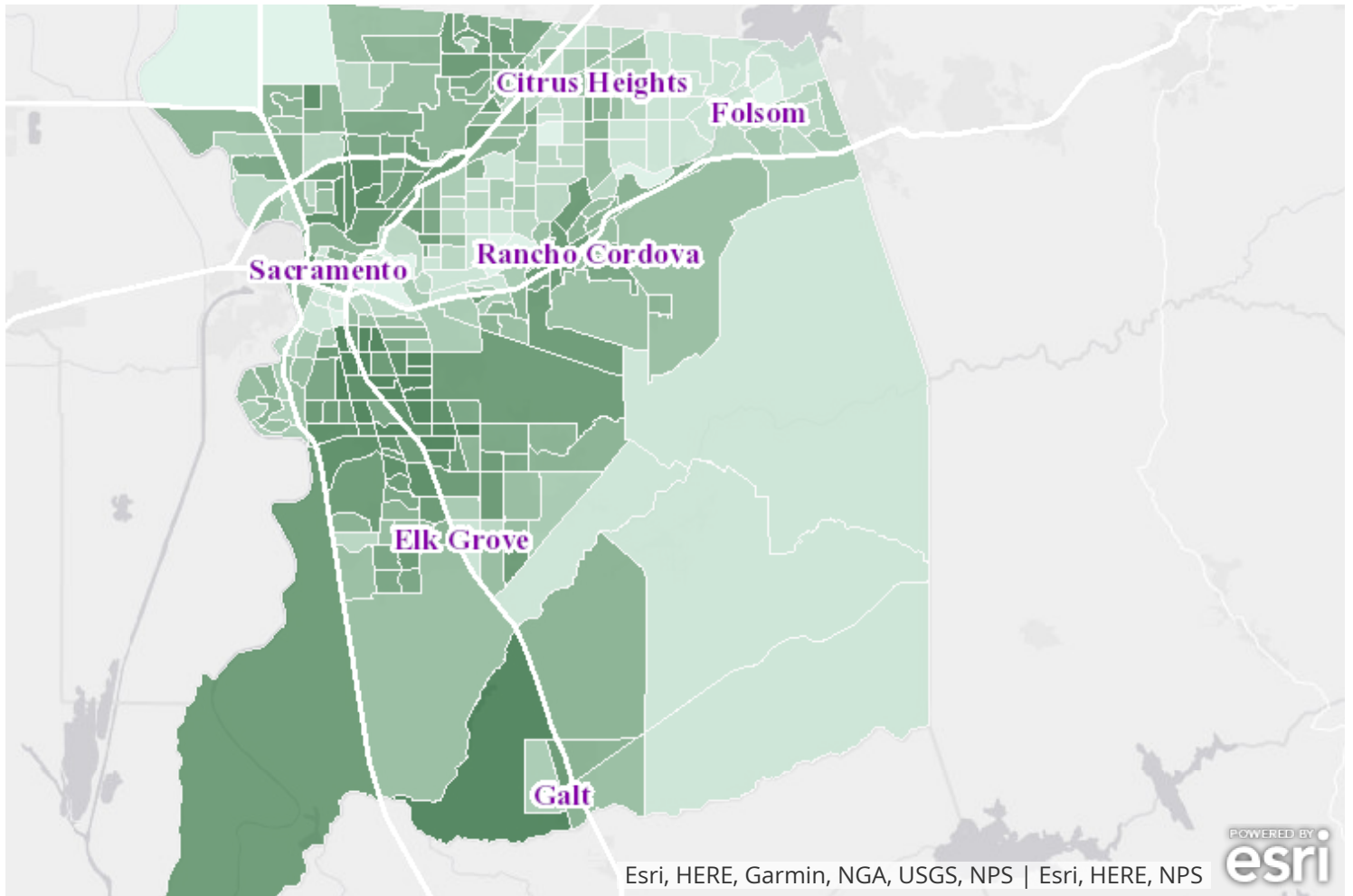
Layers

Percent Less than English Proficient

- Less than 2%
- 2% - 5%
- 5% - 7%
- 7% - 9%
- 9% - 12%
- 12% - 15%
- 15% - 18%
- 18% - 24%
- 24% - 30%
- More than 30%

This map shows the population that speaks a language other than English who are not proficient in English. The darker the color, the higher the population.

VOTERS WITH DISABILITIES
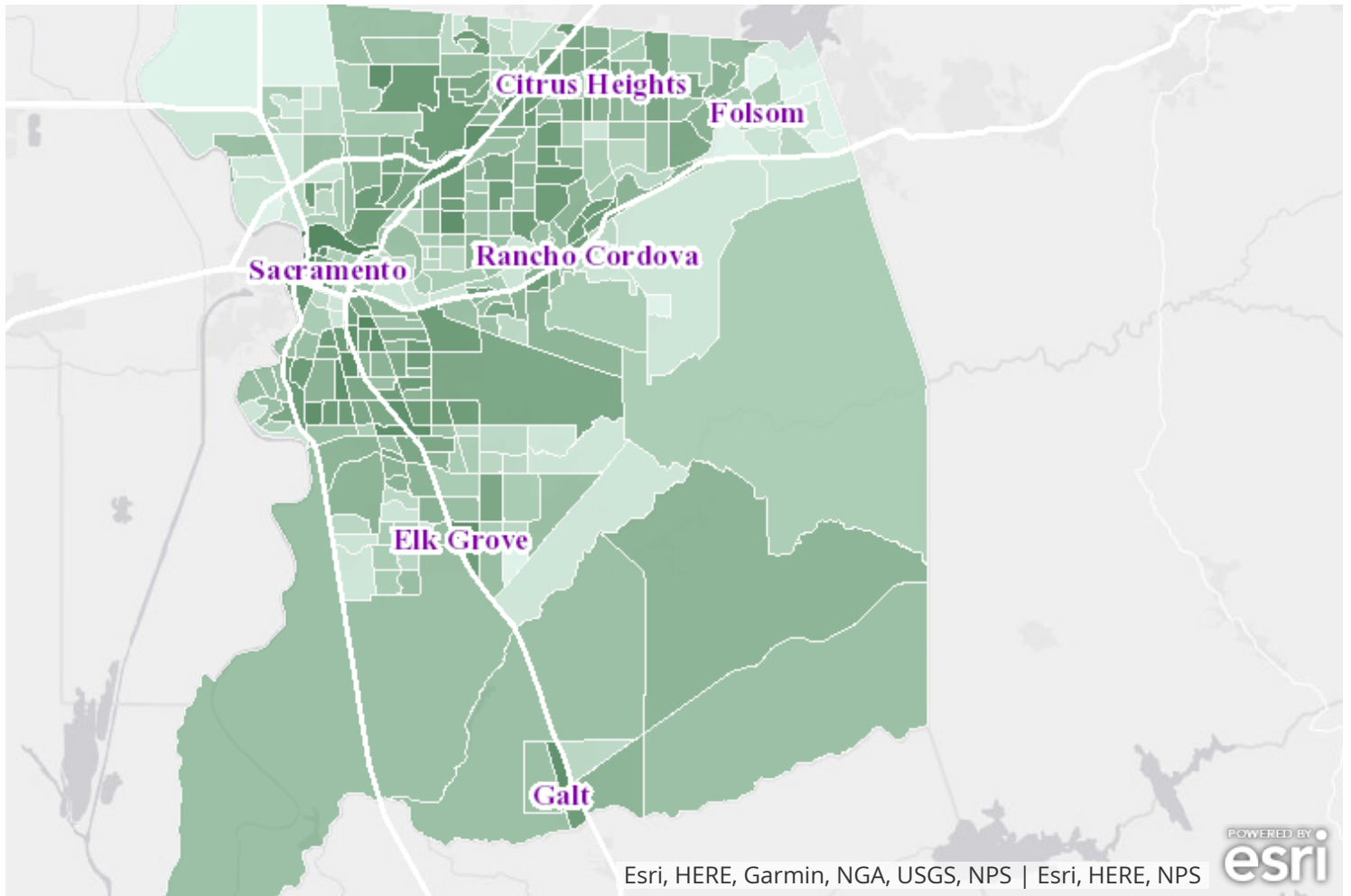
Layers

Percent Over 18 with Disabilities

- Less than 6%
- 6% - 10%
- 10% - 12%
- 12% - 14%
- 14% - 16%
- 16% - 18%
- 18% - 20%
- 20% - 24%
- 24% - 32%
- More than 32%

This map shows the population estimates for voting age residents who have a disability. The darker the color, the higher the population.

COMMUNITIES WITH LOW RATES OF HOUSEHOLD VEHICLE OWNERSHIP
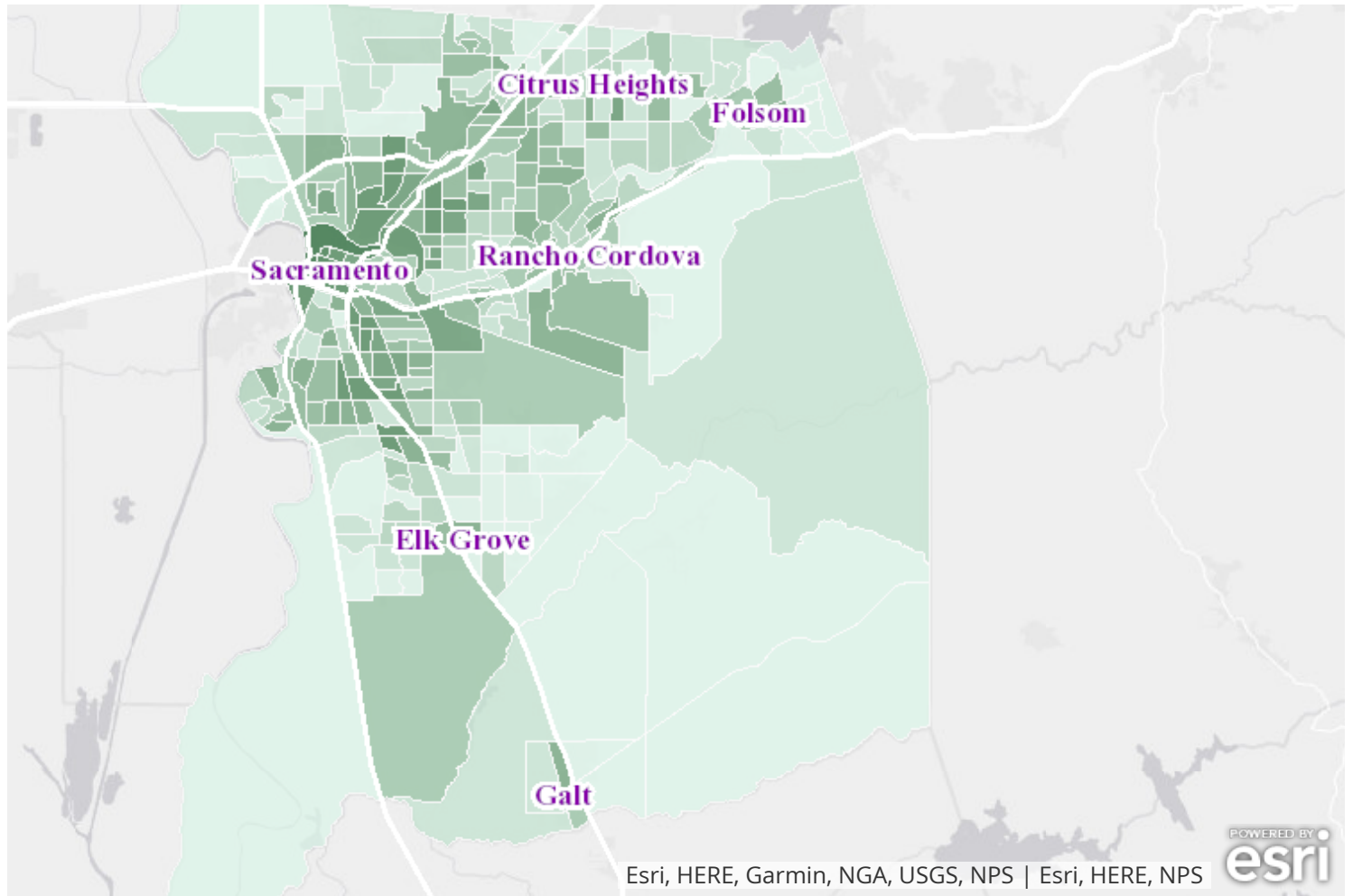
Layers

Percent of Housholds with No Vehicle Access

- Less than 2%
- 2% - 4%
- 4% - 6%
- 6% - 8%
- 8% - 10%
- 10% - 14%
- 14% - 18%
- 18% - 26%
- 26% - 40%
- More than 40%

This map shows households without vehicle access. The darker the color, the higher the likelihood of the household having no vehicles.

LOW INCOME COMMUNITIES
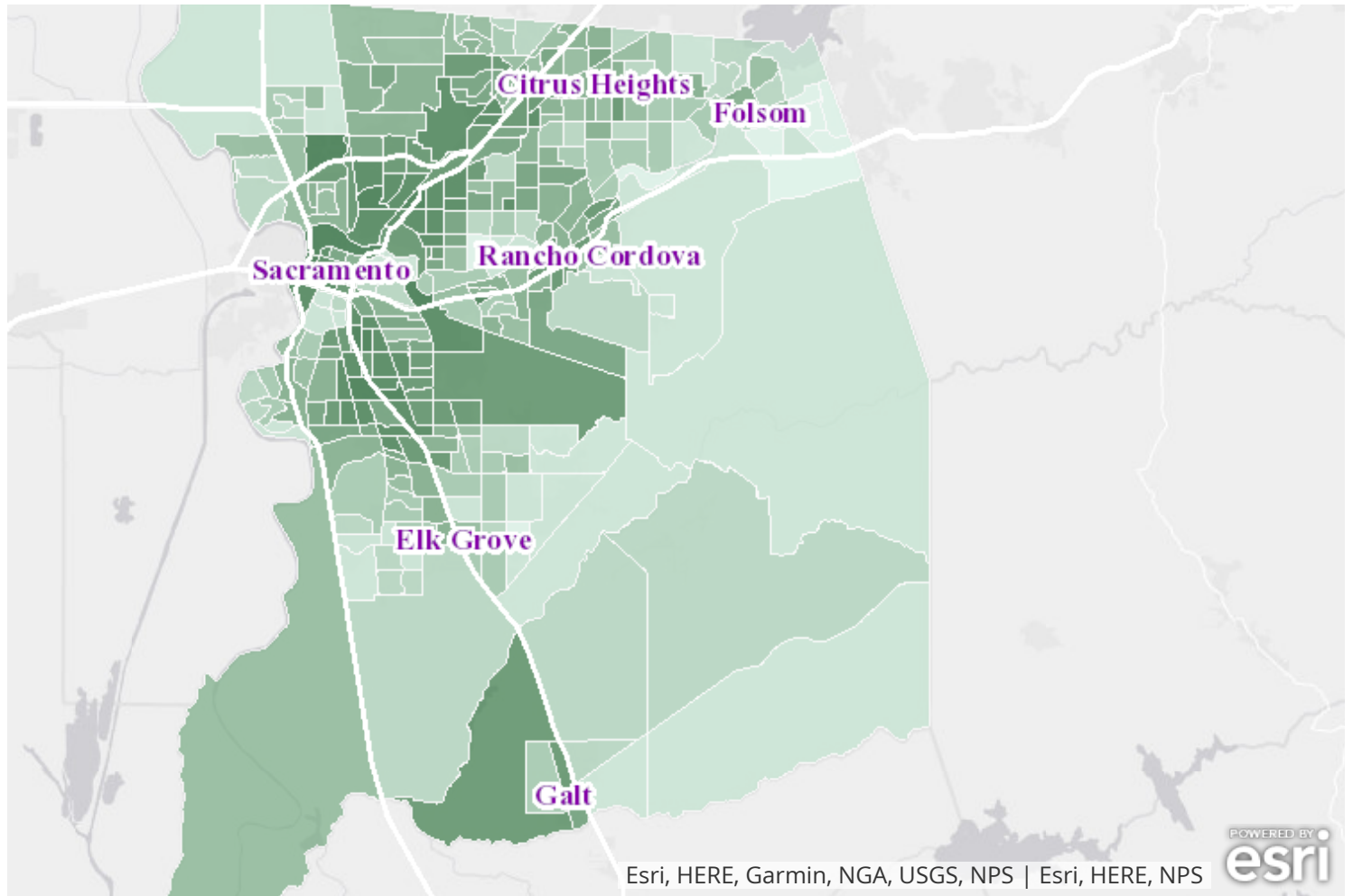
Layers

Median Houshold Income

- More than $120,000
- $90,001 - $120,000
- $75,001 - $90,000
- $64,001 - $75,000
- $56,001 - $64,000
- $48,001 - $56,000
- $42,001 - $48,000
- $34,001 - $42,000
- $25,001 - $34,000
- Less than $25,000

This map shows the average household income in communities throughout the County. The darker the color, the lower the average household income.

AREAS WITH ELIGIBLE RESIDENTS WHO ARE NOT YET REGISTERED TO VOTE
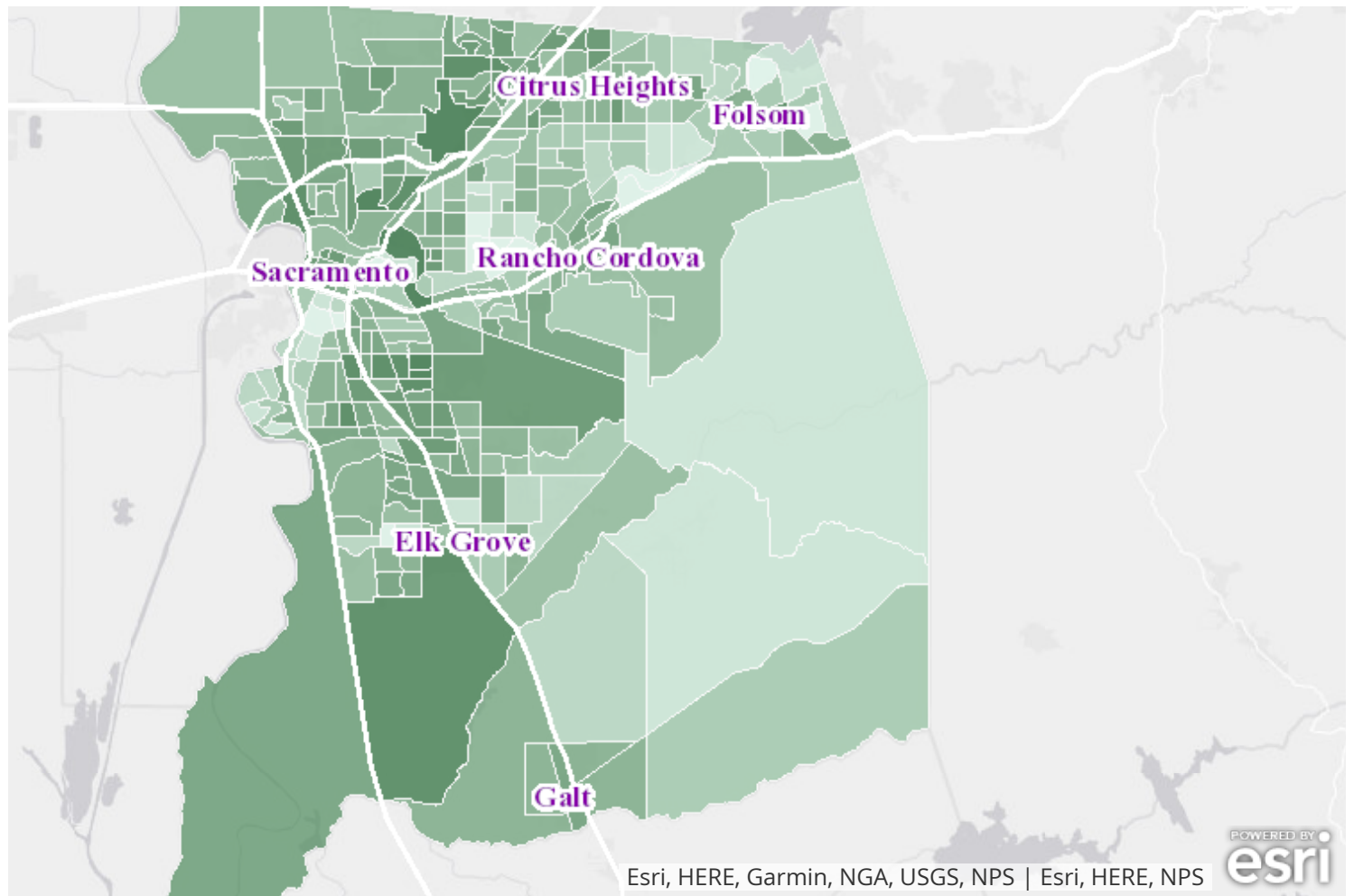
Layers

Percent Eligible Residents not Yet Registered

- More than 50%
- 45% - 50%
- 40% - 45%
- 35% - 40%
- 30% - 35%
- 25% - 30%
- 20% - 25%
- 15% - 20%
- 10% - 15%
- Less than 10%

This map shows the percent of eligible residents who are not registered to vote. The darker color indicates a high number of eligible but not registered residents.

AREAS WITH LOW VOTE BY MAIL USAGE
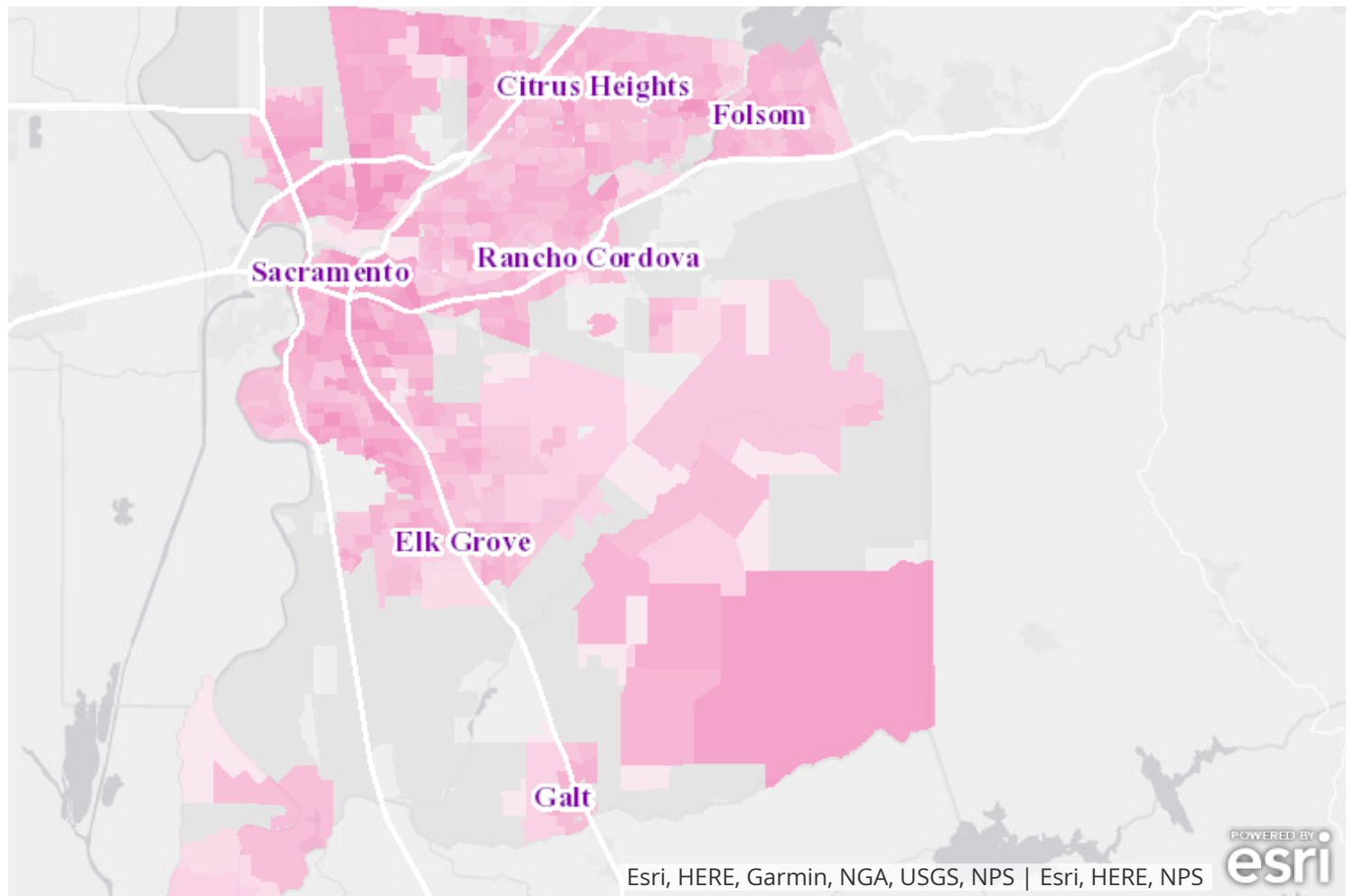
Layers

Vote by Mail Usage

Percent of Votes cast by mail (N12, N14, N16)

- Less than 55%
- 55% - 58%
- 59% - 60%
- 61% - 63%
- 64% - 66%
- 67% - 69%
- 70% - 73%
- 74% - 81%
- 82% - 92%
- 93% - 99%
- 100% (Always Mail Ballot Precinct)

Locations that are available, or might be available to be chosen as 4-Day Vote Centers.

AREAS WHERE VOTERS ARE REGISTERED AS PERMANENT VOTE BY MAIL
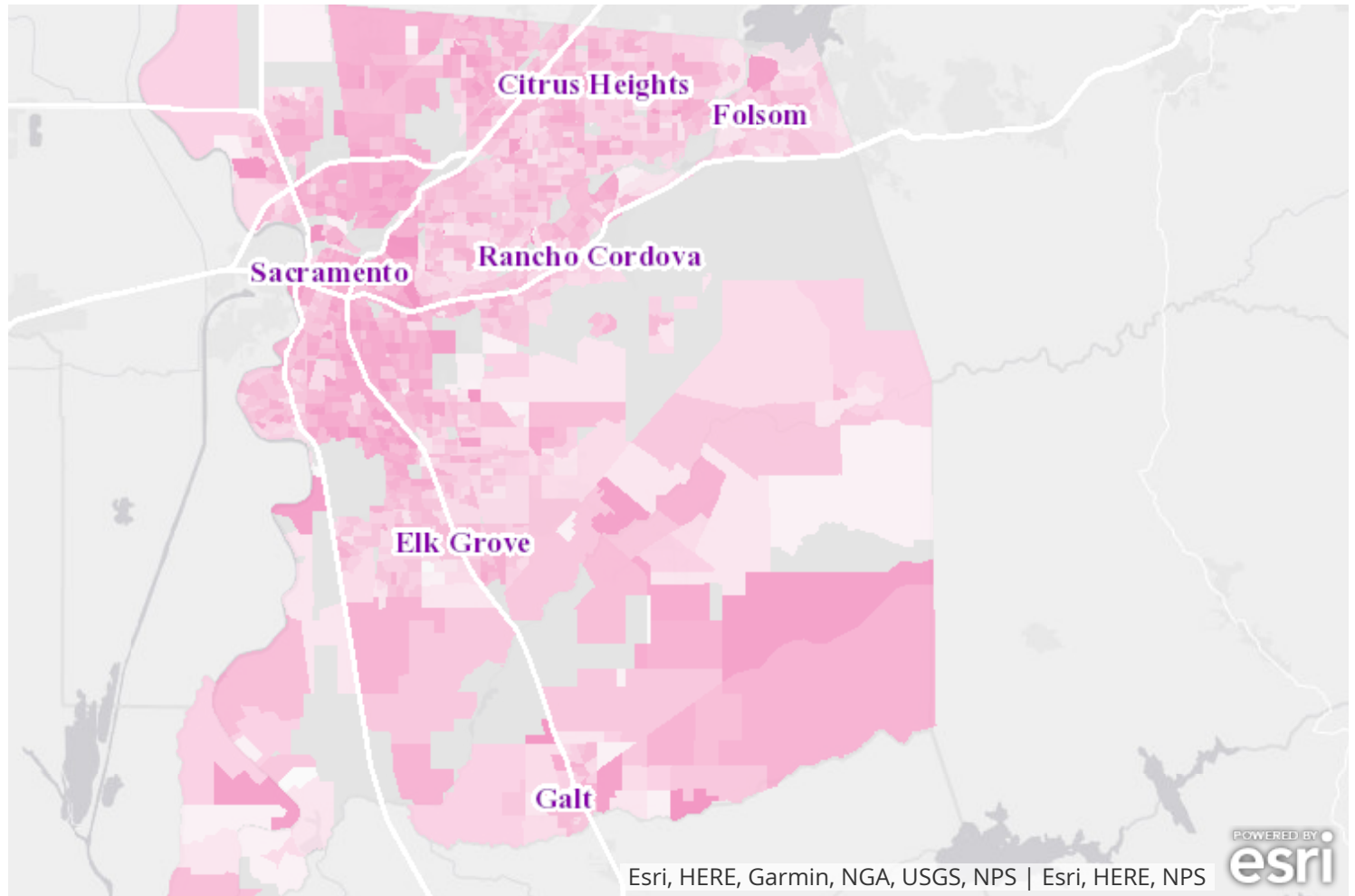
Layers

Vote by Mail Usage

Percent of Registration that are Perm VBM

Perm VBM Registration

- Less than 47%
- 47% - 55%
- 56% - 59%
- 60% - 61%
- 62% - 64%
- 65% - 66%
- 67% - 69%
- 70% - 72%
- 73% - 78%

This map shows the percentage of voters who have requested to always receive a ballot by mail. The darker color indicates lower percentage of permanent vote by mail requests.

DISTANCE TO PUBLIC TRANSPORTATION
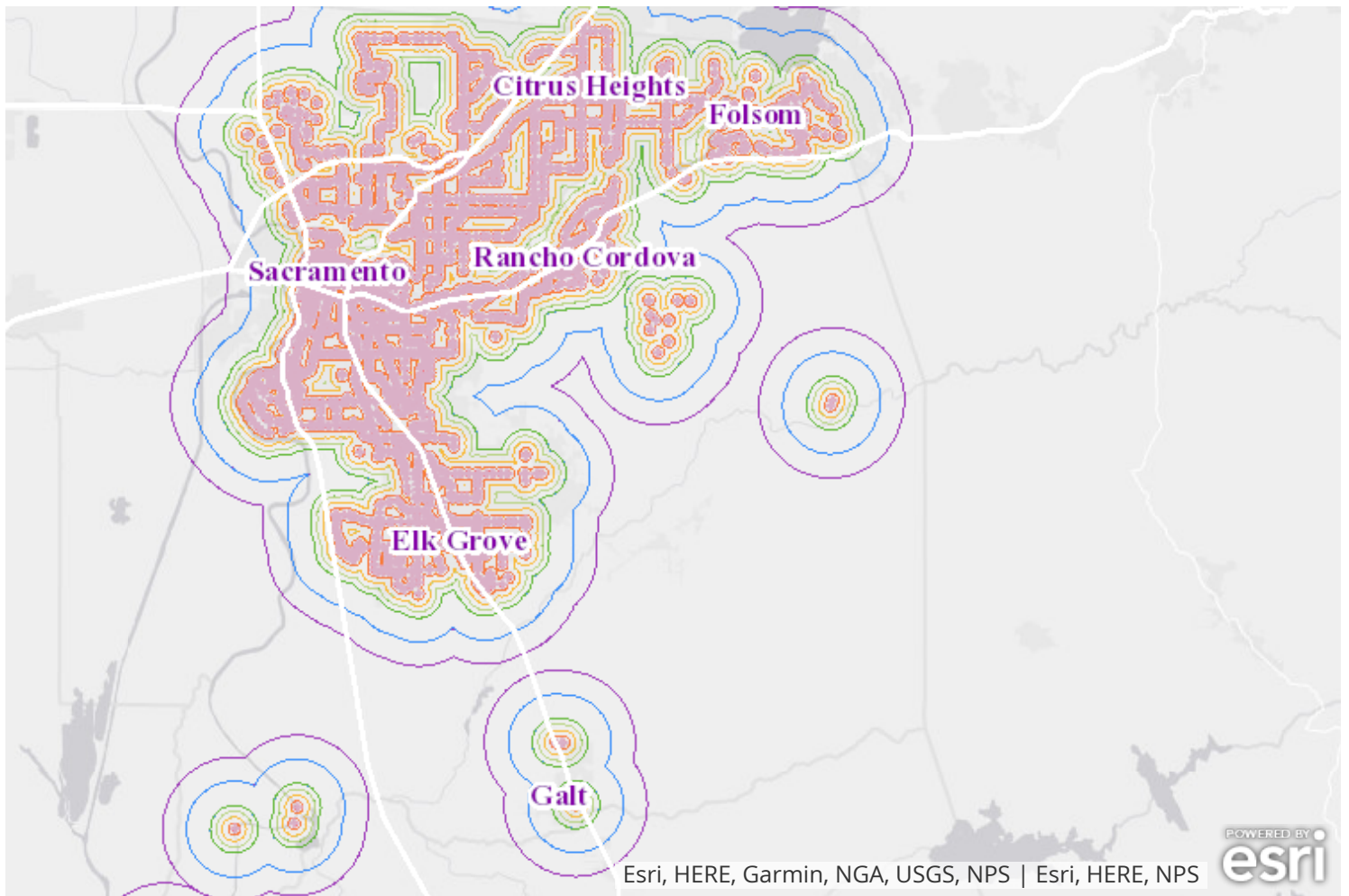
Layers

Distance to Public Transportation

Public Transportation Stops

✦

Distance Buffers

☐ 0.1 miles

☐ 0.25 miles

☐ 0.5 miles

☐ 0.75 miles

☐ 1 miles

☐ 2 miles

☐ 3 miles

This map shows all the light rail stations and bus stops throughout the County. The distance from the transportation stops are shown as colored rings, ranging from 0.1 miles to 3 miles.

ALL MAPS COMBINED

Esri, HERE, Garmin, NGA, USGS, NPS | Esri, HERE, NPS
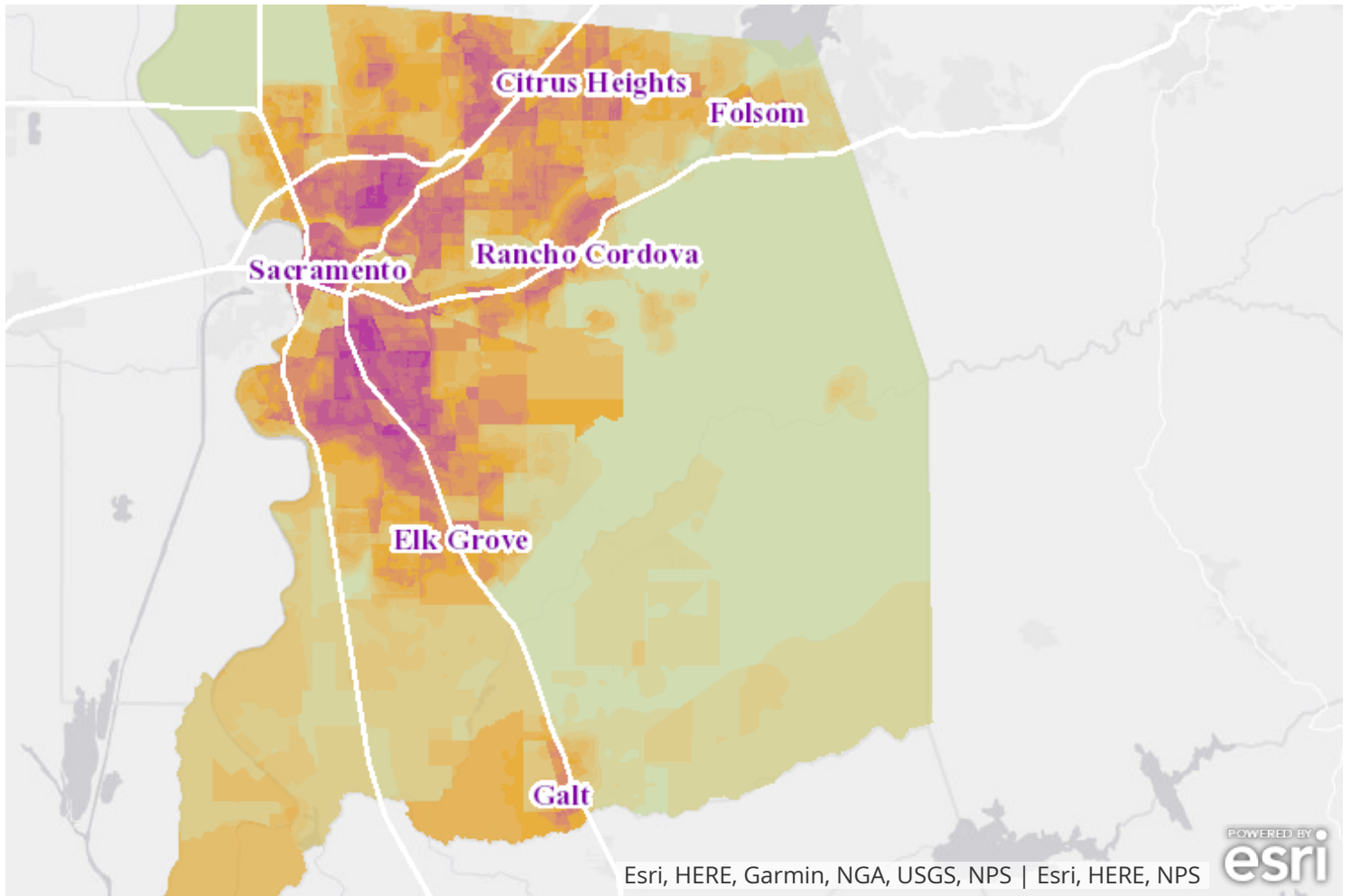
This map shows all the information from the above maps. Areas of the County with the most combined communities or populations to consider are shown in the darker colors.

This map is a starting point for public discussions about selecting Vote Center and ballot drop-off locations that will best serve all of the County's diverse communities.

For more information, contact the Department of Voter Registration and Elections by phone at (916) 875-6100 or by email at PrecinctOperations@saccounty.net.

DROP-OFF SITE STATUS

Esri, HERE, Garmin, NGA, USGS, NPS | Esri, HERE, NPS

POWERED BY
esri
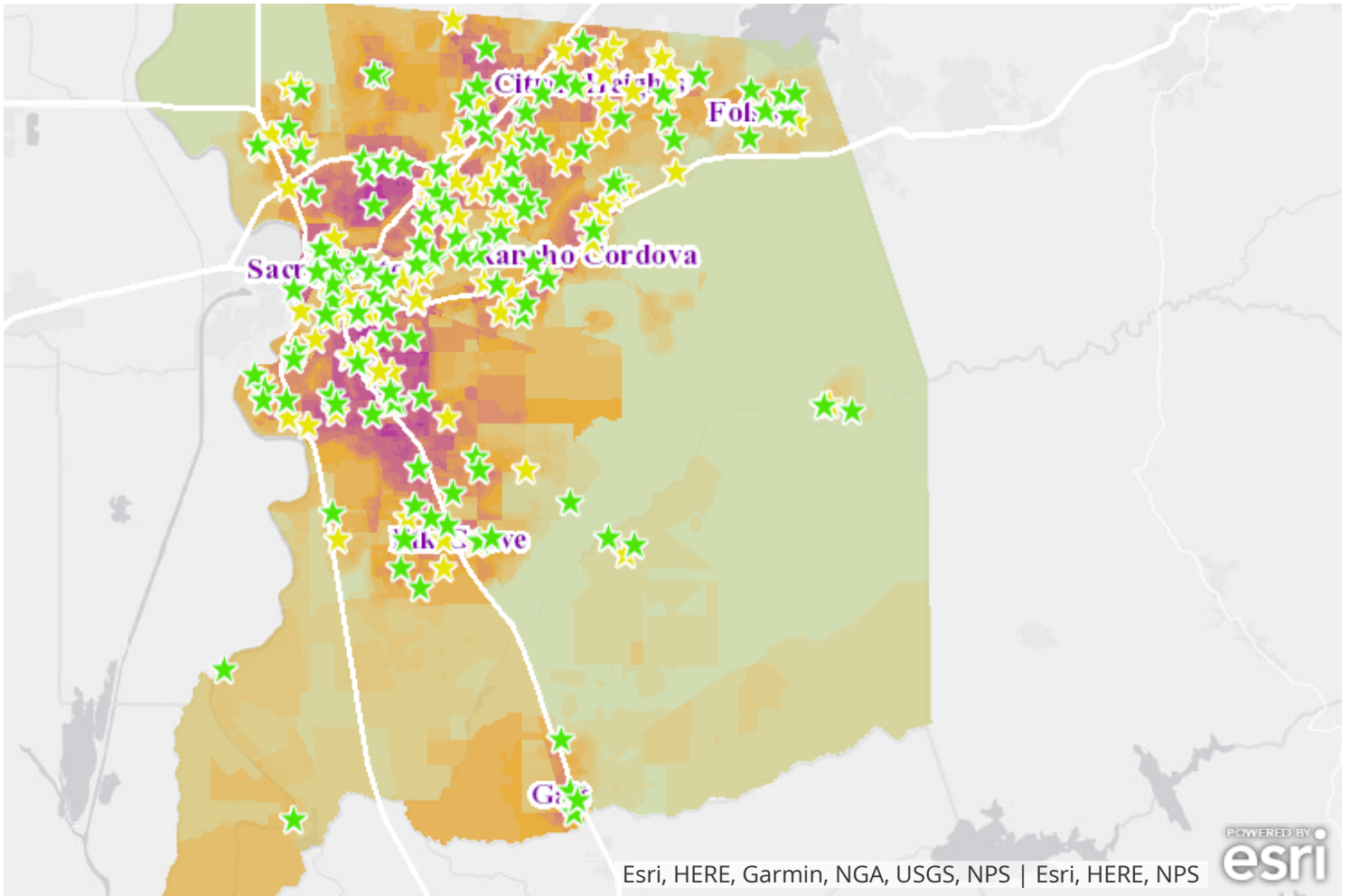
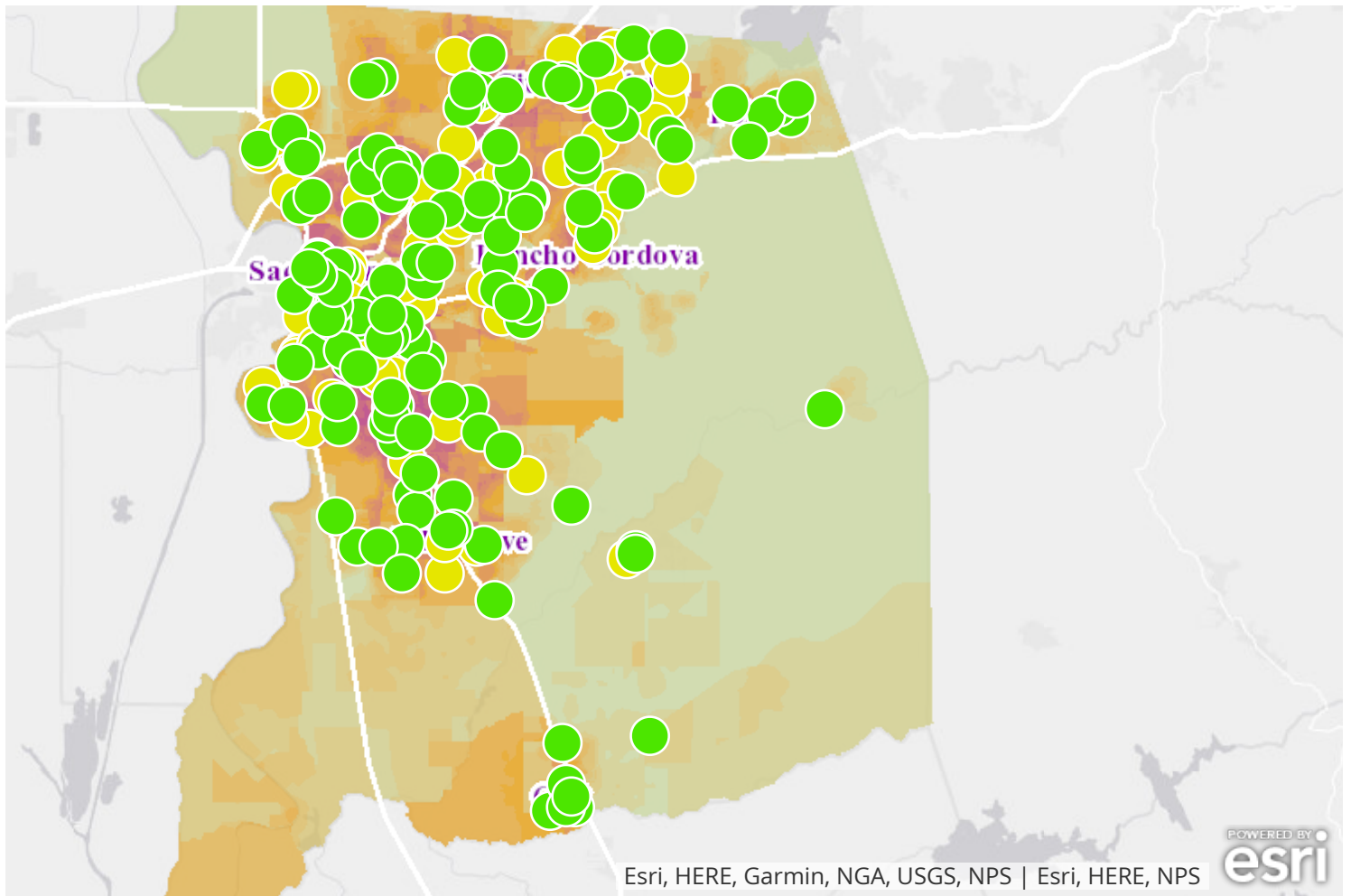**Drop Off = Available**

★

Drop Off = Maybe

★

Priority Rankings

Priority Rankings

■ Priority A
■ Priority B
■ Priority C
■ Priority D
■ Priority E
■ Priority F
■ Priority G
■ Priority H
■ Priority I
■ Priority J
■ Priority K
■ Priority L
■ Priority M

Locations that are available, or might be available to be chosen as 4-Day Vote Centers.

11-DAY VOTE CENTER STATUS
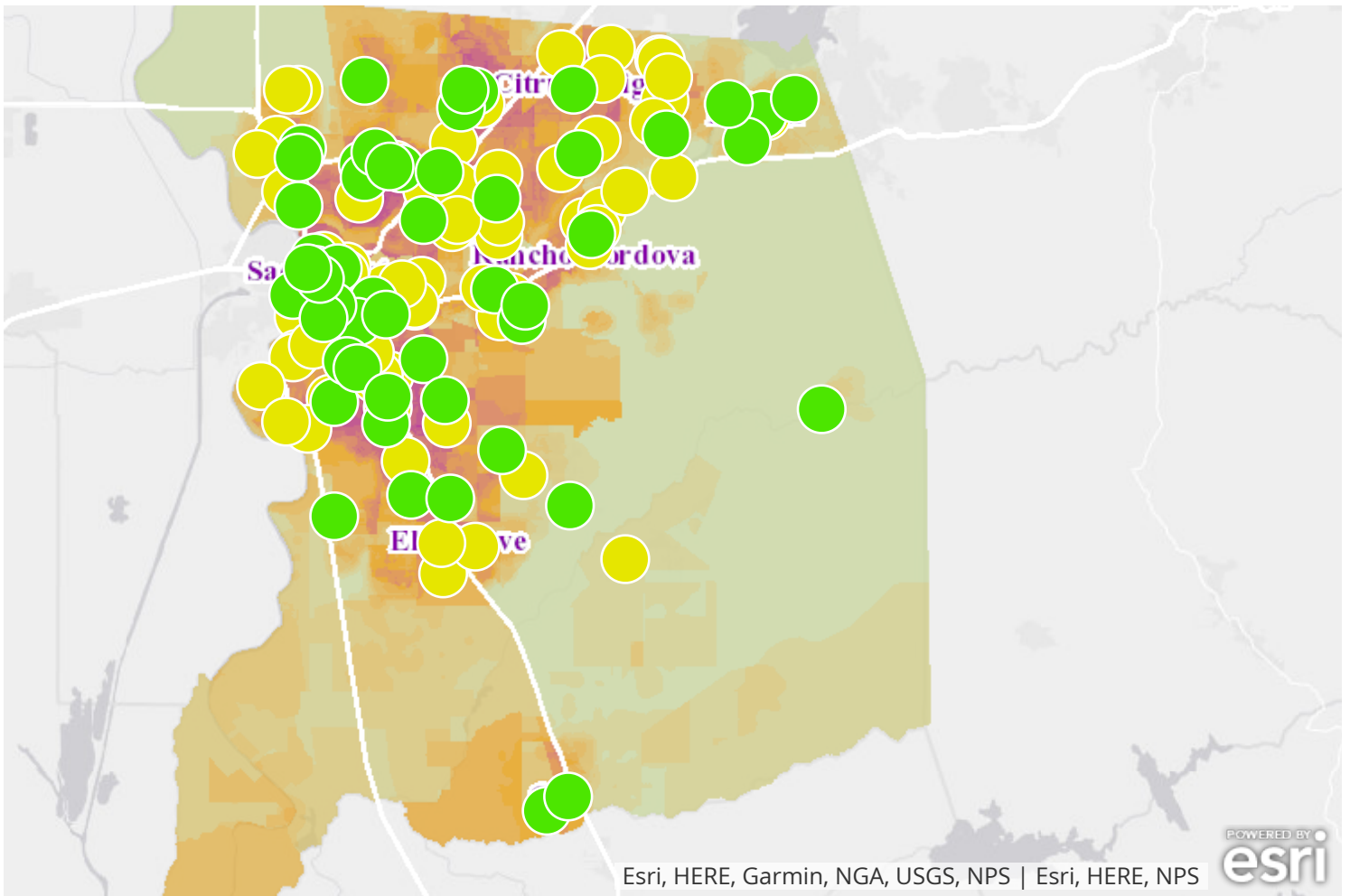
**11-Day Vote Center =
Available**

🟢

**11-Day Vote Center =
Maybe**

🟡

Priority Rankings

Priority Rankings

🟪 Priority A

🟪 Priority B

🟪 Priority C

🟥 Priority D

🟧 Priority E

🟧 Priority F

🟧 Priority G

🟧 Priority H

🟨 Priority I

🟨 Priority J

🟨 Priority K

🟩 Priority L

🟩 Priority M

Locations that are available, or might be available to be chosen as 11-Day Vote Centers.
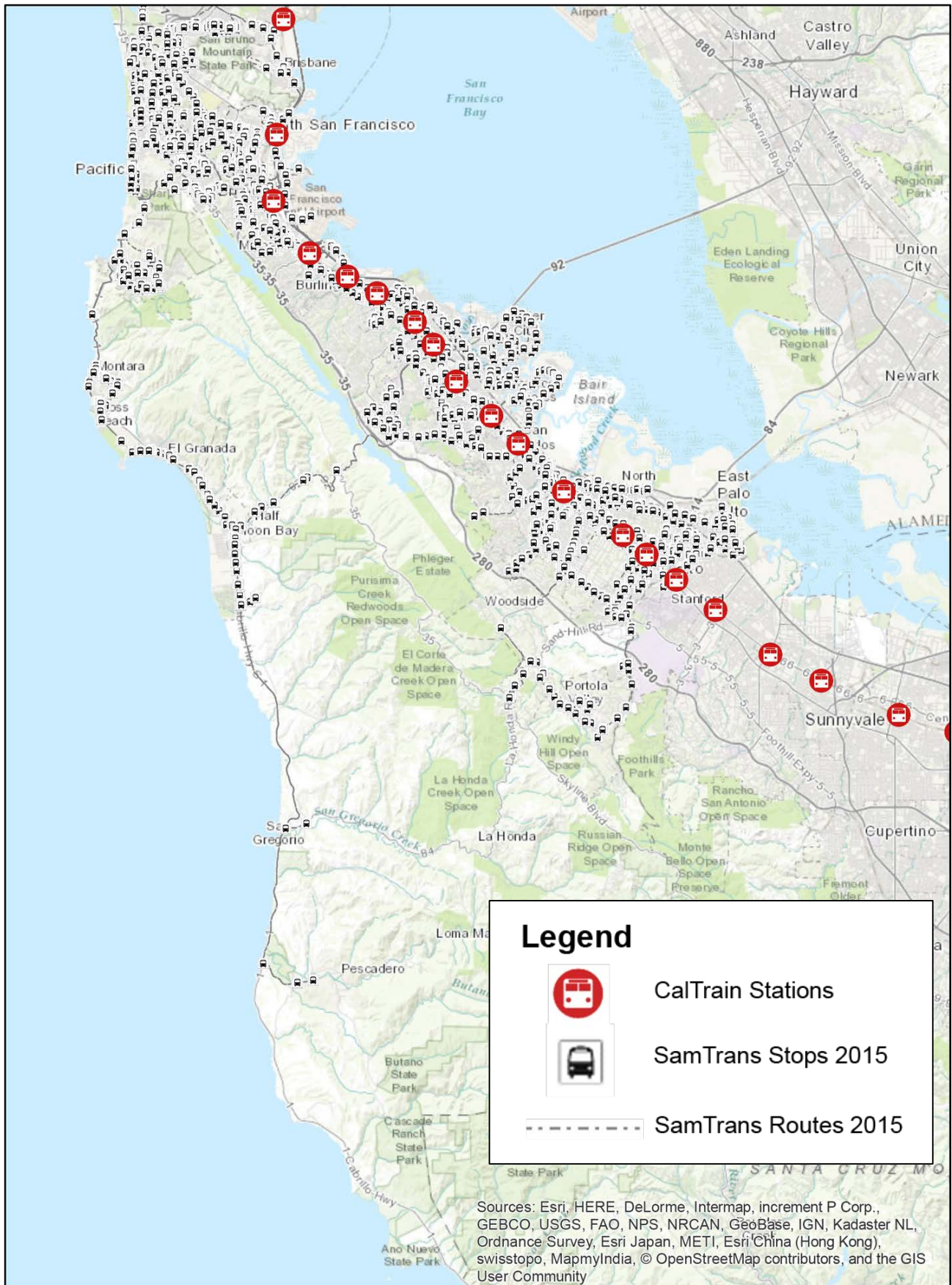
4-DAY VOTE CENTER STATUS

Esri, HERE, Garmin, NGA, USGS, NPS | Esri, HERE, NPS

4-Day Vote Center = Available

🟢

4-Day Vote Center = Maybe

🟡

Priority Rankings

Priority Rankings

🟪 Priority A

🟪 Priority B

🟥 Priority C

🟥 Priority D

🟧 Priority E

🟧 Priority F

🟧 Priority G

🟧 Priority H

🟨 Priority I

🟨 Priority J

🟨 Priority K

🟩 Priority L

🟩 Priority M

Locations that are available, or might be available to be chosen as 4-Day Vote Centers.

CALIFORNIA VOTER'S CHOICE ACT MAPS

Office of Mark Church
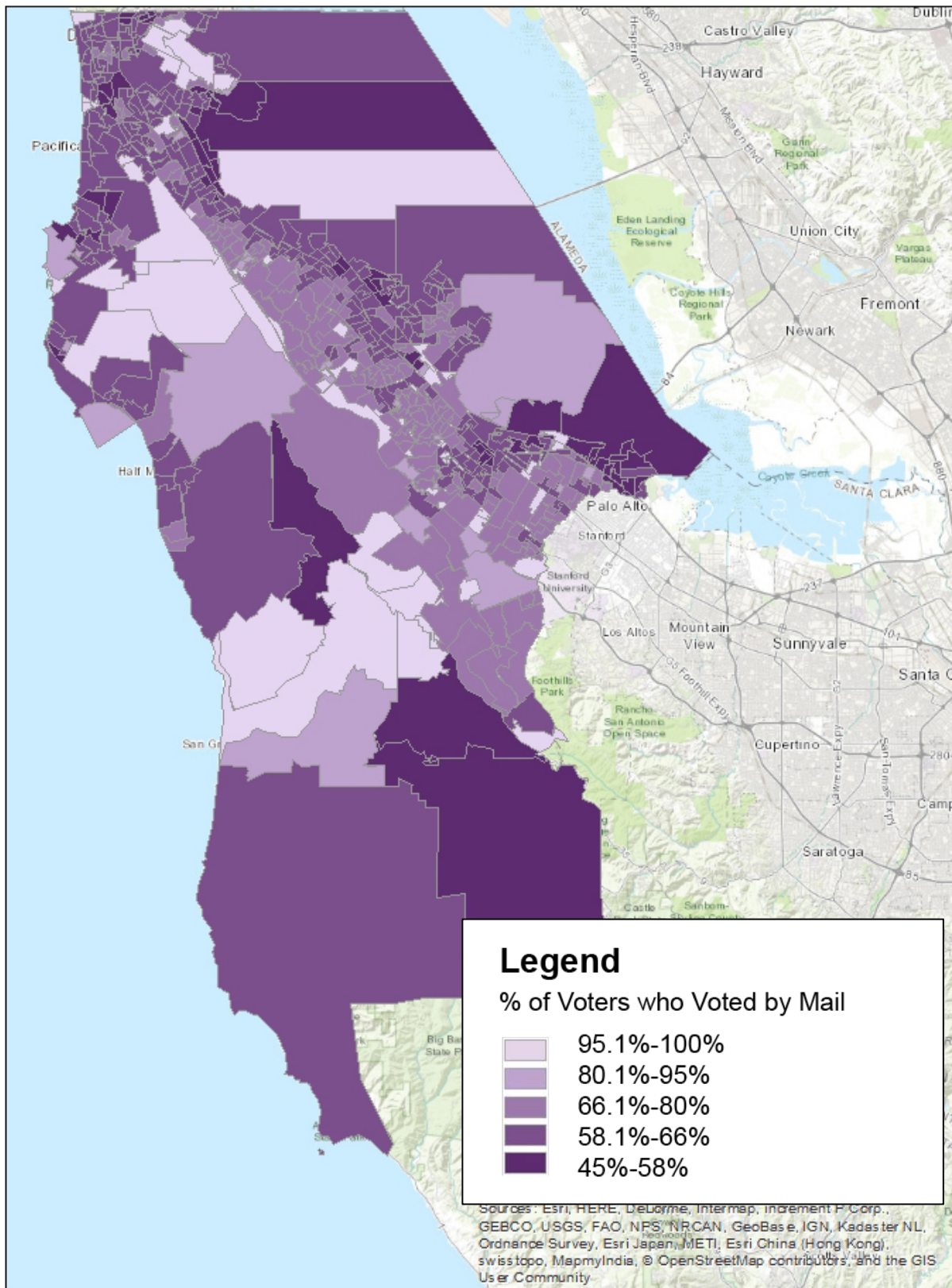**Chief Elections Officer & Assessor-County Clerk-Recorder**

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Public Transit Routes in San Mateo County

Legend

🚌 CalTrain Stations

🚌 SamTrans Stops 2015

-·-·-·- SamTrans Routes 2015

Sources: Esri, HERE, DeLorme, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community

Areas with Low Vote by Mail Usage

This map shows the percent of ballots cast by mail. The darker color indicates relatively lower vote by mail usage.
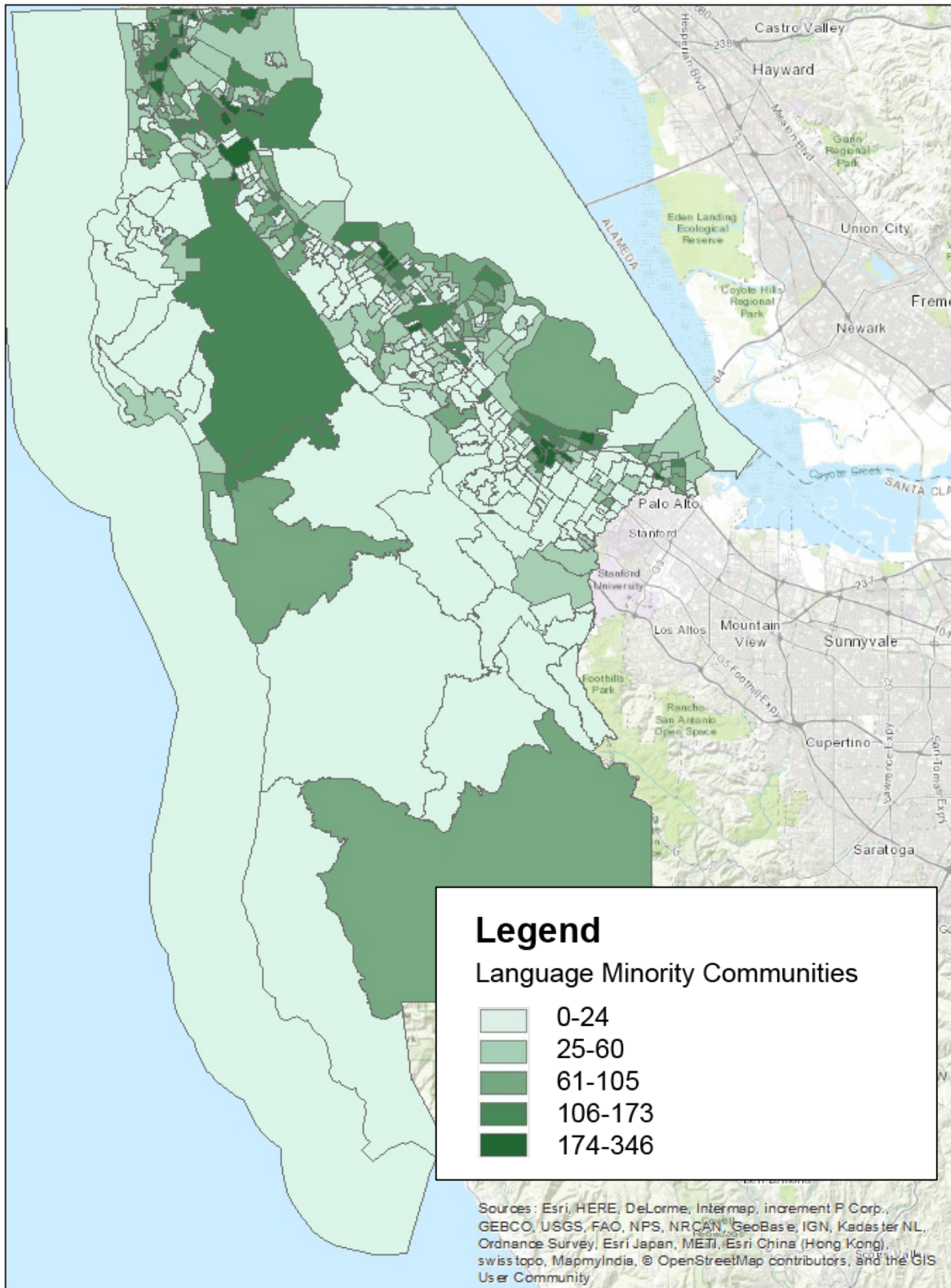

Legend
% of Voters who Voted by Mail

- 95.1%-100%
- 80.1%-95%
- 66.1%-80%
- 58.1%-66%
- 45%-58%

Sources: Esri, HERE, DeLorme, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community

San Mateo County Population

This map shows the population clusters around San Mateo County. The areas with the most black have the highest population density.

Legend

2015 Census Data

• 1 Dot = 150
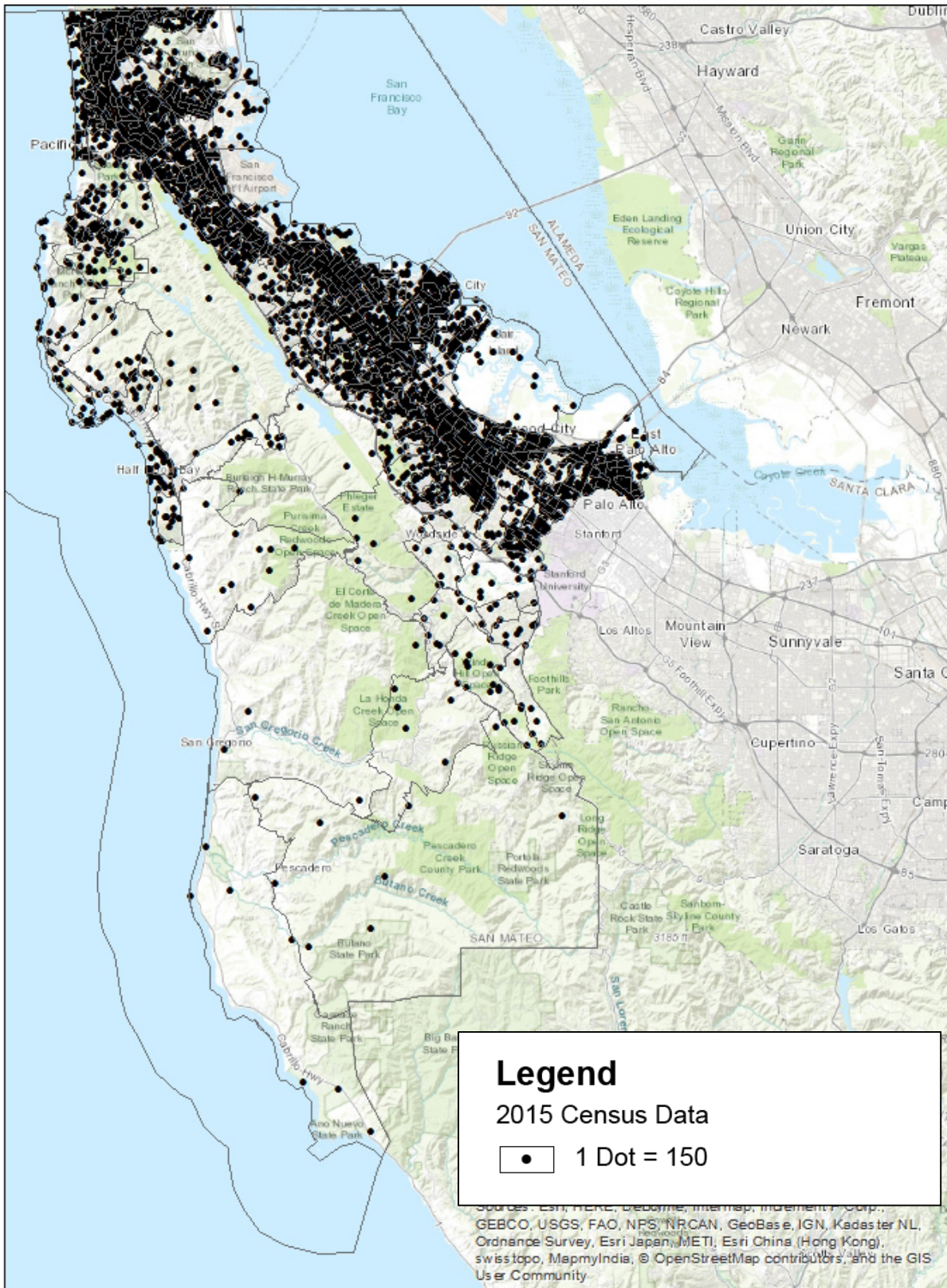
Language Minority Communities

This map shows the population that speaks a language other than English who are not proficient in English. The darker the color, the higher the population.
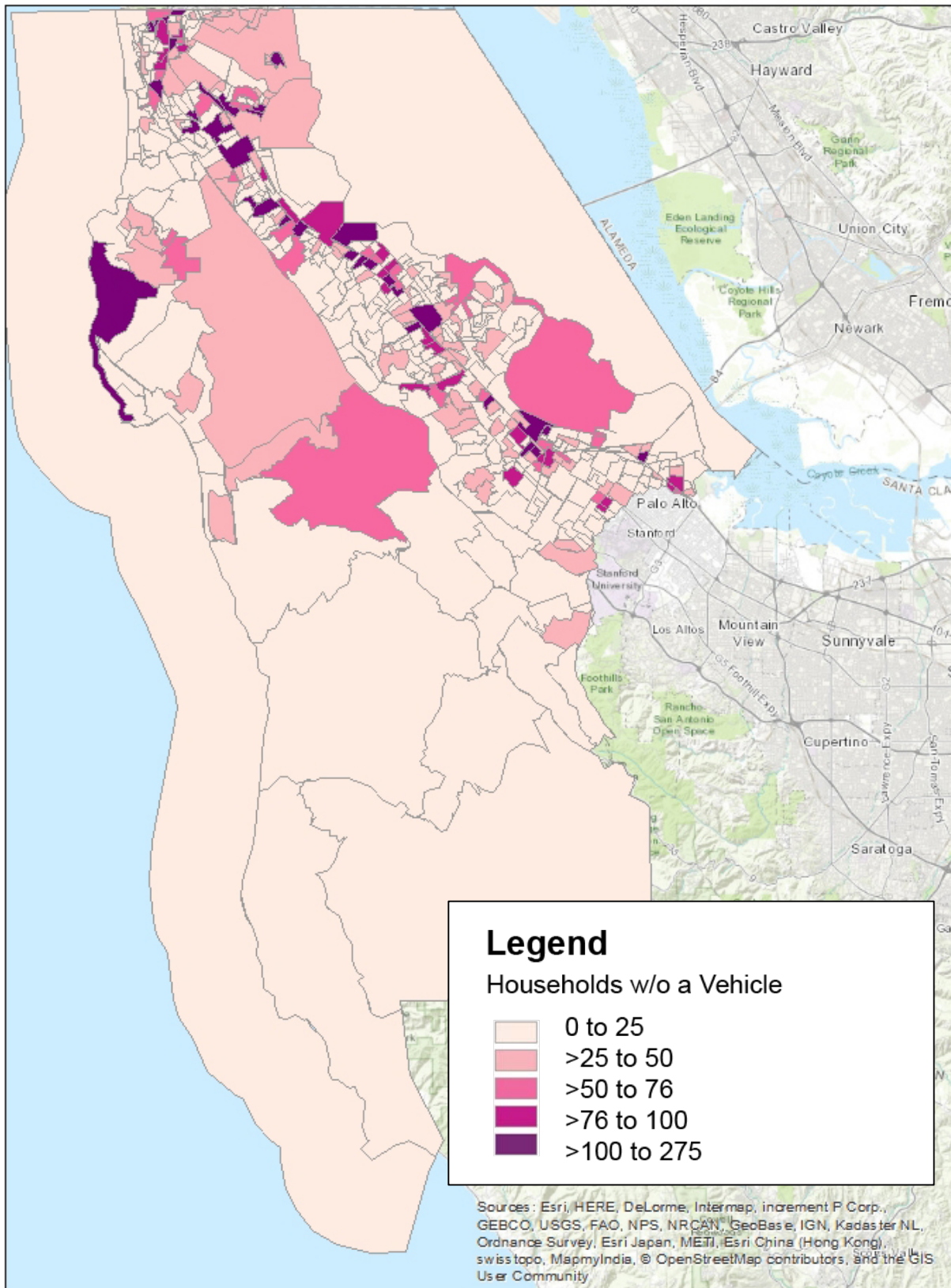

Legend

Language Minority Communities

- 0-24
- 25-60
- 61-105
- 106-173
- 174-346

Sources: Esri, HERE, DeLorme, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community

Voters with Disabilities

This map shows the population estimates for voting age residents who have a disability. The darker the color, the more individuals in the area that have a disability.
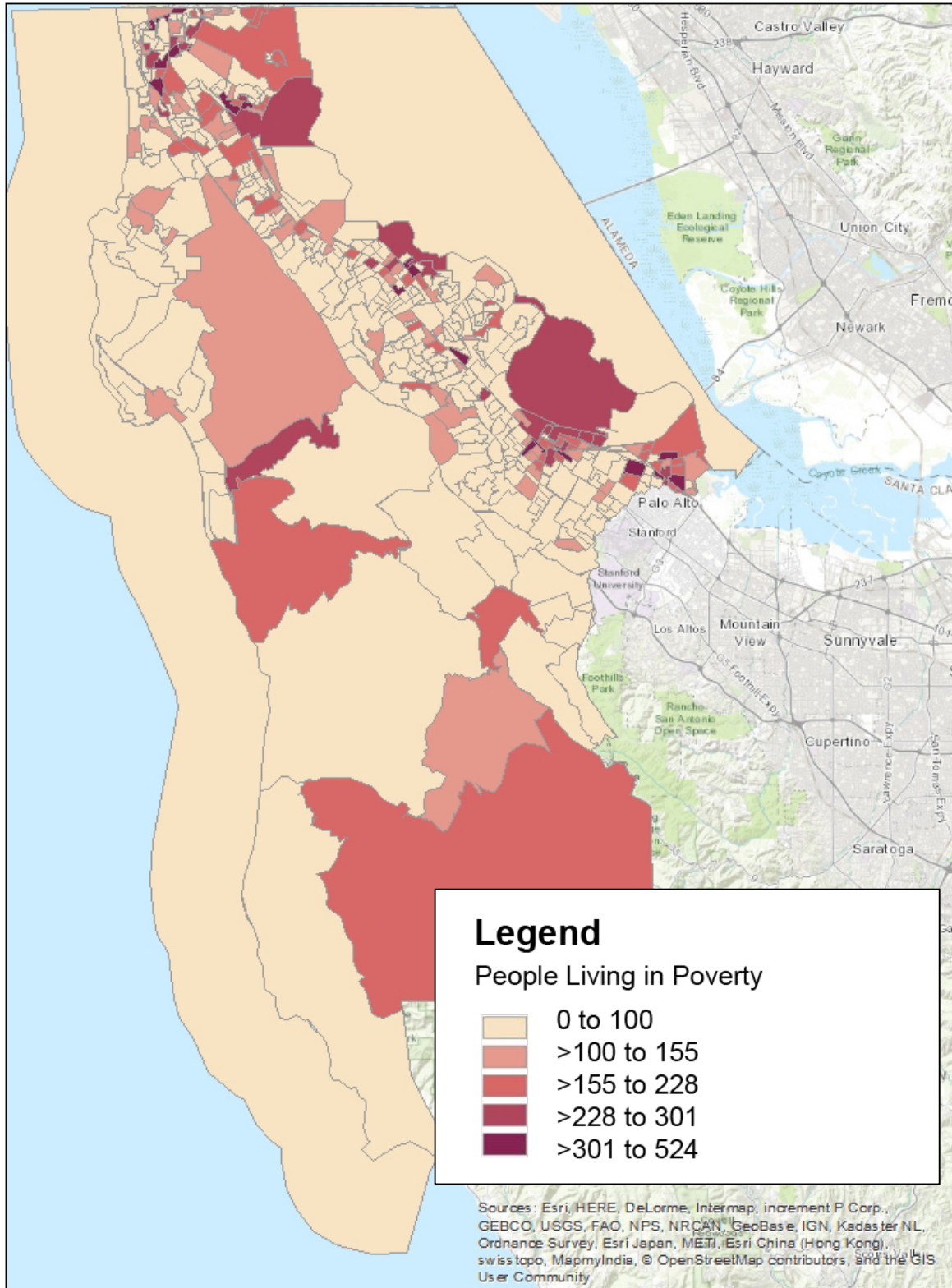

Legend

Persons with Disabilities

- 0 to 87
- > 87 to 150
- >150 to 205
- >205 to 255
- >255 to 456

Sources: Esri, HERE, DeLorme, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community
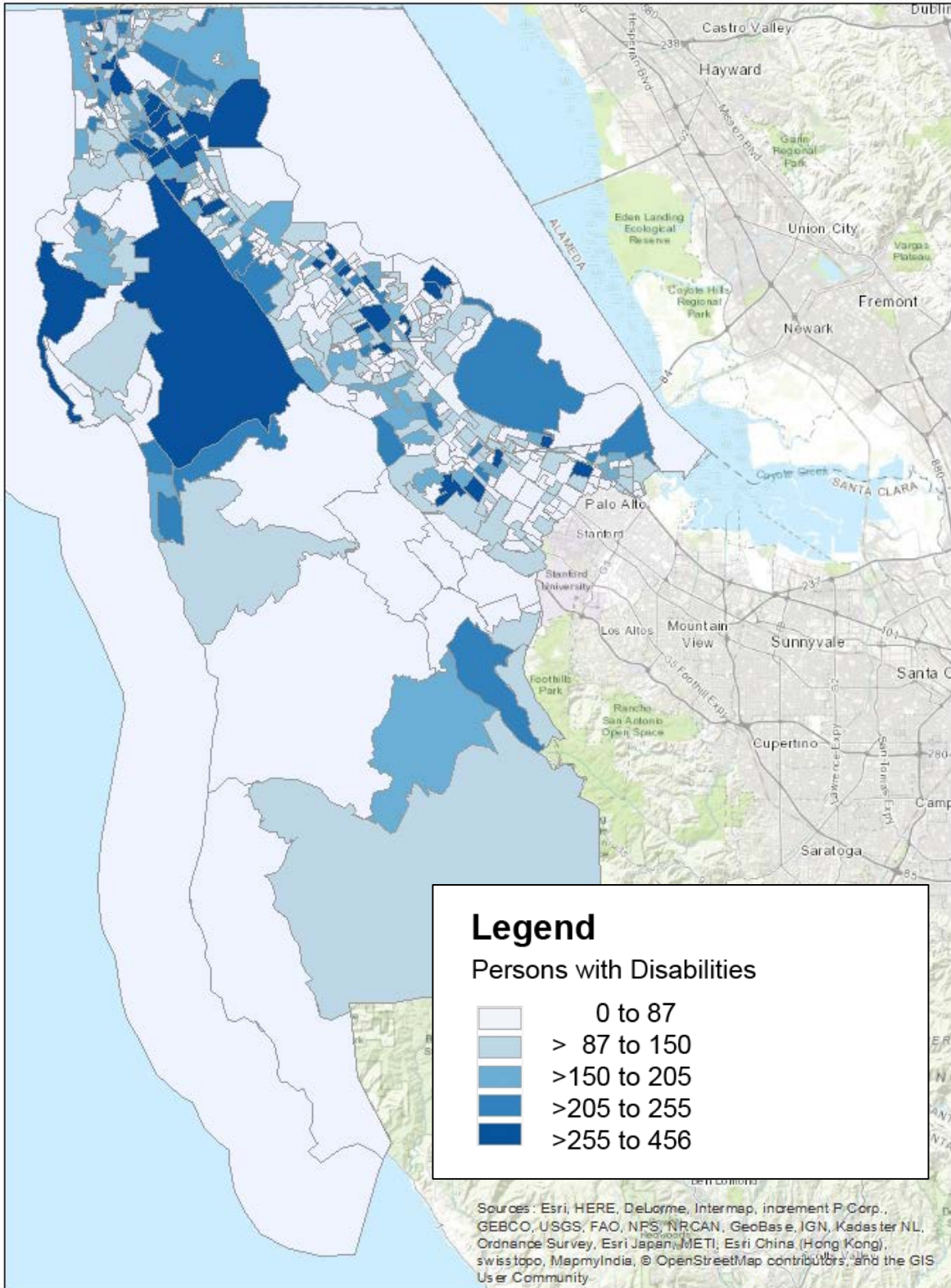
Household Vehicle Ownership

This map shows households that do not own a vehicle. The darker the color, the more households in the area that do not own a vehicle.

Legend

Households w/o a Vehicle

- 0 to 25
- >25 to 50
- >50 to 76
- >76 to 100
- >100 to 275

Sources: Esri, HERE, DeLorme, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community

Areas with Individuals Living in Poverty

This map shows the estimated number of people living in poverty in each area of San Mateo County. The darker color indicates a higher number of people living in poverty.

Legend

People Living in Poverty

- 0 to 100
- >100 to 155
- >155 to 228
- >228 to 301
- >301 to 524

Sources: Esri, HERE, DeLorme, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community

Areas with Eligible Residents Who Are Not Yet Registered to Vote

This map shows the number of eligible residents who are not yet registered. The darker color indicates a high number of eligible but unregistered residents.

Legend

Eligible Unregistered Residents

- 0-360
- 367-607
- 612-902
- 907-1302
- 1327-1897
- 1915-2862

Sources: Esri, HERE, DeLorme, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community
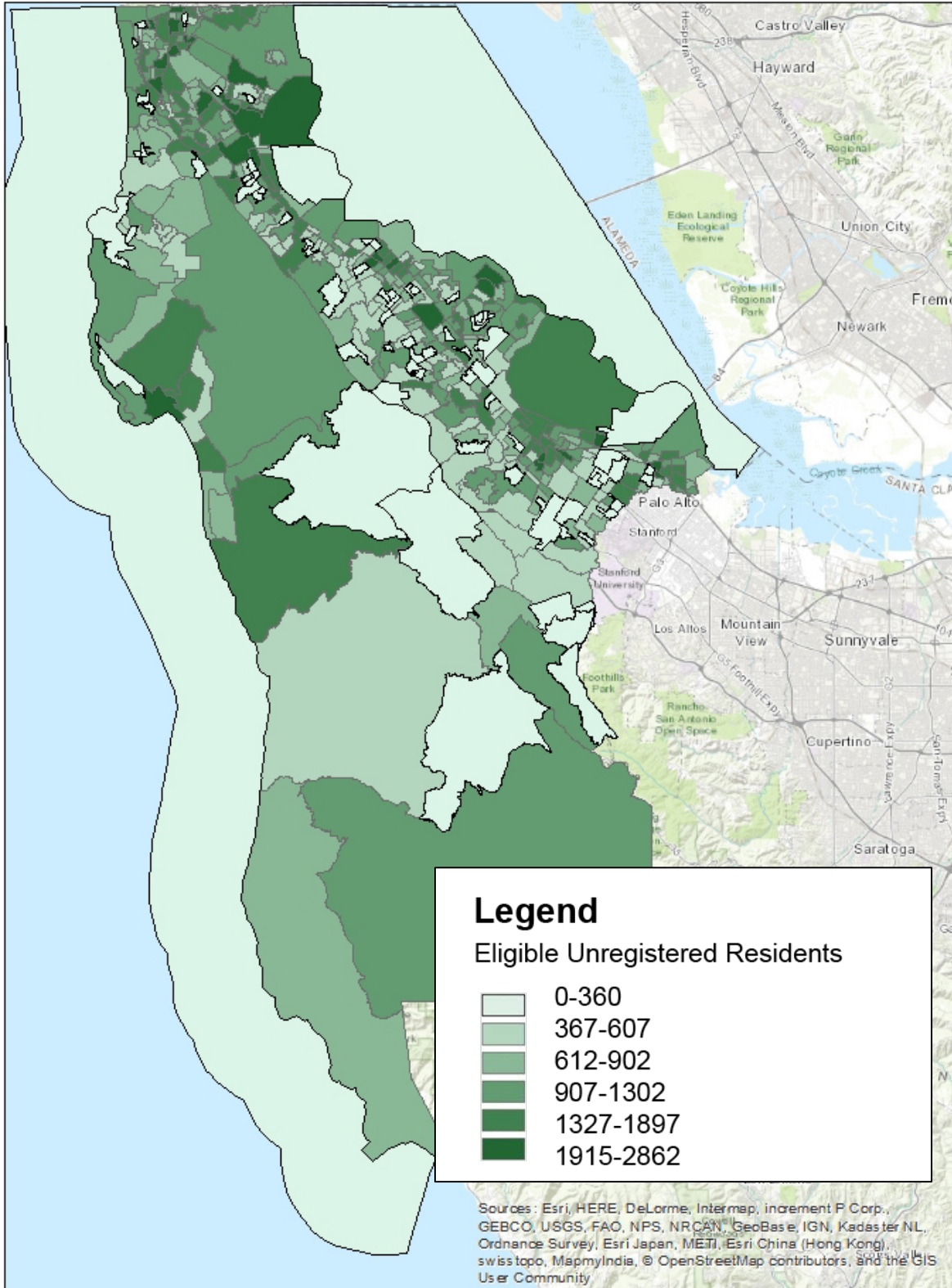
Section 5:
LAAC, VAAC, and Community Partnerships

Section 5: Document List

1. County Language Accessibility Advisory Committee (LAAC) Toolkit by Secretary of State's LAAC - 29 pages

2. County Voting Accessibility Advisory Committee (VAAC) Toolkit by Secretary of State's VAAC - 8 pages

Section 5 Introduction - Advisory Committees

The guides in this section were put together by the Secretary of State's Language Accessibility Advisory Committee (LAAC) and Voting Accessibility Advisory Committee (VAAC). These guides include a wealth of information that can be used when recruiting and running these committees at the county level. Additionally, much of this information is useful in the context of community outreach and engagement generally.

County Language Accessibility Advisory Committee Toolkit

August 2017

VOTE CALIFORNIA
www.sos.ca.gov

TABLE OF CONTENTS

This toolkit offers guidelines and practices to help county elections offices establish a Language Accessibility Advisory Committee (LAAC) and create a meaningful and helpful role for it to serve the limited English proficient (LEP) voters of your community.

Background

California is home to nearly 2.5 million eligible LEP voters.[1] For LEP voters who seek to participate and contribute meaningfully in the U.S.'s democratic process but are not yet familiar with voting procedures, navigating the state's election system may be daunting. In order to cast a well-informed vote and understand how to participate in California's electoral process, LEP voters need to be able to read election information and outreach materials, and receive instructions from poll workers in the language they speak.

At the same time, challenges arise reaching those voters. For example, beyond language barriers between your office and these communities, there may also be cultural and/or geographic barriers. LAAC are a way to help bridge those gaps by forging relationships with members of those communities, residents with language expertise, and others who may be uniquely situated to advise your office on how to effectively include LEP voters in the democratic process.

County LAACs

In most cases, forming a LAAC is optional. And even when they are required, there are no formal requirements for LAACs, in terms of membership, meetings, or their role.

However, based on the experience of counties that have already established local LAACs, they have been an effective resource for receiving input and providing assistance on translations, community outreach plans, and bilingual poll worker recruitment and placement, among providing other benefits. It is therefore a recommended best practice for language assistance to maintain a year-round LAAC in all counties.

There are currently two instances where a LAAC is mandated by state law.

SB 450 (Allen, Ch. 832, Stats. 2016), California's Voter's Choice Act (VCA): Counties participating in the VCA model must establish a local LAAC before they can hold an election. The VCA requires county elections officials to establish a LAAC no later than October 1 of the year prior to the first election conducted, and hold its first meeting no later than April 1 of the year in which the first election is conducted. The LAAC must be comprised of representatives of language minority communities. If a county has fewer than 50,000 registered voters, it can establish a joint advisory committee for language minority communities and voters with disabilities. See *Appendix E* to read the statute.

AB 2686 (Mullin, Ch. 764, Stats. 2016): This bill created a pilot to allow counties, through the end of 2020, to conduct a legislative or congressional vacancy election as a mailed ballot election, subject to certain conditions. One of the conditions for holding such an election is that the county must establish either a community election advisory committee that consists of community members representing minority groups covered under the federal Voting Rights Act and voters with disabilities, or establishing a local LAAC and a local Voting Accessibility Advisory Committee. The committee must hold at least one meeting in the year prior to an all-mailed ballot election conducted under the pilot. See *Appendix E* to read the statute.

> "It is difficult to reach out to populations who are generally overlooked, discriminated against, and excluded. This includes reaching out to minority populations and people who are economically disadvantaged."
>
> **— San Benito County Registrar's Office**

ABOUT THE
CALIFORNIA STATE LAAC

The State LAAC was established in 2016 to advise California's Secretary of State (SOS) on issues related to language accessibility of elections and election materials. The mission of the LAAC is to advise and assist the SOS with implementation of federal and state laws relating to access of the electoral process by LEP voters, so that all persons who vote can understand the voting process. The LAAC also provides recommendations identifying and prioritizing activities, programs, and policies to ensure every voter has equal access to the ballot.

The responsibilities of the committee include:

1. Providing expertise on language accessibility issues.
2. Promoting language accessibility initiatives.
3. Responding to the Secretary of State's questions regarding language accessibility issues.

RECRUITING LAAC MEMBERS

Finding qualified and dedicated LAAC members is a critical part of creating a successful LAAC. This section gives you some tips on what to look for in LAAC members, where to recruit interested community members, and some helpful tools for your candidate application process.

Skills and Background

Members of a LAAC should have either a demonstrated knowledge of a particular covered language, language accessibility, or experience working with communities who speak a covered language. There are many other additional skills that could also be helpful for your LAAC:

- Members with a background in voter registration, voter outreach, or getting out the vote can bring an important perspective from their experience engaging directly with voters.
- Members with experience in communications, web design, media, or social media may have helpful input on strategies for communicating with LEP voters.
- Members with legal, advocacy, or policy backgrounds may be able to help the committee understand different election related laws and policies.
- Members with backgrounds in mapping, data analysis, or demography can help the committee think about important trends in the county's population.
- Members with leadership experience in their community, or experience in community activism, service, or outreach.

Diversity

Limited English-proficient voters are not a monolith. They are a diverse group of voters that share a common language. Because of this, recruiting diverse LAAC committee members is crucial to ensuring LEP voters have every opportunity to engage in the electoral process. The following are some suggestions for achieving a diverse committee that reflects your county:

- Languages: Seek members to represent each of the languages covered in your county under Section 203 and Elections Code Section 14201(c). Covered

languages are included in *Appendix A.*
- Geography: Be mindful of geographic diversity, and that various parts of your county are represented. For example, think about whether both coastal and inland, rural and urban areas are represented.
- Age: Languages evolve, and voters of different generations may use different dialects or vocabulary, or respond differently to messaging strategies. Having multiple generations represented can help advise you on these distinctions and can also bring diversity in perspectives for outreach to voters.
- Economic diversity: Members from different economic backgrounds may bring different perspectives, such as input on public transportation in cities, or commuting in suburbs.
- Country of origin: People can share a language but come from several countries with different dialects or vocabulary. They may also have distinct communities and needs. Try to recruit members from different countries, as well as native born speakers.

> "The challenges at times have been the differences between the members. Such as, translating materials to support all who require the assistance. There is clearly a difference in the translations required by generation. This is usually a point of discussion amongst our members."
>
> **— Alameda County Registrar's Office**

How to Get Started

The first thing to consider before starting your LAAC is establishing what the mission or purpose of it will be. For some ideas, (see _About the State LAAC_ on page 2, and _Issues for the LAAC to Address_, on page 10.)

Once you have established the mission of the LAAC, the following are some suggested steps to take to form your LAAC. Your steps may vary depending on your resources, timeline, and needs.

The first thing you want to do is determine what staff member/s will be responsible for the LAAC (see _Staffing a LAAC_ on page 5).

If you expect a great deal of interest in joining the LAAC, consider establishing a formal application process. If you want to use an application it should include background information such as the purpose of the LAAC, expected roles and responsibilities, time commitment, terms for serving (if applicable), and the background and skills needed to apply. A sample membership application is included in _Appendix B_.

Next, establish a page on your website where the application can be accessed, and that can be linked to in e-mail blasts and social media postings.

Finally, develop outreach materials, including flyers, an email that can be sent to contacts, and social media postings (see _Appendix C_ for sample outreach materials).

Where to Recruit Members

A good place to start your recruitment effort is by reaching out to your existing contacts. Think about organizations you have partnered with in the past that you know have done voter registration drives, or have invited your office to come do outreach or table at their events. Even if those organizations do not focus on LEP communities, they still might be able to suggest members of their organizations, have contacts at other organizations, or have suggestions for possible contacts. They may also be helpful in distributing your recruitment information and materials.

Some other resources to try include:
- Check with your county, and cities in your county, to see if they have departments or divisions that focus on language access.
- Organizations serving language minority communities should be encouraged to join as they know the linguistic features and needs of the communities they serve.

- Other organizations to share your recruitment information with should include community based organizations, colleges, language schools, churches, and other organizations that do community outreach.
- Reach out to the State LAAC as a resource to help with your recruitment.
- See _Appendix D_ for ways to use non-profit lookup tools to find organizations in your area.

Ongoing Recruitment

Even once your members are in place, maintain the application for the LAAC on your website, and consider continuing to accept applications. This helps generate continued enthusiasm from the community to join the LAAC, which is especially helpful if a member ends up leaving sooner than expected. You can also ask your LAAC members to keep their eyes out for potential members. While you will hopefully retain members, and not need to fill spots or make additions, it is good to be prepared.

> "Recruiting is done through outreach events, website and networking amongst our partnerships. The retention of our membership has been successful by regular communication, holding appreciation events (luncheons) for our members and working together."
>
> _**— Alameda County Registrar's Office**_

Staffing a LAAC

To bridge communication between LAAC members and county elections office staff, counties should designate a staff member to serve as the LAAC liaison. The liaison's responsibilities should include:

- Acting as a point of contact between the LAAC and the county elections office;
- Working with the LAAC chair and members to draft agendas;
- Scheduling meetings and ensuring the members have a meeting space;
- Responding to requests for information;
- Arranging trainings and briefings for members;
- Recruiting members and vetting applicants; and
- Taking meeting notes and distributing action items when needed.

FORMAT OF LAAC

There is no single or right way to organize a LAAC. This section is meant to answer some common questions and provide ideas and guidelines for formatting a LAAC.

How many members should a LAAC have?

The right number of members will vary depending on the county and its needs. The Secretary of State has issued guidelines recommending the following sizes for local Voter Accessibility Advisory Committees (VAAC),[2] and can be applied to LAACs:

> "The groups are truly partners with the ROV. This partnership has provided invaluable insight and education to the ROV with better ways to support each individual language community."
>
> — *Alameda County Registrar's Office*

Number of Registered Voters	Recommended Number of Members
Less than 50,000 registered voters	Minimum of three members
Between 50,000 and 500,000 registered voters	Minimum of five members
Between 500,000 and 1,000,000 registered voters	Minimum of seven members
More than 1,000,000 registered voters	Minimum of nine members

These recommendations are only minimums. The needs in your county may increase depending on factors such as:

- The number of languages covered under Section 203 and Elections Code Section 14201. You should strive to have at least one representative for each language covered.
- The size of your county. Large counties should consider having representatives that represent different areas, such as urban and rural, coastal and inland, northern and southern, etc.
- Consider whether other important segments in your community are represented, such as students, members who use public transportation, naturalized citizens, etc.

Do we need a LAAC for each Section 203 language and Elections Code section 14201 covered language?

If there is a great deal of interest for each language and your county has capacity to staff those meetings, it would be ideal to have LAACs for each covered language. If that is not possible, and you instead have a single LAAC, there are certainly areas of overlap for the representatives of different languages to discuss. In the absence of LAACs for each covered language, some alternatives include:

- Form two LAACs, one for Section 203 covered languages, and one for Section 14201 covered languages.
- Rely on working groups within the LAAC. If there are issues that the LAAC wants to explore further that are specific to a covered language, the LAAC can form a working group to work on that issue. The working group might meet separately, or simply discuss via e-mail, then report back to the LAAC at-large.

- Ensure there is representation from communities representing each covered language on the committee by monitoring the application process and targeting outreach to unrepresented communities.
- Include discussion of covered languages on the agenda for meetings.
- If there are staff that work on specific languages, have them attend LAAC meetings, especially if those languages are on the agenda.

Should there be a member chairing the committee?

Not necessarily, however, having members of the LAAC lead the committee has several advantages. Chairs can help set an agenda, schedule meetings, and facilitate LAAC meetings. Having a chair can also give the committee more ownership of its role as an advisory committee. Giving members leadership roles can also inspire greater attachment to the LAAC and greater retention. Some possible roles for LAAC members:

- Chair or co-chairs: co-chairs will be helpful to divide the duties of the chair and allow for an easy transition in case a co-chair needs to leave. Alternatively, a vice-chair can also share responsibilities with a chair and be in place in case a transition is necessary.
- Secretary: a secretary can help keep minutes and keep records of decisions. There may also be work to do in between meetings that the secretary can help track.

Should members commit for a minimum period of time?

It will take some time for many members to get up to speed on the various practices and laws associated with elections, and depending on when a new member joins, it could be more than a year before a general election. Because of this, it may make sense to ask new members to commit to at least one election cycle, or two years of service.

LAAC members should also be advised when they apply that in addition to attending meetings, they may need to commit some hours to prepare for meetings, and possibly contribute to smaller working groups. Members should also know that participation is imperative and what the attendance expectations are.

Should LAACs vote on recommendations or other decisions?

LAAC members should be advised that they are an advisory body, not a decision making body. While the election's office may welcome the LAACs input and recommendations, the LAAC does not have authority to make decisions that bind the elections office on policy or the use of resources. That said, there may be some circumstances where it makes sense to ask for votes from LAAC members, for example on a meeting schedule, agenda items, on recommendations and requests to the Registrar, creating working groups, and on selecting chairs of the committee. If the LAAC will be voting on taking certain actions, make sure they are consistent on voting on those types of actions as they arise and that each vote is recorded on the meeting notes.

Can a county combine its LAAC and VAAC?

If a county is conducting an election pursuant to the Voter's Choice Act and has fewer than 50,000 registered voters, it can establish a joint advisory committee for language minority communities and voters with disabilities.[3] A combined committee is not ideal or recommended, as the communities have different policies, outreach, and agenda issues they may want to focus on. If your county is having trouble recruiting enough members for a standalone LAAC and VAAC, a combined committee can be a helpful starting point until there are enough members to breakout into individual committees.

Other Models for Chairing the Committee
"The Deputy Registrar of Voters serves as the chair of the overall committee. Each language group has a coordinator from the ROV. The coordinator works directly with their group to organize meetings, events and other activities."

— Alameda County Registrar's Office

How Elections Offices Can Support a LAAC

To get the most out of the LAAC it is important to support the development of its members. Many members will not come to the LAAC with a background in election administration, voting rights, or voter outreach, but will have a wealth of valuable knowledge about their communities and the language needs in the county. Consider some strategies for supporting members:

- Assign a staff member to work with the LAAC and take responsibility for providing them information they need and request, planning meetings, and recruiting members.
- Help build members' elections familiarity with ongoing briefings on the elections process so that they can apply their varied skills to voting and elections issues.
- Create a section of the website for LAAC related materials including membership, meeting schedules, agendas, and space for members to add materials and information they have developed.

To get the most out of a LAAC we recommend investing in your members by offering trainings to new members, and periodic ongoing trainings. Members will benefit from an overview on the fundamental issues they will be working on. For example, consider offering a training for your members on:

- Election basics: While members have probably registered and voted before, many likely do not have an appreciation for the work that happens behind the scenes to make an election possible. For example, members would benefit from understanding some of the basics, like the role of precincts, how polling sites are selected, poll worker recruitment and training, and vote-by-mail ballots and processing.
- Demographics: Members need some understanding of the number of voters who speak a covered language, and the areas of the county where those voters are concentrated. Additionally, providing members with information on voter registration rates, vote-by-mail usage, and turnout rates, and to the extent possible, members would benefit from seeing this data broken down by language.
- Language access laws: Members should receive some instruction on the laws that affect language access for voters, including Section 203 of the federal Voting Rights Act, and California Elections Code Sections 14201 and 12303. See *Appendix E* for these statutes and others, and see *Appendix F* for other resources.

Agenda
Once the first LAAC meeting is confirmed, a meeting agenda should be developed. For a first meeting, a good place to start is with the types of trainings suggested above, as well as offering members an opportunity to review the purpose and goals of the LAAC and brainstorm activities to move forward.

Subsequent agendas may include relevant items and topics suggested by the chair, other members, as well as items of interest to the elections office or members of the public.

Meeting Format
Consider the following best practices in the planning of meetings:

- All meetings should be open to the public.
- Agendas should be posted at least a week prior to the meeting on the county election website to give the public the opportunity to attend and comment.
- Meetings should keep to items on the agenda.
- Minutes should be kept, and posted to the website.
- To increase community participation, consider evening meetings and/or various forms of participation such as having a call-in option.
- Make translation, interpretation, and other accommodations available upon reasonable notification, such as a week or 10 days in advance.
- At a minimum, quarterly LAAC meeting(s) are recommended, and more frequent meetings are recommended in election years, or under special circumstances, like when a county is planning for adopting vote centers.

NOTE: While open meeting laws most likely do not apply, check with your county counsel if you have concerns or questions about applicability to your local LAAC.

"The agenda is created to meet the six core values of the group:
1. Fair and Transparent Elections,
2. Voter Registration of All Eligible Voters,
3. Access to Accurate and Timely Information,
4. Access to Language Specific Materials,
5. Access to polling places for disabled or elderly persons,
6. Community Involvement. Group members are also encouraged to submit agenda topics."

— San Benito County Registrar's Office

ISSUES FOR A LAAC TO ADDRESS

Members of a LAAC can be a resource for a number of issues. Consider engaging your LAAC on:

- Feedback on outreach materials: Ask LAAC members to review translated outreach materials for clarity and plain language.
- Feedback on election materials: LAAC members can provide input on the clarity of terminology used in materials like vote-by-mail envelopes, signage at polling sites, and other communications with voters related to registration and elections.
- Feedback on online materials: Ask LAAC members to review the county elections office's website. For example, members can give feedback on the ease of finding translated sections of the website, navigating translated portions of the website, and the quality of the translations.
- Feedback on messaging strategies: LAAC members can help develop effective registration and mobilization messaging strategies for engaging voters of multiple languages.
- Outreach opportunities: LAAC members may have valuable insight on new ways to outreach and connect with LEP voters. Some members may also be willing to assist with outreach by attending events or tabling with county staff.
- Staffing polling sites: LAAC members can provide insight into the need for voting assistance for LEP voters in particular areas.
- Polling site locations: As polling sites change from election to election, consult your LAAC on potential impacts on LEP voters.
- Bilingual poll worker recruitment: LAAC members may be uniquely situated to help recruit members of their communities to be poll workers. Members might also have insights into outreach methods that have not been tried yet.
- Voter's Choice Act (SB 450): If a county is participating in SB 450, there are additional new opportunities for the LAAC to provide input. Members can:
  - Give input on the placement of vote centers and drop boxes.

- Help plan the meeting with representatives of LEP voters as part of the development of the county's Election Administration Plan.
- Help plan the public meeting for review of the draft implementation plan.
- Provide feedback on the education and outreach plan.
- Provide feedback on the plan for addressing disparities in participation.
- Review outreach and election materials.
- Help plan the voter education workshops.

"The committees assist with the review of election materials, processes, best practices, outreach and education to the language communities."

— Alameda County Registrar's Office

Conclusion

We hope the LAAC Toolkit is a helpful resource for you and your county. Please do not hesitate to contact the State LAAC with questions, concerns, or suggestions.

Consider the State LAAC a resource as you establish your LAAC. Please reach out to us, or attend a State LAAC meeting to request our help.

To contact the State LAAC, e-mail Milena Paez, Voter Access Coordinator at laac@sos.ca.gov.

Citations

1. U.S. Census Bureau, Public Use Data File, available at https://www.census.gov/rdo/data/voting_rights_determination_file.html
2. California Secretary of State's Guide to Creating a Local Voting Accessibility Advisory Committee, available at http://elections.cdn.sos.ca.gov/pdfs/guide-create-local-vaac.pdf
3. California Elections Code Section 4005 (a)(9)(C)

2017 State LAAC Members
Language and Elections Accessibility Experts

Deanna Kitamura
Co-chair
Los Angeles, CA

Astrid Garcia Ochoa
Co-chair
Hollywood, CA

Ofelia Medina
Los Angeles, CA

Primo J. Castro
La Habra Heights, CA

Maria de la Luz Garcia
Long Beach, CA

Noemi Gallardo
Sacramento, CA

Raúl Lúevano Macías
Sacramento, CA

Zulma Michaca
Sacramento, CA

Joshua Alegado
Pasadena, CA

Joe Long
San Diego, CA

Jose Verduzco
Ivanhoe, CA

Melissa Sesma
Salinas, CA

Cathy Zhang
San Francisco, CA

Diala Khasawnih
San Francisco, CA

Teddy Ky-Nam Miller
Oakland, CA

County Elections Officials

Jill LaVine
Registrar of Voters
Designee: Armando Salud
Sacramento County

Rebecca Spencer
Registrar of Voters
Designee: Leticia Flores
Riverside County

Claudio Valenzuela
Registrar of Voters
Designee: Greta Arevalo
Monterey County

Dean C. Logan
Registrar-Recorder/County Clerk
Designee: Tim McNamara
Los Angeles County

Joseph E. Canciamilla
Clerk, Recorder and
Registrar of Voters
Designee: Eren Mendez
Contra Costa County

APPENDIX A – Section 203 and Election Code Section 14201 Coverage

County	2016 Section 203 Determinations	2014 Elections Code Section 14201 Determinations (number of covered precincts)
Alameda	Chinese (including Taiwanese)	Japanese (5)
	Filipino (Tagalog)	Khmer (4)
	Hispanic (Spanish)	Korean (41)
	Vietnamese	Hindi (247)
Amador	*	Spanish (52)
Butte	*	Spanish (277)
Calaveras	*	Spanish (71)
Colusa	Hispanic (Spanish)	*
Contra Costa	Chinese (including Taiwanese)	Tagalog (193)
	Hispanic (Spanish)	Japanese (12)
	*	Korean (10)
	*	Vietnamese (3)
	*	Hindi (35)
Del Norte	American Indian (All other American Indian Tribes)	Spanish (20)
El Dorado	*	Spanish (333)
	*	Tagalog (9)
Fresno	Hispanic (Spanish)	Chinese (4)
	*	Japanese (14)
	*	Khmer (7)
	*	Hindi (186)
Glenn	Hispanic (Spanish)	*
Humboldt	*	Spanish (122)
Imperial	Hispanic (Spanish)	*
Inyo	*	Spanish (59)
Kern	Hispanic (Spanish)	Tagalog (58)
	*	Hindi (41)
Kings	Hispanic (Spanish)	Tagalog (19)
Lake	*	Spanish (106)
Lassen	*	Spanish (54)
Los Angeles	Cambodian (Khmer)	*
	Chinese (including Taiwanese)	*
	Filipino (Tagalog)	*
	Hispanic (Spanish)	*
	Korean	*
	Vietnamese	*
	Note: Los Angeles County is voluntarily providing language assistance in Japanese, Thai, and Hindi.	*

County	2016 Section 203 Determinations	2014 Elections Code Section 14201 Determinations (number of covered precincts)
Madera	Hispanic (Spanish)	*
Marin	*	Spanish (259)
	*	Chinese (4)
	*	Korean (17)
	*	Vietnamese (1)
Mariposa	*	Spanish (10)
Merced	Hispanic (Spanish)	Hindi (34)
Modoc	*	Spanish (22)
Mono	*	Spanish (13)
Monterey	Hispanic (Spanish)	Chinese (2)
	*	Tagalog (44)
	*	Korean (6)
	*	Vietnamese (2)
Napa	*	Chinese (1)
	*	Tagalog (13)
Orange	Chinese (including Taiwanese)	Tagalog (84)
	Hispanic (Spanish)	Japanese (34)
	Korean	Khmer (2)
	Vietnamese	Hindi (9)
Placer	*	Spanish (205)
	*	Tagalog (26)
Plumas	*	Spanish (58)
Riverside	Hispanic (Spanish)	Chinese (40)
	*	Tagalog (104)
	*	Korean (11)
	*	Vietnamese (2)
Sacramento	Chinese (including Taiwanese)	Tagalog (132)
	Hispanic (Spanish)	Japanese (43)
	*	Korean (14)
	*	Vietnamese (154)
	*	Hindi (48)
San Benito	Hispanic (Spanish)	*
San Bernardino	Hispanic (Spanish)	Chinese (66)
	*	Tagalog (36)
	*	Khmer (4)
	*	Korean (49)
	*	Vietnamese (15)

County	2016 Section 203 Determinations	2014 Elections Code Section 14201 Determinations (number of covered precincts)
San Diego	American Indian (All other American Indian Tribes)	Japanese (8)
	Chinese (including Taiwanese)	Khmer (11)
	Filipino (Tagalog)	Korean (22)
	Hispanic (Spanish)	Hindi (6)
	Vietnamese	*
San Francisco	Chinese (including Taiwanese)	Tagalog (135)
	Hispanic (Spanish)	Japanese (24)
	*	Korean (20)
	*	Vietnamese (37)
San Joaquin	Hispanic (Spanish)	Chinese (53)
	*	Tagalog (409)
	*	Khmer (92)
	*	Vietnamese (74)
	*	Hindi (58)
San Luis Obispo	*	Spanish (294)
	*	Tagalog (3)
San Mateo	Chinese (including Taiwanese)	Tagalog (162)
	Hispanic (Spanish)	Japanese (13)
	*	Hindi (2)
Santa Barbara	Hispanic (Spanish)	Tagalog (29)
Santa Clara	Chinese (including Taiwanese)	Japanese (54)
	Filipino (Tagalog)	Khmer (1)
	Hispanic (Spanish)	Korean (68)
	Vietnamese	Hindi (197)
Santa Cruz	*	Spanish (359)
	*	Chinese (11)
	*	Tagalog (10)
Shasta	*	Spanish (80)
Sierra	*	Spanish (21)
Siskiyou	*	Spanish (33)
Solano	*	Spanish (472)
	*	Chinese (11)
	*	Tagalog (235)
Sonoma	*	Spanish (839)
Stanislaus	Hispanic (Spanish)	Khmer (7)
	*	Hindi (33)

County	2016 Section 203 Determinations	2014 Elections Code Section 14201 Determinations (number of covered precincts)
Sutter	*	Spanish (321)
Tulare	Hispanic (Spanish)	Spanish (81)
Tuolumne	*	Spanish (75)
Ventura	Hispanic (Spanish)	Chinese (19)
	*	Tagalog (39)
	*	Hindi (5)
Yolo	*	Spanish (307)
	*	Chinese (116)
	*	Tagalog (4)
	*	Hindi (6)
Yuba	*	Spanish (114)

APPENDIX B – MODEL LAAC MEMBER APPLICATION

_____County

Language Accessibility Advisory Committee

Position Description

The Language Accessibility Advisory Committee (LAAC) is an advisory committee to the county elections office.

LAAC members serve at the discretion of the County Registrar. The mission of the LAAC is to advise and assist the County Registrar with implementation of federal and state laws relating to access to the electoral process by voters with limited-English proficiency, so that all persons who vote can understand the voting process. _____ County is required to provide language assistance in accordance with state and federal law for the following covered language:_____. The LAAC also provides recommendations identifying and prioritizing activities, programs, and policies to ensure every voter has equal access to the ballot.

LAAC members will be expected to attend monthly/bi-monthly/quarterly/regular meetings at the county elections office. This is a volunteer committee. There is no stipend or reimbursement for participating in the LAAC.

Desired Qualifications

The following qualifications are desired:

1. Demonstrated experience providing language assistance or working on improving language access.

2. Experience working or volunteering in ethnically diverse and language diverse communities.

3. Experience in translation services, either as a certified interpreter or professional translator in a

    language covered in the county.

4. Experience in voting rights, voter outreach, voter education, and/or voter engagement.

5. Experience in policy analysis, development and/or advocacy.

6. Demonstrated data analysis or GIS mapping skills.

7. Knowledge of the use of plain language methods.

8. Experience as a poll worker, election administration, or election protection.

9. Ability to attend monthly/bi-monthly/quarterly/regular meetings.

10. Willingness to serve at least two years.

SAMPLE APPLICATION

Name: _____   **Date:** _____

Address: _____

_____

Employer: _____   **Job Title:** _____

E-mail: _____   **Phone Number:** _____

For each of the following please limit responses to one paragraph.

1. Please describe your relevant experience with language assistance.

2. Please describe your relevant experience in language minority communities.

3. If applicable, please state which languages you are fluent in and the level of fluency in each language (spoken, written).

4. Please describe any experience with state and federal laws regarding voting or language access.

5. Please describe any experience in voter outreach, education, or engagement.

6. Explain your interest in being a LAAC member.

7. Please list additional relevant experience not discussed elsewhere in the application.

8. Please provide a list of three references with contact information.

9. Please enclose your CV or resume.

APPENDIX C – OUTREACH MATERIALS

Example Flyers from Inyo County for LAAC Recruitment

¡Llamando a todos los voluntarios!

La oficina de Elecciones de Inyo está buscando voluntarios ciudadanos para servir en un Comité Asesor de Accesibilidad de Lenguaje (LAAC) en el Condado de Inyo.

Se anima a todas las partes interesadas a asistir a la reunión el 8 de junio de 2017, a las 11:00 am en 920 N. Main Street, Bishop CA

RSVP to 760-878-0224 or kfoote@inyocounty.us

Calling all volunteers!

The Inyo Elections office is seeking citizen volunteers to serve on a Language Accessibility Advisory Committee (LAAC) in Inyo County.

All interested parties are encouraged to attend the meeting on June 8, 2017, @ 11:00 am at 920 N. Main Street, Bishop CA

RSVP to 760-878-0224 or kfoote@inyocounty.us

COUNTY OF INYO, STATE OF CALIFORNIA
KAMMI FOOTE, CLERK-RECORDER, REGISTRAR OF VOTERS
P. O. Drawer F, Independence, CA 93526
168 N. Edwards St, Independence, CA 93526
Telephone: (760) 873-8481, (760) 878-0222, (760) 876-5559, (800) 447-4696

PRESS RELEASE

LANGUAGE ACCESSIBILITY ADVISORY COMMITTEE (LAAC)

Kammi Foote, the Inyo County Registrar of Voters is seeking citizens interested in serving in a volunteer capacity on a Language Accessibility Advisory Committee in Inyo County. All interested parties are encouraged to attend the meeting on June 8, 2017.

The purpose of the Langugage Accessibility Advisory Committee is the following:

- Provide the public a forum to voice concerns and make recommendations on ways to improve the electoral process for voters with limited English proficiency.
- Allow the public to advise and assist the Registrar of Voters regarding access to the electoral process for voters with limited English proficiency.

The meeting is scheduled for:

Date: **Thursday, June 8, 2017**
Time: **11:00 a.m.**
Location: **Health and Human Services (Meeting Room) 920 N. Main Street, Bishop CA 93514**.
Call in Information: **515-604-9990** access code# **264441**

If you would like to participate in the meeting or would like further information, please contact Kammi Foote at (760) 878-0224 or email kfoote@inyocounty.us . Please RSVP to assure adequate materials are available at the meeting.

###

Mark Church
Chief Elections Officer & Assessor-County Clerk-Recorder

40 Tower Road
San Mateo, CA 94402
phone 650.312.5222 fax 650.312.5348
email registrar@smcare.org
web www.shapethefuture.org

July 10, 2017

NAME
ADDRESS
ADDRESS

Subject: Language Accessibility Advisory Committee Invitation

Dear NAME:

As Chief Elections Officer, I am committed to ensuring equal access to election information, materials and voting rights. To minimize obstacles in voting facing non-English speaking communities, I am overseeing the creation of a Language Accessibility Advisory Committee ("LAAC"). The committee will assist the County in complying with federal and state laws regarding language accessibility issues in the electoral process.

I write to invite you to apply for membership on this Committee. Your experience in dealing with language accessibility issues in your community will be an invaluable asset to the committee.

The LAAC will meet at least two times a year. The meetings will be held between 8 a.m. and 5 p.m. on weekdays and last approximately two hours. The location of the meetings will either be 40 Tower Road in San Mateo or 555 County Center in Redwood City. Policy recommendations and methods of improving language accessibility may be formulated at meetings, which will be considered for adoption. We would like members to commit serving on the committee for at least two years.

Please complete and return the application form by July 31, 2017 in the enclosed envelope or by fax at (650) 312-5348. If you know of anyone you think should be on the committee, please do not hesitate to contact my office with their name and information. We will select qualified individuals for membership in the committee.

Please contact Michelle Yue, Elections Specialist III, of the Registration & Elections Division at (650) 312- 5293, or email myue@smcare.org with any questions. Thank you again for your leadership in the community. I look forward to hearing from you.

Best regards,

Mark Church

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APPENDIX D – NON-PROFIT LOOKUP

One way to look for organizations that you may not be aware of is to look up the non-profits in your area. There may be many non-profits (also known as a 501(c)(3)) in your county that work closely with LEP voters. There are several ways to find these organizations. One way to identify these organizations is with a 501 (c)(3) lookup tool. An online tool (http://501c3lookup.org/) allows you to search for non-profits in any city. You can narrow your search by looking up an Activity Code, or National Taxonomy of Exempt Entities (NTEE) classification, that tell you something about the work the non-profit does. Some of those codes are listed below, but there are many others listed that you may find useful.

You can also use a search tool like www.Guidestar.org/ search, which allows you to search zip codes and cities for non-profits by searching for key words, like "language", or "Spanish". You can also type in one of the NTEE codes below as a search.

Once you identify organizations that may be a good fit, search for them on the internet. Some organizations you identify may be so small they do not have websites. In that case, try checking to see if they have a Facebook page.

Activity Codes:
- 001 – Churches, synagogues, etc.
- 030 – School, college, trade school, etc.
- 124 – Study and research (non-scientific)
- 205 – Professional association
- 296 – Community Club
- 319 – Other social activities
- 349 – Other youth organization or activities
- 399 – Other housing activities
- 404 – Community promotion
- 408 – Community service organization
- 429 – Other inner city or community benefit activities
- 430 – Defense of human and civil rights
- 431 – Elimination of prejudice and discrimination
- 432 – Lessen neighborhood tensions
- 449 – Other civil rights activities
- 481 – Voter information on issues or candidates
- 482 – Voter education (mechanics of registering, voting etc.)
- 560 – Supplying money, goods or services to the poor
- 569 – Referral service (social agencies)
- 600 – Community Chest, United Way, etc.
- 907 – Veterans activities
- 923 – Indians (tribes, cultures, etc.)

NTEE CODES

Arts, Culture and Humanities A01 Alliance/Advocacy Organizations

- A03 Professional Societies & Associations
- A05 Research Institutes and/or Public Policy Analysis
- A23 Cultural/Ethnic Awareness
- A70 Humanities Organizations
- A99 Other Art, Culture, Humanities Organizations/Services

Educational Institutions

- B01 Alliance/Advocacy Organizations
- B03 Professional Societies & Association
- B05 Research Institutes and/or Public Policy Analysis
- B50 Graduate, Professional

Human Services

- P01 Alliance/Advocacy Organizations
- P03 Professional Societies & Associations
- P05 Research Institutes and/or Public Policy Analysis
- P21 American Red Cross
- P22 Urban League
- P24 Salvation Army
- P26 Volunteers of America
- P27 YMCA, YWCA, YWHA, YMHA
- P28 Neighborhood Center, Settlement House
- P84 Ethnic/Immigrant Services
- P99 Human Services—Multipurpose & Other

Civil Rights, Social Action, Advocacy

- R01 Alliance/Advocacy Organizations
- R03 Professional Societies & Associations
- R05 Research Institutes and/or Public Policy Analysis
- R22 Minority Rights
- R30 Intergroup/Race Relations
- R40 Voter Education/ Registration
- R60 Civil Liberties Advocacy
- R99 Civil Rights, Social Action, & Advocacy

Community Improvement, Capacity Building

- S01 Alliance/Advocacy Organizations
- S03 Professional Societies & Associations
- S05 Research Institutes and/or Public Policy Analysis
- S20 Community/Neighborhood Development, Improvement
- S21 Community Coalitions
- S22 Neighborhood/Block Association
- S30 Economic Development
- S31 Urban, Community Economic Development
- S32 Rural Development
- S41 Promotion of Business (Chambers of Commerce)
- S80 Community Service Clubs (Kiwanis, Lions, Jaycees, etc.)
- S81 Women's Service Clubs
- S82 Men's Service Clubs
- S99 Community Improvement, Capacity Building

Philanthropy, Voluntarism, and Grantmaking

- T01 Alliance/Advocacy Organizations
- T03 Professional Societies & Associations
- T05 Research Institutes and/or Public Policy Analysis
- T31 Community Foundations
- T40 Voluntarism Promotion
- T50 Philanthropy/Charity/Voluntarism Promotion (General)
- T70 Fundraising Organizations that Cross Categories (includes Community Funds/Trusts and Federated Giving Programs), e.g., United Way
- T99 Other Philanthropy, Voluntarism, and Grantmaking Foundations

Social Science Research Institutes
- V24 Political Science
- V25 Population Studies, Demographics (includes Geography)
- V26 Law, International Law, and Jurisprudence
- V33 Ethnic Studies

Public, Society Benefit
- W01 Alliance/Advocacy Organizations
- W03 Professional Societies & Associations
- W05 Research Institutes and/or Public Policy Analysis
- W24 Citizen Participation
- W30 Military/Veterans' Organizations
- W70 Leadership Development
- W99 Public, Society Benefit—Multipurpose & Other

Religion, Spiritual Development
- X01 Alliance/Advocacy Organizations
- X03 Professional Societies & Associations
- X05 Research Institutes and/or Public Policy Analysis
- X20 Christian
- X21 Protestant
- X22 Roman Catholic
- X30 Jewish
- X40 Islamic
- X50 Buddhist
- X70 Hindu
- X80 Religious Media
- X90 Interfaith Issues

APPENDIX E – RELEVANT STATUTES

California Elections Code § 12303 (recruitment of bilingual poll workers):

a. No person who cannot read or write the English language is eligible to act as a member of any precinct board.

b. It is the intent of the Legislature that non-English-speaking citizens, like all other citizens, should be encouraged to vote. Therefore, appropriate efforts should be made to minimize obstacles to voting by citizens who lack sufficient skill in English to vote without assistance.

c. Where the elections official finds that citizens described in subdivision (b) approximate 3 percent or more of the voting-age residents of a precinct, or in the event that interested citizens or organizations provided information which the elections official believes indicates a need for voting assistance for qualified citizens described in subdivision (b), the elections official shall make reasonable efforts to recruit election officials who are fluent in a language used by citizens described in subdivision (b) and in English. This recruitment shall be conducted through the cooperation of interested citizens and organizations and through voluntarily donated public service notices in the media, including newspapers, radio, and television, particularly those media that serve the non-English-speaking citizens described in subdivision (b).

d. At least 14 days before an election, the elections official shall prepare and make available to the public a list of the precincts to which officials were appointed pursuant to this section, and the language or languages other than English in which they will provide assistance.

California Elections Code § 14201 (posting translated facsimile ballots):

a.
   1. The precinct board shall post, in a conspicuous location in the polling place, at least one facsimile copy of the ballot with the ballot measures and ballot instructions printed in Spanish. Facsimile ballots shall also be printed in other languages and posted in the same manner if a significant and substantial need is found by the elections official.
   2. In those counties which are required under the provisions of the federal Voting Rights Act of 1965, as extended by Public Law 94-73, to furnish ballots in other than the English language, the posting of the facsimile ballot in that particular language shall not be required.
   3. This subdivision shall remain in effect until the Secretary of State makes the determinations and findings required by this section.

b. In counties where the Secretary of State has determined that it is appropriate, each precinct board shall post, in a conspicuous location in the polling place, at least one facsimile copy of the ballot with the ballot measures and ballot instructions printed in Spanish. If the Secretary of State determines that it is appropriate to post the election materials in Spanish in only certain precincts in the county, the material shall be posted in the polling places situated in those precincts. Facsimile ballots shall also be printed in other languages and posted in the same manner if a significant and substantial need is found by the Secretary of State.

c. In determining whether it is appropriate to post the election materials in Spanish or other languages, the Secretary of State shall determine the number of residents of voting age in each county and precinct who are members of a

single language minority, and who lack sufficient skills in English to vote without assistance. If the number of these residents equals 3 percent or more of the voting age residents of a particular county or precinct, or in the event that interested citizens or organizations provide the Secretary of State with information which gives the Secretary of State sufficient reason to believe a need for the furnishing of facsimile ballots, the Secretary of State shall find a need to post at least one facsimile copy of the ballot with the ballot measures and ballot instructions printed in Spanish or other applicable language in the affected polling places.

d. The Secretary of State shall make the determinations and findings set forth in subdivisions (b) and (c) by January 1 of each year in which the Governor is elected.

e. In those precincts where ballots printed in a language other than English are available for use by the voters at the polls, the posting of a facsimile ballot in that particular language shall not be required.

f. It is the intent of the Legislature that non-English-speaking citizens, like all other citizens, should be encouraged to vote. Therefore, appropriate efforts should be made on a statewide basis to minimize obstacles to voting by citizens who lack sufficient skill in English to vote without assistance.

Section 203 of the Federal Voting Rights Act - 52 U.S.C. § 10503 (federal coverage for language accessibility):

a. Congressional findings and declaration of policy
The Congress finds that, through the use of various practices and procedures, citizens of language minorities have been effectively excluded from participation in the electoral process. Among other factors, the denial of the right to vote of such minority group citizens is ordinarily directly related to the unequal educational opportunities afforded them resulting in high illiteracy and low voting participation. The Congress declares that, in order to enforce the guarantees of the fourteenth and fifteenth amendments to the United States Constitution, it is necessary to eliminate such discrimination by prohibiting these practices, and by prescribing other remedial devices.

b. Bilingual voting materials requirement

    1. Generally
Before August 6, 2032, no covered State or political subdivision shall provide voting materials only in the English language.

    2. Covered States and political subdivisions

        A. Generally
A State or political subdivision is a covered State or political subdivision for the purposes of this subsection if the Director of the Census determines, based on the 2010 American Community Survey census data and subsequent American Community Survey data in 5-year increments, or comparable census data, that

            i.

                I. more than 5 percent of the citizens of voting age of such State or political subdivision are members of a single language minority and are limited- English proficient;
                II. more than 10,000 of the citizens of voting age of such political subdivision are members of a single language minority and are limited-
                III. English proficient; or
                IV. in the case of a political subdivision that contains all or any part of an Indian reservation, more than 5 percent of the American Indian or Alaska Native citizens of voting age within the Indian reservation are members of a single language minority and are limited-English proficient; and

  ii. the illiteracy rate of the citizens in the language minority as a group is higher than the national illiteracy rate.

 B. Exception
  The prohibitions of this subsection do not apply in any political subdivision that has less than 5 percent voting age limited-English proficient citizens of each language minority which comprises over 5 percent of the statewide limited-English proficient population of voting age citizens, unless the political subdivision is a covered political subdivision independently from its State.

3. Definitions

 A. As used in this section --the term "voting materials" means registration or voting notices, forms, instructions, assistance, or other materials or information relating to the electoral process, including ballots;
 B. the term "limited-English proficient" means unable to speak or understand English adequately enough to participate in the electoral process;
 C. the term "Indian reservation" means any area that is an American Indian or Alaska Native area, as defined by the Census Bureau for the purposes of the 1990 decennial census;
 D. the term "citizens" means citizens of the United States; and
 E. the term "illiteracy" means the failure to complete the 5th primary grade.

4. Special rule

 The determinations of the Director of the Census under this subsection shall be effective upon publication in the Federal Register and shall not be subject to review in any court.

c. Requirement of voting notices, forms, instructions, assistance, or other materials and ballots in minority language.
Whenever any State or political subdivision subject to the prohibition of subsection (b) of this section provides any registration or voting notices, forms, instructions, assistance, or other materials or information relating to the electoral process, including ballots, it shall provide them in the language of the applicable minority group as well as in the English language: Provided, That where the language of the applicable minority group is oral or unwritten or in the case of Alaskan natives and American Indians, if the predominant language is historically unwritten, the State or political subdivision is only required to furnish oral instructions, assistance, or other information relating to registration and voting.

d. Action for declaratory judgment permitting English-only materials
Any State or political subdivision subject to the prohibition of subsection (b) of this section, which seeks to provide English-only registration or voting materials or information, including ballots, may file an action against the United States in the United States District Court for a declaratory judgment permitting such provision. The court shall grant the requested relief if it determines that the illiteracy rate of the applicable language minority group within the State or political subdivision is equal to or less than the national illiteracy rate.

e. Definitions
For purposes of this section, the term "language minorities" or "language minority group" means persons who are American Indian, Asian American, Alaskan Natives, or of Spanish heritage.

California Elections Code § 12302 (legal permanent resident poll workers):
a. Except as provided in subdivisions (b) and (c), a member of a precinct board shall be a voter of the state. The member may serve only in the precinct for which his or her appointment is received.
b.
 1. In order to provide for a greater awareness of the elections process, the rights and responsibilities of voters, and the importance of participating in the electoral process, as well as to provide additional members of precinct

boards, an elections official may appoint not more than five pupils per precinct to serve under the direct supervision of precinct board members designated by the elections official. A pupil may be appointed, notwithstanding his or her lack of eligibility to vote, subject to the approval of the governing board of the educational institution in which the pupil is enrolled, if the pupil possesses the following qualifications:

    A. Is at least 16 years of age at the time of the election for which he or she is serving as a member of a precinct board.
    B. Is a United States citizen, will be a citizen at the time of the election for which he or she is serving as a member of a precinct board, or is lawfully admitted for permanent residence in the United States, as defined in Section 101(a)(20) of the federal Immigration and Nationality Act (8 U.S.C. Sec. 1101(a)(20)).
    C. Is a pupil in good standing attending a public or private secondary educational institution.
    D. Is a pupil who has a grade point average of at least 2.5 on a 4.0 scale.

2. A pupil appointed pursuant to this subdivision may not be used by a precinct board to tally votes.

c.
1. In order to promote civic engagement among residents of the state and to provide additional members of precinct boards, an elections official may appoint not more than five nonvoters per precinct to serve as precinct board members. A nonvoter may be appointed, notwithstanding his or her lack of eligibility to vote, if the nonvoter possesses the following qualifications:

    A. Is lawfully admitted for permanent residence in the United States, as defined in Section 101(a)(20) of the federal Immigration and Nationality Act (8 U.S.C. Sec. 1101(a)(20)).
    B. Is otherwise eligible to register to vote pursuant to Section 2101 except for his or her lack of United States citizenship.

2. A nonvoter appointed to a precinct board pursuant to this subdivision shall not be permitted to do either of the following:

    A. Serve as, or perform any of the duties of, the inspector of a precinct board.
    B. Tally votes for the precinct board.

California Elections Code § 4005 - Voter's Choice Act - SB 450 (LAAC requirement in counties participating in vote center elections):

d. Notwithstanding Section 4000 or any other law, on or after January 1, 2018, the Counties of Calaveras, Inyo, Madera, Napa, Nevada, Orange, Sacramento, San Luis Obispo, San Mateo, Santa Clara, Shasta, Sierra, Sutter, and Tuolumne, and, except as provided in Section 4007, on or after January 1, 2020, any county may conduct any election as an all-mailed ballot election if all of the following apply:

    . . .

    (9) (A) The county elections official establishes a language accessibility advisory committee that is comprised of representatives of language minority communities. The committee shall be established no later than October 1 of the year before the first election conducted pursuant to this section. The committee shall hold its first meeting no later than April 1 of the year in which the first election is conducted pursuant to this section.

    . . .

    (9) (C) A county with fewer than 50,000 registered voters may establish a joint advisory committee for language minority communities and voters with disabilities.

California Elections Code § 4001.5 - AB 2686 (LAAC requirement in counties participating vote-by-mail pilot election):

(b) A special election or special consolidated election described in subdivision (a) may be conducted wholly as an all-mailed ballot election if all of the following apply:

(9) (A) The county elections official establishes a community election advisory committee that consists of community members representing minority groups covered under the federal Voting Rights Act of 1965 (52 U.S.C. Sec. 10101 et seq.) and subdivision (c) of Section 14201 and voters with disabilities including, but not limited to, mobility, sensory, physical, and mental disabilities. In lieu of a community election advisory committee, the county elections official may establish both a local voting accessibility advisory committee pursuant to the guidelines promulgated by the Secretary of State and a local language accessibility advisory committee. For purposes of this section, a local language accessibility advisory committee shall consist of community members representing minority groups covered under the federal Voting Rights Act of 1965 (52 U.S.C. Sec. 10101 et seq.) and subdivision (c) of Section 14201.

(B) The advisory committee or committees described in subparagraph (A) shall hold at least one meeting in the year prior to an all-mailed ballot election conducted pursuant to this section.

APPENDIX F – RESOURCES

Secretary of State's Language Accessibility Advisory Committee Website:
http://www.sos.ca.gov/elections/laac/

Secretary of State Advisory to County Elections Officials on 2016 Section 203 Determinations:
http://elections.cdn.sos.ca.gov/ccrov/pdf/2016/december/16333ji.pdf

Secretary of State Advisory to County Elections Officials on 2014 Elections Code Section 14201 Determinations:
http://elections.cdn.sos.ca.gov/ccrov/pdf/2013/december/13132jlb.pdf

Federal Regulations Related to Section 203 of the Voting Rights Act:
https://www.justice.gov/sites/default/files/crt/legacy/2011/11/04/28CFRPart55.pdf

U.S. Department of Justice Section 203 Guidelines:
https://www.justice.gov/crt/minority-language-citizens

L.A. County Multilingual Access to Elections:
https://apps1.lavote.net/VOTER/PDFS/PUB/2013_Multilingual_Access_Elections.pdf

Asian Americans Advancing Justice:
• LPR Poll Worker Recruitment:
   https://www.advancingjustice-la.org/sites/default/files/LPRPollworkersFactSheet.pdf
• Language Assistance During Elections:
   https://advancingjustice-la.org/sites/default/files/LanguageAssistanceFactSheet.pdf

Future of California Elections – Language Access Information Resources:
http://futureofcaelections.org/vei/la-vi/

APIA Vote - Resources:
http://www.apiavote.org/resources

County Voting Accessibility Advisory Committee Toolkit

August 2017

VOTE CALIFORNIA
www.sos.ca.gov

By the California Secretary of State's
Voting Accessibility Advisory Committee (VAAC)

TABLE OF CONTENTS

INTRODUCTION

This guide is designed to share ideas and best practices for creating and maintaining a voting accessibility advisory committee (VAAC) at the city, county, or regional level.

While the Secretary of State is the chief elections officer for California, county elections officials are responsible for conducting elections. County officials are responsible for providing ballots and important election information to voters, ensuring polling places are accessible, and providing voting systems that allow for independent and private voting.

Many laws and standards are designed to ensure polling places are accessible to people with disabilities.

• The federal Voting Accessibility for the Elderly and Handicapped Act requires polling place access for senior voters and voters with disabilities.

• California Elections Code section 12280 states, "When designating polling places, the elections official shall undertake necessary measures in the locating of polling places to ensure that polling places meet the guidelines promulgated by the Secretary of State for accessibility by the physically handicapped."

• The federal Help America Vote Act (HAVA) requires accessible, independent, and private voting for all eligible voters by ensuring 1) equal access to polling places that are accessible to all, and 2) voting systems that allow for independent and private voting.

To provide guidance in interpreting federal and state requirements for accessible polling places, the Secretary of State contracted with the California Department of Rehabilitation (DOR) to update the Polling Place Accessibility Guidelines and the Polling Place Accessibility Checklist at www.sos.ca.gov/elections/publications-and-resources/polling-place-accessibility-guidelines. The Secretary of State also coordinates with DOR to provide training on surveying polling places for accessibility.

In 2005, the Secretary of State established the state VAAC to advise, assist, and provide recommendations on how best to implement federal and state laws regarding access to the electoral process for voters with disabilities. Through the years, the state VAAC has provided input on many voting-related projects and issues, including the Polling Place Accessibility Guidelines, checklist, and training video; voting system accessibility, a confidential voter accessibility survey, and the online voter registration application system.

WHAT A VAAC CAN DO

A local VAAC can benefit your county in many ways, including providing a forum for the disability and senior communities in your county to voice their concerns and provide advice and opportunities for collaboration and outreach within your community.

Feedback

A local VAAC provides a forum for those who represent the disability and senior communities to discuss issues they encounter in the voting process. VAAC members can recommend accessibility improvements to polling place websites, voter materials, and county election procedures. Local VAAC members can also provide feedback on polling locations, voting systems, and other accessible matters like voter outreach and Americans with Disabilities Act compliance.

Collaboration

A local VAAC opens lines of communication and fosters cooperation with community groups, ensuring elections officials can address issues directly and minimize misunderstandings. A local VAAC is also a great resource for recruiting poll workers.

Outreach

A local VAAC provides outreach to individuals and organizations that promote awareness of individuals with disabilities and seniors. Reaching out to these people and organizations can provide opportunities for the county to work with the community as a whole to understand the diverse array of challenges these communities face, as well as recruiting potential poll workers or VAAC members.

CREATING A VAAC

The Secretary of State recommends that each county elections official establish a local VAAC to help address voting accessibility needs. If a local VAAC within one county is not practical, counties may consider forming a regional VAAC to pool resources and ideas. Another option would be to establish regional VAACs encompassing the five areas of the state established by the California Association of Clerks and Election Officials (CACEO): Bay Area, Central Area, Motherlode Area, Northern Area, and Southern Area.

The first step to creating any committee is determining the number of members needed. The Secretary of State recommends for counties with:

Number of Registered Voters	Recommended Number of Members
Less than 50,000 registered voters	Minimum of three members
Between 50,000 and 500,000 registered voters	Minimum of five members
Between 500,000 and 1,000,000 registered voters	Minimum of seven members
More than 1,000,000 registered voters	Minimum of nine members

When appropriate, existing county boards or committees, which focus on accessibility matters and meet the representational guidelines above, could assume the functions of a local VAAC.

Participation and varied experience are essential to a successful VAAC. Representatives from the disability community as well as people with a background in accessibility issues often contribute ideas from first-hand knowledge of challenges for some voters. People of differing backgrounds, ages, and who speak different languages that are representative of the disability community within their county as a whole may also contribute to the VAAC. People from county government have an in-depth understanding of elections processes and laws. County elections officials are encouraged to reach out to their local disability agencies and independent living centers to recruit VAAC members with differing disabilities, including cognitive, mental health, and sensory.

Alameda county found an effective way to recruit members for its VAAC by contacting local disability agencies to ask if the county could give in-person presentations about the functions of their county's VAAC. The county's presentations were so effective that VAAC membership increased from two members in 2012 to 10 members in 2013.

Santa Cruz county's VAAC is led by its County Clerk and internal staff. It includes a program coordinator for polling places, precinct operations, accessibility and voting equipment, and a program coordinator for election officers/training and voter registration/outreach. In the past the Assistant County Clerk participated on the committee. Santa Cruz county elections staff members contacted their local independent living center in order to find VAAC members. They have had members from the County Commission on Disabilities, local service providers, Disability Rights California, and other local disability commissions, as well as a blind voter who used the county audio voting unit, a webmaster from a site for people with disabilities, and a former member of the County Planning Department.

PLANNING FOR SUCCESSFUL MEETINGS

Soon after establishing a local VAAC, the county elections official should schedule the first meeting. The frequency of meetings depends on the needs of the county and availability of members. A VAAC may choose to meet on a monthly basis, however a VAAC may also chose to meet less frequently. For example, the state VAAC meets approximately six times per year. To bolster participation it is important to establish alternatives to attending the meetings in person. Examples of an alternative method for participation are holding the meeting via a conference call or web conference.

Create an Agenda. An agenda is essential to every VAAC meeting. The agenda helps to ensure a meeting stays on topic and can cover an array of subject matters. Distribute the agenda prior to the meeting day.

Establish a chairperson or co-chairs. At the first local VAAC meeting, nominate a chairperson or co-chairs who will lead the meetings. Establish operating procedures such as how often the VAAC should meet, a reliable and accessible meeting location, and a standard meeting time and length.

Create a VAAC mission statement. The state's VAAC mission statement is to "advise, assist, and provide recommendations to the Secretary of State's Office regarding the implementation of federal and state laws relating to access to the electoral process by voters with disabilities, so that all persons can vote independently and privately."

Establish goals. VAAC goals may include:

- Assisting and advising county elections officials on existing programs to reach people with disabilities, and also provide advice on whether to create new programs.

- Advising county elections officials on where to set up voting equipment and how to recognize barriers to participation for senior voters and voters with disabilities.

- Assisting county elections officials in surveying polling places for compliance with state and federal accessibility guidelines. Evaluating an inaccessible polling place or voting area to determine if – with the use of temporary modifying equipment or measures – it can be modified to permit use by senior voters and voters with disabilities.

- Assisting and advising county elections officials in training poll workers to assist senior voters and voters with disabilities.

- Assisting in the recruitment of poll workers or precinct officials who are seniors or have a disability.

- Assisting county elections officials to enhance website accessibility, including establishing a county website accessibility statement.

County elections officials may also wish to create a polling place accessibility plan with the help of their local VAAC. Polling place accessibility plans serve as a guide to establishing polling places in the county that meet accessibility requirements. Santa Cruz county, for example, received valuable input after asking its local VAAC to review a draft polling place plan and included the VAAC mission statement in the final plan, which is available on the CACEO's website at www.caceo58.org.

SAMPLE MEETING AGENDA

Santa Cruz County

Voting Accessibility Advisory Committee (VAAC)

Thursday, August 8, 2013

10:00 a.m.

701 Ocean St. Basement – Cafeteria

Agenda

I.   Introductions

II.   Polling Places
         a. November 2013 polling places
         b. Polling place canvassing and re-surveys
         c. Polling place recognition program
         d. Site specific binder revamp project
         e. Update on HAVA

III.   State VAAC
         a. Polling place survey training video
         b. Survey of voters with disabilities

IV.   Future of California Elections
         a. Minority language access
         b. Voting options
         c. Voter registration
         d. Voting information

V.   New Language Requirements for Santa Cruz
         a. Chinese & Tagalog – AB 817

VI.   Voter Registration Updates
         a. VoteCal
         b. Incarcerated voters eligibility
         c. Online voter registration

VII.   Future Agenda Items

MAINTAINING MEMBERSHIP

Once a local VAAC is established, maintaining active membership may be one of the most challenging issues. It is important for the county elections staff to communicate to VAAC members how their continued participation benefits the election process. Options for sustaining an active VAAC membership include:

- Implementing attendance requirements, such as requiring members to attend a specified percentage of meetings each year.

- Requesting regular feedback from members, perhaps including a confidential annual satisfaction survey.

- Continuing advertisement for new membership after the VAAC has been formed in order to find new replacements quickly.

- Diversifying the agenda topics so people of different backgrounds and expertise remain interested. While some VAAC members may be especially interested in voting systems, others may be more focused on polling place accessibility or voter outreach. Encouraging diversity in membership will also contribute to diverse agenda topics. For example, people who use wheelchairs may have different voting experiences than people who can walk but cannot see ballots and polling place signs. Prospective members may be staff or volunteers of local disability organizations. Such organizations may include Independent Living Centers (ILC), Aging and Disabled Resource Connection (ADRC), Family Empowerment Centers, or other local boards or organizations.

- Engaging VAAC members in community outreach. Encourage VAAC members to promote the opportunities for access they helped create. This will allow the VAAC to have a sense of ownership and increase their desire to be a positive part of creating solutions for voter accessibility in your county.

MORE INFORMATION

Forming a VAAC in your county or region may help strengthen your county's attention to voting accessibility matters along with fostering a more cooperative relationship with the local disability community.

The Secretary of State encourages each county elections official to connect with officials in other counties and states to share best practices on how to form and sustain an active VAAC.

For more information about VAACs and polling place accessibility requirements, visit the Secretary of State's website at:

www.sos.ca.gov/elections/publications-and-resources/polling-place-accessibility-guidelines/.

To share accomplishments and best practices for an updated version of this guide, contact the Secretary of State's Voter Access Coordinator at VAAC@sos.ca.gov.

CONTACTS AND LINKS
FOR MORE ASSISTANCE

Disability Rights California – Local VAAC Guide

VAACs: How County Elections Offices Can Start a Voting Accessibility Advisory Committee

www.disabilityrightsca.org/pubs/560101.pdf

State VAAC

Contact:

VAAC@sos.ca.gov

Website:

www.sos.ca.gov/elections/vaac

Voter Access Coordinator:

Mike Somers

msomers@sos.ca.gov

(916) 695-1563

2017-2018 State VAAC Members

- **Tim McNamara**
  Assistant Registrar-Recorder/County Clerk
  Los Angeles County RRCC

- **Jacob Lesner-Buxton**
  Independent Living Resource Center
  Santa Barbara, CA

- **Fred Nisen, Co-chair**
  Supervising Attorney for Voting Rights
  Disability Rights California

- **Sarah Funes**
  Vote Everywhere Ambassador
  UC Berkeley Andrew Goodman Foundation

- **Timothy Michael Yeager**
  Director of Client Services and Programs/Faculty
  Easter Seals Central California/Fresno State

- **Kimberly Ocampo**
  Garden Grove, CA

- **Gail L. Pellerin, Co-chair**
  County Clerk
  Santa Cruz County

- **Larry D. Smith**
  Elections Technician Supervisor
  Riverside County Registrar of Voters

- **Courtney Bailey**
  Election Manager
  Sacramento County Elections

- **Lindsie Verma**
  Redwood City, CA

- **Janet L. Bell**
  Auburn, CA

Independent Living Centers

An independent living center is a consumer controlled, community based, cross disability, nonresidential private nonprofit agency that is designed and operated within a local community by individuals with disabilities.

- California Foundation for Independent Living Centers: www.cfilc.org
- California Department of Rehabilitation list for all independent living centers in the state:
  www.rehab.cahwnet.gov/ILS/ILC-List.html

State and National Disability Agencies

Americans with Disabilities Act, United State Department of Justice Civil Rights Division
(800) 514-0301 / TTY (800) 514-0383
www.ada.gov

National Association of Councils on Developmental Disabilities
1825 K Street, NW, Suite 600, Washington, DC 20006
(202) 506-5813
info@naccdd.org
www.nacdd.org

Disability Rights California
(800) 776-5746 / TTY (800) 719-5798
www.disabilityrightsca.org

The California Council of the Blind
1303 J Street, Suite 400, Sacramento, CA 95814-2900
(800) 221-6359 / Outside CA (916) 441-2100
www.ccbnet.org

National Disability Rights Network
900 Second Street, NE, Suite 211, Washington, DC 20002
(202) 408-9514 / TTY (220) 408-9521
www.ndrn.org/index.php

National Council on Disability, an independent U.S. government agency
1331 F Street, NW, Suite 850, Washington, DC 20004
(202) 272-2004 / TTY (202) 272-2074
ncd@ncd.gov
www.ncd.gov

National Federation of the Blind
200 East Wells Street, Baltimore, MD 21230
(410) 659-9314
www.nfb.org/contact-us

American Council of the Blind
2200 Wilson Boulevard, Suite 650
Arlington, VA 22201-3354
(202) 467-5081 / (800) 424-8666
info@acb.org
www.acb.org/node/6

American Foundation for the Blind
2 Penn Plaza, Suite 1102, New York, NY 10121
(212) 502-7600
www.afb.org/default.aspx

National Association of the Deaf (NAD)
8630 Fenton Street, Suite 820, Silver Spring, MD 20910
(301) 587-1788 / (301) 328-1443 / TTY (301) 587-1789
www.nad.org

Hearing Loss Association of America
7910 Woodmont Ave, Suite 1200, Bethesda, MD 20814
(301) 657-2248
www.hearingloss.org/content/hlaa-chapters-and-state-organizations

Youth Organizing! Disabled and Proud
1234 H Street, Suite 100, Sacramento, CA 95814
(866) 296-9753 / TDD (800) 900-0706
www.yodisabledproud.org

State Council on Developmental Disabilities, Area Boards on Developmental Disabilities
www.scdd.ca.gov

Easter Seals
233 South Wacker Drive, Suite 2400, Chicago, IL 60606
(800) 221-6827
www.easterseals.com

The Arc
1825 K Street, NW, Suite 1200, Washington, DC 20006
(800) 433-5255
www.thearc.org

Learning Disabilities Association of America
4156 Library Road, Pittsburgh, PA 15234-1349
(412) 341-1515
www.ldaamerica.org

Section 6:

Election Administration Plan (EAP) Development

Section 6: Document List

1. Election Administration Plan Development Template - 7 pages

2. Supplemental Instructions for Election Administration Plan Development Template - 12 pages

3. Vote Center Considerations and Outreach Plan Checklist by SOS - 2 pages

4. Election Administration Plan Review Checklist by SOS - 1 page

5. Election Administration Plan Checklist by Voter's Choice California - 2 pages

Section 6 Introduction - Election Administration Plan (EAP)

The information in this section contains an example template for the development of the Election Administration Plan. This template was developed by the Secretary of State (SOS) staff going line by line through the relevant Election Codes. Additionally, Secretary of State staff worked to put together a supplemental instruction guide for the Election Administration Plan Template to provide additional and detailed context regarding each of the sections in the example template. Finally, there are several checklists that can be used when developing your EAP. The first one contains the vote center siting considerations and outreach elements from the Election Code that must be addressed in an EAP. The second is the checklist used by the SOS when evaluating EAPs submitted by counties for final approval.

Election Administration Plan Development Template
Part 1: Election Administration

Section 1: Vote Center and Ballot Dropoff Count

In this section, describe the number of vote centers and ballot dropoff locations within your county. Please address each of the following items:

A. Describe the number of required vote centers to be operated in your county during the following periods:
   1. Ten days to four days before Election Day.
   2. Three days prior to, and also during, Election Day.
   3. If applicable, describe the number of additional vote centers as well the dates and hours of their operations.
B. Describe the number of ballot dropoff locations to be operated.
   1. How many ballot dropoff locations will operate for at least 12 hours per day?
   2. If applicable, describe the number of additional ballot dropoff locations.

Section 2: Vote Center Requirements

In this section, describe the process, data, and considerations that were used to determine the placement of vote centers within your county and the capabilities of vote centers to meet the provisions of the Voters' Choice Act. Please address each of the following items:

A. Describe the processes by which a vote center that is located in your county will allow a registered voter to:
   1. Return, or vote and return, his or her vote by mail ballot.
   2. Register to vote, update his or her voter registration, and vote pursuant to Election Code section 2170.
   3. Receive and vote a provisional ballot pursuant to Election Code section 3016 or Article 5 (commencing with Section 14310) of Chapter 3 of Division 14.
   4. Receive a replacement ballot upon verification that a ballot for the same election has not been received from a voter.
   5. Vote a regular, provisional, or replacement ballot using accessible voting equipment that provides for a private and independent voting experience.
B. Please verify that each vote center shall have at least three voting machines that are accessible to voters with disabilities.
C. Please describe how the establishment of vote centers will comply with accessibility requirements outlined in state and federal law.
D. Please describe the electronic mechanism that will be used to ensure access to the required voter registration data at a vote center.

E. Please describe the method that is available for voters with disabilities to request and receive a blank vote by mail ballot or replacement ballot that is able to be read and marked privately and independently.
F. Please describe the process to ensure that election boards for vote centers will meet the requirements for eligibility and composition.
G. Please describe the process by which each vote center will provide language assistance in all required languages.
   1. Please describe the information that will be posted to ensure voters understand that language assistance is available.
H. Please identify any vote centers that are located in or adjacent to a precinct, census tract, or other defined geographical subsection required to establish language requirements under state and federal law. How will you ensure the vote center is staffed by election board members that speak the required language? What alternative methods will be used in the case that you are unable to recruit an appropriately qualified election board member?
I. Please describe the process that has been or will be used to solicit public input regarding which vote centers should be staffed by election board members who are fluent in a language in addition to English as required by state and federal law.
J. Please describe the process that will be used to ensure translated election materials will be provided to each vote center.
K. Please describe the process that will be used to ensure that reasonable modifications and auxiliary aids and services as required by federal law will be available at each vote center.
L. Please describe the manner in which an electronic index of voters that have registered to vote, received or voted a provisional or replacement ballot, or voted a ballot using equipment at a vote center, will be maintained.
M. Please describe the process by which copies of the electronic index described above will be posted and updated continuously.
N. Please describe how each of the following were considered:
   1. Vote center and ballot dropoff location proximity to public transportation.
   2. Vote center and ballot dropoff location proximity to communities with historically low vote by mail usage.
   3. Vote center and ballot dropoff location proximity to population centers.
   4. Vote center and ballot dropoff location proximity to language minority communities.
   5. Vote center and ballot dropoff location proximity to voters with disabilities.
   6. Vote center and ballot dropoff location proximity to communities with low rates of household vehicle ownership.
   7. Vote center and ballot dropoff location proximity to low-income communities.
   8. Vote center and ballot dropoff location proximity to communities of eligible voters who are not registered to vote and may need access to same day voter registration.
   9. Vote center and ballot dropoff location proximity to geographically isolated populations, including Native American reservations.

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10. Access to accessible and free parking at vote centers and ballot dropoff locations.
11. The distance and time a voter must travel to a vote center or ballot dropoff location by:
    i. Car
    ii. Public transportation
12. The need for alternate methods for voters with disabilities for whom vote by mail ballots are not accessible to cast a ballot.
13. Traffic patterns near vote centers and ballot dropoff locations.
14. The need for mobile voter centers in addition to the vote centers required by law.

Section 3: Public Input and Notification Considerations

A. Please provide information regarding the conduct of public consultations, including notice date, time, location, the stakeholders to be notified or present, how the communities affected will be notified of the meeting, and any other available information. Describe these details for:
   a. The required consultation regarding language minority communities and the languages that will be served.
   b. The required consultation regarding election services for voters with disabilities.
   c. Any additional non-required consultations.
B. Please provide details regarding the public input process for the development of your Election Administration Plan for each of the following:
   a. The date the draft plan will be noticed and the length of the public comment period (minimum 14 days).
   b. The date the notice for the public hearing will be published.
   c. The date, time, location, and details of the public hearing(s).
   d. The length of time after the public hearing(s) that will be used to create an amended Election Administration Plan.
   e. The date that the amended Election Administration Plan will be published and the length of the public comment period for the amended plan (minimum 14 days).
   f. The expected date for the county to adopt and publish the final Election Administration Plan.
   g. The date that the education and outreach portion of your Election Administration Plan will be forwarded to the Secretary of State for approval.
C. Please describe the process by which voters will be provided a vote by mail packet
D. Please describe the process by which voters will be provided the following:
   a. A notice, translated in all required languages, informing voters that an all-mailed ballot election is being conducted, that the voter may cast a ballot at a vote center with, dates locations, and hours, and the deadline for requesting a vote by mail ballot in a language other than English or a vote by mail ballot in an accessible format.

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b. The list of ballot dropoff locations and vote centers including the dates and hours they are open.
    i. The place on the county website where this list will be posted in an accessible format.
c. A postage-paid postcard that the voter may return for the purpose of requesting a vote by mail ballot in a language other than English or in an accessible format.
d. The process by which a voter may request written voting materials in an accessible format.
E. Please describe the process by which your county is establishing advisory committees (or one joint committee if allowed by law) regarding:
    a. Language Accessibility.
        i. The date by which this committee will be established.
        ii. The date, time, and location of their first meeting.
        iii. The date, time, and location of any already scheduled subsequent meetings.
    b. Voting Accessibility.
        i. The date by which this committee will be established.
        ii. The date, time, and location of their first meeting.
        iii. The date, time, and location of any already scheduled subsequent meetings.

Part 2: Education and Outreach Plan 4005(a)(10)(I)(i)

The following sections constitute the required Education and Outreach Plan. Your county will describe the systematic strategy that will be used to educate the public about the Election Administration Plan and how voting will change for them in the upcoming elections, including specific sections dedicated to efforts to reach language minority communities and voters with disabilities.

It is the expectation of the Secretary of State's office that the county will submit a report detailing the extent to which the county was able to successfully execute the plan, any changes that were made, why those changes were necessary, lessons learned, and an evaluation of the effectiveness of the methods.

<u>Section 1: Voter Contact – General</u>

In this section, please address the outreach plans that you will use to reach the general public. Also, in each item, note any support that will be received from community partners and their expected role in the outreach plan. Please address all of the following items:

A. List the communities you intend to reach in your education and outreach plans. Include the methods used to identify these communities. Please note if any of these communities represent any historically underserved populations.
B. Describe your media outreach plan, including expected demographic reach. Detail your plans to use the following, if any:

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       1. Television
       2. Radio
       3. Periodicals
       4. Social Media
       5. Public Service announcements
C. Describe your community presence plan. Include a list of the dates, locations, intended audience, and expected attendance for:
       1. Community hosted events where staff will attend and distribute information.
       2. Community hosted meetings or forums where staff will give presentations regarding voting under the VCA.
       3. Meetings hosted by the County to present information on the VCA.
       4. Any other public venues staff will utilize to educate the public about voting under the VCA, such as city council meetings.
       5. Events that will be attended by a community partner, but not county staff.
D. Describe your plan to have two direct contacts with voters, including anticipated dates of contact. It is recommended that one of these contacts be conducted after E-14.
E. Provide copies of any drafted materials that will be used in educating the public about the transition to the Vote Center model.

Section 2: Voter Contact – Language Minority Communities

In this section, describe the systematic strategy that your county will use to identify and educate each language minority community about the Election Administration Plan and how voting will change for them in the upcoming elections. Also, in each item, note any support that will be received from community partners and their expected role in the outreach plan. Please address all of the following items:

A. Describe the methods used to identify language minority communities.
B. Describe which language minority communities will be served including dialects.
C. Describe your plan to use media to reach out to each language minority community via:
       1. Television
       2. Radio
       3. Periodicals
       4. Social Media
       5. Public Service Announcements
D. Describe the time and location of bilingual education workshops for each language community.
E. List the time and date of the community events for each language minority community you will attend.
F. How many election board members will you be utilizing?
       1. How many of the board members are bilingual for each language you are serving?

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G. Provide copies of any drafted materials that will be used in educating language minority communities about the transition to the Vote Center model.
H. Please list the members of your Language Access Advisory Committee.

Section 3: Voter Contact – Voters with Disabilities

In this section, describe the systematic strategy that your county will use to educate the public about how accessibility is being addressed in the Election Administration Plan and how voting will be accommodated for voters with disabilities. Also, in each item, note any support that will be received from community partners and their expected role in the outreach plan. Please address all of the following items:

A. Describe the methods used to identify the needs of voters with disabilities.
B. Describe your plan to use media to reach out to voters with disabilities and inform voters of accessible voting options via:
1. Television
2. Radio
3. Periodicals
4. Social Media
5. Public Service Announcements
C. List the time and location of at least one education workshop that will be held specifically for voters with disabilities and advocates for voters with disabilities.
D. Describe the services to be provided to voters with disabilities, including:
a. The type and number of voting machines.
b. The type and number of reasonable accommodations and modifications at voter centers.
c. The process for applying to and accessing remote accessible voting.
d. The toll free hotline.
e. Any other services that will be provided for voters with disabilities.
f. If applicable, the use of an accessible mobile vote center.
E. Provide copies of any drafted materials that will be used in educating voters with disabilities about the transition to the Vote Center model and the options for accessible vote casting.

Section 4: Vote Center and Ballot Dropoff Location Information

To the extent possible please provide the following information:

A. The number of vote centers to be established.
B. The number of dropoff locations to be established.
C. List the locations of vote centers and their hours of operation.
D. List the locations of ballot dropoffs and whether they are inside or outside.
E. Provide a map of the locations of vote centers and dropoff locations.
F. List the security and contingency plans that will be implemented to ensure <u>prevention</u> of a disruption of the election process.
G. List the security and contingency plans that will be implemented to ensure <u>continuation</u> of the election process <u>in the case a disruption occurs</u>.

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Section 5: Vote Center Ballot Security and Privacy Plans

    A. Describe the design, layout, and placement of equipment in each vote center to ensure the casting of private ballots.
    B. List of the methods and standards used to ensure security of voting.

Section 6: Budget

    A. Provide an accounting of your projected budget for outreach activities.
    B. Provide a comparison of your projected outreach budget to past budgets for outreach (at least the last two election cycles).
    C. Provide an estimate of projected short-term savings.
    D. Provide an estimate of the projected long-term savings.

[If Necessary] Second Implementation

If your county has conducted an election utilizing the provisions of the Voters' Choice Act and there were disparities in voter access described in the report to the legislature, please provide an accounting of your plan to address those disparities.

Election Administration Plan Development Template

Supplemental Instructions

This supplemental instruction document explains the context of the information being requested in the Election Administration Plan Development Template. It contains detailed information, definitions, and guidance, laid out question by question, so you can develop a robust plan that meets the requirements of the Voter's Choice Act, as well as the expectations of your community.

Part 1, Section 1: Vote Center and Ballot Dropoff Count

A. This section asks for your jurisdiction to account for the total number of vote centers that will be operated during the two early vote periods. The first period is 10 days to 4 days before the election. The second period is 3 days before through Election Day. These calculations are to be made based on the number of registered voters as determined 88 days before the election. It is suggested that you make your initial calculations based on the most up to date report of registration and then revisit these calculations upon the release of the 88 day report of registration.

  1. From 10 days to 4 days before the election you must, at minimum, operate one per every 50,000 registered voters. If your jurisdiction contains less than 50,000 registered voters you must operate at least 2 vote centers during this period.

  2. From 3 days before through Election Day you must, at minimum, operate one vote center per 10,000 registered voters. If your jurisdiction contains less than 20,000 registered voters you must operate at least 2 vote centers during this period.

  3. If your jurisdiction intends to operate any additional vote centers above and beyond the minimum requirements please describe the number and their operations here. This is particularly relevant should your jurisdiction intend to operate a mobile vote center.

B. This section asks for your jurisdiction to account for the total number of ballot dropoff locations that will be operated in your jurisdiction. These ballot dropoff locations are to be operable 28 days before the election and on Election Day. Your jurisdiction is to operate at least two dropoff locations or one location for

every 15,000 registered voters. These calculations are to be made based on the number of registered voters as determined 88 days before the election. It is suggested that you make your initial calculations based on the most up to date report of registration and then revisit these calculations upon the release of the 88 day report of registration.

1. At least one ballot dropoff location is to operate for a minimum of 12 hours per day, including regular business hours. If your jurisdiction is planning on operating more than the minimum number of 12 hour dropoff locations please explain how many will be operated.

2. If your jurisdiction intends to operate more than the minimum number of required dropoff locations please describe the number of additional locations and their operations here.

Part 1, Section 2: Vote Center Requirements

A. Vote centers are defined in the law by what can be accomplished by a voter at that location. Please provide a detailed description of the processes and procedures that will be implemented at a vote center to enable voters to accomplish the tasks as enumerated in the statute.

1. Describe the process and procedure by which a voter may return, or vote and return, his or her vote by mail ballot.

2. Describe the process and procedure by which a voter may register to vote or update their voter registration and vote.

3. Describe the process, procedure, and situations in which a voter will receive and vote a provisional ballot pursuant to Election Code section 3016 or Article 5 (commencing with Section 14310) of Chapter 3 of Division 14.

B. Vote centers are required to have at least three voting machines that are accessible to voters with disabilities. Please name the types of machines that will be available. Also, include details about how replacement machines will be provided in the case of malfunction at a vote center.

C. Vote centers are required to meet state and federal laws regarding accessibility for persons with disabilities. Please describe the processes and procedures by which you will be ensuring vote center compliance with relevant accessibility laws.

D. Vote centers are required to be able to electronically access a portion of voter registration data including name, address, date of birth, preferred language, party preference, precinct, and vote by mail ballot status. Please describe the process and equipment that will allow for electronic access to voter registration data. Please, also verify that this electronic mechanism will not be connected in any way to the voting system.

E. Voters with disabilities are to be allowed to request and receive a blank vote by mail ballot. Also, if necessary, they are to be provided a replacement ballot that a voter with disabilities can read and mark privately and independently. Please provide a description of the processes and procedures that will ensure your vote centers' compliance with this provision.

F. Election Board composition is covered by Article 1 of Chapter 4 of Division 12 in the California Elections Code. Please describe the processes and procedures that will be used to determine the composition of Election Boards at vote centers in your county.

G. Each vote center provides language assistance in all languages required in the jurisdiction under Section 12303 of the California Election Code and Section 203 of the federal Voting Rights Act of 1965. Describe the languages that will be served and the processes that will be used to ensure language assistance will be available in each vote center.

H. California Elections Code requires that vote centers located next to an area that requires specific language assistance due to state or federal requirements, or an area that was identified as needing language assistance during the public input process, must have bilingual staff present at that location. Describe how the county will ensure these specific staffing needs will be met. If you will not satisfy these needs through staffing procedure, but will solve it through an alternative method of providing language assistance, please describe that alternative method.

I. County elections officials are required to solicit public input regarding the specific language assistance needs and locations that will need bilingual vote center workers. Describe how this input was solicited and any suggestions that were made by the public during this process.

J. Describe the process used to ensure election materials are translated into all required federal languages. Counties may decide to produce separate materials and some may decide to produce multilingual publications. Please describe the methods that will be used.

K. Describe the process by which auxiliary aides and services will be provided to voters at each vote center. Describe the materials, services, and technology that will be made available at each location. Are there any materials or services that will only be provided on demand?

L. Please describe how the voter index will be maintained during the election period. In what format will the data be presented?

M. Describe how the public will access the voter index data. Will there be any fees levied for access to this data?

N. These fourteen criteria must be considered when determining the ideal placement of vote centers throughout the county. The county should describe the process by which these data were considered. If any of this data was mapped, copies of those maps should be included in the EAP.

Part 1, Section 3: Public Input and Notification Considerations

A. Public consultation meetings with language minority communities and voters with disabilities should have occurred before the publication of a draft EAP. The time date, location, attendance, and process of these consultations should be detailed in the EAP. Parts a, b, and c should provide separate accounts for each of the interest communities that were consulted prior to the publishing of the EAP.

B. The EAP should include the expected process for soliciting public input and finalizing the EAP document. The plan should describe the specific process, including dates and times of meetings, for the phases of development and adoption of the EAP. These dates and times may change as the process moves forward, but the initial plan for development should be detailed in this section.

C. Counties have a variety of strategies for providing vote by mail materials to voters. Please describe how your county will produce and deliver these materials to voters during the designated delivery period.

D. California Elections Code requires that counties implementing VCA elections produce notices of regarding specific information. Describe, to the best of your ability, the process and details regarding the production of each of these required materials. If examples of these materials already exist from past practices, including them as supporting evidence may be helpful.

E. Describe the process by which you will be establishing the required advisory bodies. If your county has already established these advisory committees, provide instructions on how to access the information about these committee meetings.

Part 2: Education and Outreach Plans

The Education and Outreach Plan is expected to be a detailed plan that demonstrates the strategy for public outreach designed to inform county residents about the various provisions of the Voter's Choice Act and the details of how the County will be implementing it. An ideal plan will include specifics about the rationale used when making decisions about which resources will or will not be used. Your plan should also elaborate on which communities will be reached by which methods and account for each community that needs specific considerations.

Many of the following sections present a wide variety of methods that can be used to conduct an outreach campaign. It will be the case that your office will choose from among the suite of outreach options available to you. Your office should make statements about the options that you are choosing and why. It would also be helpful to understand when you are explicitly choosing *not* to utilize certain methods and *why not*.

Finally, it is expected that your office will necessarily rely on support from community and advocacy groups to assist in building a broad public outreach campaign. Please note the support that is expected from these community partners in each section where their efforts will be relevant. If the support of a community partner will be sought, but is not confirmed at the time of the writing of the plan, please note this as such.

Part 2, Section 1: Voter Contact - General

A. This section requests a list the communities that the county intends to reach during your education and outreach campaign. It is recommended that you list *all* communities you intend to target, including language minority populations and populations of voters with disabilities. Subsequent sections contain further questions regarding outreach to language minority communities and voters with disabilities and the methodologies used to identify them. Therefore, you may note

a reference to this answer in the following sections if you have already elaborated on the identification and methodology for identification.

B. The media outreach plan should contain a variety of media solutions. These media plans should contain those media outlets that are not specific to reaching language minority communities or populations of voters with disabilities (other sections contain questions related to media targeting these specific populations). Where appropriate, it is suggested that you note a differentiation between paid media (advertisements), earned media (press conferences and interviews), and in kind media (PSAs or donated advertisements). Additionally, it is strongly recommended that you identify the demographic reach for each item listed under this section. The staffing available for the conduct of your media outreach should be noted, as well (for example, if you have media officers within the elections unit or if your media staff are shared among various agencies). For each element of your media plan you should also provide a rationale for your approach. Finally, there may be some populations that are generally considered unreachable by a media strategy. Please note if any such populations exist.

1. The television component should note specific stations and their demographic reach. If a budget for television advertising time is known, please include any anticipated spending and the details that are known, including station and time slots. Please, also consider listing goals for earned media including any anticipated press conferences, interviews to be granted, or any public affairs or other shows that will be approached (like morning news shows) for interview time.

2. The radio component should list stations and their demographic reach. If a budget for radio advertising time is known, please include details of any anticipated spending including station and time slots targeted. Please, also consider listing goals for earned media including any anticipated press conferences or interviews to be granted.

3. The periodical section should list any periodicals and their demographic reach. If a budget for advertisement space is known, please include details of anticipated spending including the periodicals date of run. Please, also consider listing goals for earned media including number of articles generated and the method of their generation (press conference, interview, letter to the editor/editorial, etc.).

4. The periodical section should list the social media accounts the county will be using to disseminate information. If a budget for paid advertisements is known, please include details regarding the demographics to be targeted or any elements that have been produced at the time of the plan writing. Additionally, if any graphics or other messaging has been developed, these should be included as attachments to the plan.

5. The PSA section should list any known PSA time or space that has been secured from any outlets, as well as any plans to target specific media outlets with requests for PSAs. If PSA content has been or will be developed either by the county or a community partner you should list the anticipated content.

C. Your community presence plan should be designed to reach people in-person. Most of the categories are activities that the county expects their staff to attend. However, if there are events that will be attended by community partners, but not county staff, this should be noted in the final section. Each event should be listed with an expected attendance and the expected date of the event. If a specific demographic is being targeted then please list the intended audience you will be reaching.

1. Community hosted events are tabling opportunities, like fairs, that the county will attend to distribute information at a booth or table.

2. Community hosted meetings or forums are events hosted by community or informational groups where county staff will make a presentation and possibly answer questions. Expected presentation length should be included where possible, in addition to expected attendance and audience considerations.

3. Meetings hosted by the county are forums where county staff are creating space for the community to attend and hear a presentation about the VCA. One strategy for hosting these meetings may be to try to cover different geographic regions of the county. Please note the strategy and rationale for the scheduling and location of these informational meetings.

4. Please list any other in-person meetings or opportunities that will be pursued. Presentations to city council meetings, announcements at group meetings where the VCA isn't the focus of the meeting, or other creative opportunities should be listed here.

5. List any events that the county knows staff will not be able to attend, but that will be attended by a community partner. These should include anticipated attendance figures as well.

D. This section should include a description of what your county is considering a direct contact. You should elaborate on your rationale for your method of direct contact and the timing of the contacts.

E. This section should include a list of attachments that will be sent with the plan. You should list both materials that have already been drafted, as well as any materials that you know will be drafted even if you don't have a working draft available to share at the time the plan is written.

Part 2, Section 2: Voter Contact - Language Minority Communities

A. This item requires that you list language minority communities and explain the methods you used to identify them. If language minority communities were listed and the methods accounted for in Section 1, then note this. If this is the case, you should at minimum copy and paste the list to this item as well.

B. This item asks you to note which language minority communities will be served. When listing a language that will be served please denote those languages that are required to be served by law. Some languages have distinct dialects. For those languages that have distinct dialects, please note which dialects will be served.

C. Due to the fact that each language will have a distinct set of media outlets, it is recommended to detail the media plan for each language that will be served separately. This means that if you will be serving Spanish and Chinese that you will create a section for each language. You will list the television, radio, periodical, social media, and PSA plan for just that language. Please refer to instructions for Part 2, Section 1, Item B, parts 1 through 5 for detailed instructions regarding how to describe your plan for each type of media.

D. Please define the goal of the workshops that you plan on conducting with language minority communities and organizations that advocate on their behalf. For example, they could be designed as training for community outreach groups that will then conduct outreach into their communities. Or, they could be designed to be large public meetings conducted by county staff to reach communities directly. Please provide the rationale for the type of workshop you will be conducting. Additionally, detail the likely timing of these workshops.

E. Similar to the media plan for language minority communities, you should list the community presence plan for each language you will be serving separately. Please refer to instructions for Part 2, Section 1, Item C, parts 1 through 5 for detailed instructions regarding how to describe your plan for public presence.

F. This item seeks clarity regarding the plans to ensure minority language access at vote center locations. Please detail the plans to ensure vote centers have bilingual staff including how many bilingual workers for each language you are serving will be available per vote center, the recruitment process for these bilingual staff, and any other details regarding ensuring appropriate language support at vote centers.

G. This section should include a list of attachments that will be sent with the plan for each language that will be served. You should list both materials that have already been drafted, as well as any materials that you know will be drafted even if you don't have a working draft available to share at the time the plan is written.

H. List the members of the advisory committee.

Part 2, Section 3: Voter Contact - Voters with Disabilities

A. This item should be used to demonstrate the methods you used to locate and communicate with organizations that serve voters with disabilities.

B. Please refer to instructions for Part 2, Section 1, Item B, parts 1 through 5 for detailed instructions regarding how to describe your plan for each type of media. Many of the media outlets that serve the general public are accessible. For those outlets that are accessible and serve the general public, please note the strategies that will be employed to specifically communicate or target voters with disabilities. Other media outlets listed should be those that focus specifically on serving persons with disabilities.

C. Please define the goal of the workshops that you plan on conducting for voters with disabilities and organizations that advocate on their behalf. For example, they could be designed as training for community outreach groups that will then conduct outreach to voters. Or, they could be designed to be large public meetings conducted by county staff to reach these voters directly. Please provide the rationale for the type of workshop you will be conducting. Additionally, detail the likely timing of these workshops.

D. This item asks for specific services that will be provided for voters with disabilities. Please provide the details of each specific service. If there services that the county is providing that are not listed in any of the parts a-d please use part e to describe the unique services your county will provide to voters with disabilities.

E. This section should include a list of attachments that will be sent with the plan for voters with disabilities. You should list both materials that have already been drafted, as well as any materials that you know will be drafted even if you don't have a working copy available to share at the time the plan is written. Additionally, links to accessible materials on the county website should be provided.

Part 2, Section 4: Vote Center and Ballot Dropoff Information

This section asks for details regarding vote center and ballot dropoff locations. During the draft plan development phase it is understood that much of this information will not contain a high level of detail or will be best estimates based on current trends.

A. Please provide an estimate of the number of vote centers that will be established. Please detail the calculations for the projected minimum number of vote centers based on current registration trends. If you plan on running more than the minimum number of vote centers, please detail how many total vote centers will be run and how many more than the projected minimum this is.

B. Please provide an estimate of the number of dropoff locations that will be established. Please detail the calculations for the projected minimum number of dropoff locations based on current registration trends. If you plan on running more than the minimum number of dropoff locations, please detail how many total dropoff locations will be run and detail how many more than the projected minimum.

C. Vote center locations should be listed with as much detail as possible. For those locations that are known and confirmed, their address, hours of operation, and status as an eleven or four-day center should be listed. For vote center locations that have yet to be determined at the time of the release of the draft Election Administration Plan, it is recommended that you list the process for the determination of the remaining vote center locations. Included in your determination process should be a description of when and how you will notify the public of the selection of vote center locations.

D. Drop off locations should be listed with as much detail as possible. For those locations that are known and confirmed, their address, hours of operation, and status as an interior or exterior location. For drop off locations that have yet to be determined at the time of the release of the draft Election Administration Plan, it is recommended that you list the process for the determination of the remaining drop off locations. Included in your determination process should be a description of when and how you will notify the public of the selection of drop off locations.

E. The map of vote center and drop off locations should be as detailed as possible. For those locations that are known and confirmed, their address, hours of operation, and status as an eleven or four-day center, or as interior or exterior drop off locations should be listed. For vote center and drop off locations that have yet to be determined at the time of the release of the draft Election Administration Plan, it is recommended that you include a map of locations that are under consideration.

F. This section should include any and all preventative measures that will be taken to ensure that a disruption of the election process does not occur. If your office already has emergency prevention plans pertaining to election administration, those plans should suffice here.

G. This section should include any and all contingency plan that will be taken in the case a disruption of the election does occur. If your office already has emergency contingency procedures that apply in the case of a disruption of an election, those plans should suffice here.

Part 2, Section 5: Vote Center Ballot Security and Privacy Plans

A. Vote center layouts should ensure that all voters are able to securely cast a private ballot. At a minimum a diagram of your ideal vote center layout with a description of how this layout ensures the ability to cast a private ballot. It is recommended that several diagrams of actual vote center locations be created to demonstrate how vote center layout is adapted to a variety of spaces while still maintaining the ability for voters to cast a private ballot.

B. This section should be used to address the methods you will be using to ensure the security of the election. You should address any concerns that have been raised by the public during your consultation and public plan development process. It is recommended that you only be as detailed as necessary to ensure

a sufficient accounting of your methods, so as not to compromise any security efforts.

Part 2, Section 6: Budget

A. This section should be used to account for your projected spending for outreach activities. At a minimum spending should be broken into several categories including advertising, materials printing, and other outreach spending. It is recommended that you include as much detail as possible at the time of the writing. These details about spending should cover spending directed to specific media outlets, the estimated costs of publications you are planning to produce, and even the costs of translations.

B. This section should include your past budgets for outreach activities. It is possible that your past budgets will not include the level of detail as your proposed budget under the Voter's Choice Act. Elaborate, where possible, regarding the details of your past outreach spending.

Vote Center and Ballot Dropoff location considerations:

- ☐ Proximity to public transit
- ☐ Proximity to communities with historically low vote by mail usage
- ☐ Proximity to population centers
- ☐ Proximity to language minority communities
- ☐ Proximity to voters with disabilities
- ☐ Proximity to communities with low rates of vehicle ownership
- ☐ Proximity to low-income communities
- ☐ Proximity to communities of eligible voters that are not registered
- ☐ Proximity to geographically isolated populations (i.e. Native Reservations)
- ☐ Access to free parking
- ☐ Time and distance a voter must travel to reach a location
- ☐ The need for alternate voting method for voters with disabilities
- ☐ Traffic patterns
- ☐ The need for mobile vote centers in addition to those established by 450

Outreach Plan (provide a description of the following):

- ☐ Use of media, social media, newspapers, radio, TV
    - ☐ Use of media for language minority communities
    - ☐ Use of media to inform voters of accessibility option
- ☐ Community presence to educate voters
- ☐ Accessible information and posted to web
- ☐ Methods used to identify language minority communities
- ☐ Plan to educate and communicate about SB 450
    - ☐ With language minority communities required to be served
    - ☐ With at least one bilingual workshop for each community
    - ☐ With at least one workshop with disabled voters and advocates
- ☐ Projected budget for outreach activities
    - ☐ Comparison to past budgets for outreach
- ☐ Plan for public service announcement
    - ☐ One for each required language including English
- ☐ Two direct contacts with voters (in addition to other required contacts)
- ☐ How a voter with disabilities may request a VBM or replacement
- ☐ Methods and standards used to ensure security of voting
- ☐ Estimates of short and long term cost savings
- ☐ [If necessary] How to address disparities in voter access described in report to legislature
- ☐ To the extent possible at the time of submission, available information about
    - ☐ Number of vote centers to be established
    - ☐ Number of dropoff locations to be established
    - ☐ Locations of vote centers
    - ☐ Location of ballot dropoffs and whether inside or outside
    - ☐ Map of the locations of vote centers and dropoffs
    - ☐ Hours of operation of each vote center
    - ☐ Security and contingency plans that would be implemented to ensure
        - ☐ Prevention of disruption
        - ☐ Continuation of election in the case of disruption
- ☐ The number of election board members
    - ☐ Number of bilingual election board members and languages spoken
- ☐ Services provided to voters with disabilities
    - ☐ Type and number of voting machines
    - ☐ Type and number of reasonable modifications at vote centers
- ☐ Design and layout of vote centers to ensure casting of private ballots
- ☐ A toll-free and accessible voter hotline number to operate 29 days before election

EAP Review Checklist

LANGUAGE MINORITIES
☐ EAP includes a section that explains how the County plans to identify Language Minorities.
☐ EAP includes a section that explains how the County will use media outlets to notify Language Minorities of the upcoming election, and to promote their toll-free voters assistance hotline.
Which of the following Media Outlets are listed to be used in this section?
☐ Social Media ☐ Newspapers ☐ Radio ☐ Television
☐ At least one workshop for each language in which the county is requited provide assistance is included in the EAP.
Please include your questions/comments below:

DISABILITY COMMUNITY
☐ EAP includes a section that explains how the County will use media outlets to inform voters of the availability of an accessible vote-by-mail ballot, and the process for requesting such a ballot.
Which of the following Media Outlets are listed to be used in this section?
☐ Social Media ☐ Newspapers ☐ Radio ☐ Television
☐ EAP includes a section that provides the time and location of at least one workshop aimed to educate the disability community, including organization and advocates of this community.
Please include your questions/comments below:

COMMUNITY PRESENCE
☐ EAP includes a Community Presence Plan that contains a list of dates, locations, and intended audience for expected community event.
☐ EAP includes a description of the information that will be available on the County's website.
☐ EAP includes a description of how the County plans to have two direct contacts with voters, and the anticipated dates of these contacts.
Please include your questions/comments below:

PUBLIC SERVICE ANNOUNCEMENTS
☐ County plans to make an accessible public service announcement in the media to inform English-speaking citizens of the upcoming elections, and to promote the toll-free voter hotline.
☐ County plans to make an accessible public service announcement in the media to inform non-English-speaking citizens for each language the county is required to serve of the upcoming elections, and to promote the toll-free voter hotline.
Please include your questions/comments below:

VOTER EDUCATION & OUTREACH BUDGET
☐ EAP includes a description of the County's budget for voter education and outreach activities, and a description of how this budget compares to amount of money spent in a recent similar election.
Please include your questions/comments below:

Section 7:

Outreach Messaging and Materials

Section 7: Document List

1. Glossary of Term for Voter's Choice Act communications - 4 pages

2. Translated Voter's Choice Act Terms - 1 page each
   a. Chinese
   b. Hindi
   c. Japanese
   d. Khmer
   e. Korean
   f. Spanish
   g. Tagalog
   h. Thai
   i. Vietnamese

3. Voter's Choice Act 2018 Outreach Flyer by SOS - 2 pages
   a. Customizable version - 2 pages

4. Collaborative Frequently Asked Questions by VCC and SOS - 6 pages

Section 7 Introduction - Outreach and Messaging

The information in this section contains examples of the tools used in outreach to voters during the 2018 Voter's Choice Act (VCA) elections. The glossary of terms and its relevant translations should be used to ensure that terminology associated with implementation of the VCA is consistent across the state, including in translated material. The flyers and FAQ from 2018 are included to serve as examples of the messaging that was distributed among the counties in 2018. Some of the examples demonstrate collaborative efforts among stakeholders. This kind of messaging collaboration can be the basis of strong working relationships with community partners. The Secretary of State (SOS) intends to produce updated outreach materials for 2020 and welcomes any input regarding updated language, design, or type of material produced.

Glossary of Terms for Discussing SB 450

The goal of this glossary is to ensure clear and consistent communication regarding the various terminologies related to actions and requirements contained in the SB 450 California Voter's Choice Act. This glossary does not attempt to explain nor clarify any of the nuanced requirements that are related to some of the terms (i.e. Vote Centers).

How to use this document:

Term or phrase – [Election Code section source]: Explanatory detail

Accessible Vote-by-mail Ballot - [303.3] A mechanical, electromechanical, or electronic system and its software that is used for the sole purpose of marking an electronic vote by mail ballot for a voter with disabilities or a military or overseas voter who shall print the paper cast vote record to be submitted to the elections official. A remote accessible vote by mail system shall not be connected to a voting system at any time.

Ballot Drop Box– [4005(a)(1)(A)-(B)] A secure, accessible, and locked receptacle whereby a voted mail ballot may be returned.

(Interior or Exterior) Ballot Drop-off Location – [4005(a)(1)(A)-(B)] A location consisting of a secured, accessible, and locked drop box where a voted mail ballot may be returned. Locations can vary widely from individual outside boxes to full service vote centers. Other, more specific requirements related to placement, hours of operation, and accessibility are detailed in the law.

Conditional Voter Registration - [2170] A properly executed affidavit of registration that is delivered by the registrant to the county elections official during the 14 days immediately preceding an election or on election day and which may be deemed effective pursuant to this article after the elections official processes the affidavit, determines the registrant's eligibility to register, and validates the registrant's information

(Draft, Amended Draft, Final, or Final Amended) Election Administration Plan (EAP) – [4005(a)(10)(A)-(J)] The plan proposed by county elections official on the conduct of election including a wide variety of considerations including the siting of vote centers, ballot dropoff locations, and public outreach plans. A draft plan is to be written with community input and put through a public hearing process. An amended draft plan is posted for public comment after the public hearing on the draft plan. A plan that has been adopted after the public comment period is a final plan. A final plan that is changed and put out for public comment is an amended final plan. The final plan is also to be publicly reviewed, and possibly revised, within two years of conducting the initial

election using the final or amended final plan, and every four years thereafter. The Election Administration Plan must be developed with numerous specific considerations like vote center proximity to public transit and accessibility by a variety of communities.

Joint Advisory Committee – [4005(a)(9)(C)] – Counties with fewer than 50,000 registered voters may combine LAAC and VAAC into a single functioning advisory committee that advises on both language and disability issues.

Language Accessibility Advisory Committee (LAAC) – [4005(a)(9)(A)] A county advisory committee comprised of representatives from all language minority communities within the county that is to offer input on election administration to ensure registration and voting access for all language minority communities.

Language Minority Community – [4005(a)(6)(B)] A group of people that speak a language that is required to be serviced under the Federal Voting Rights Act or California law. Materials, voting assistance, and other activities related to language minority communities are referenced throughout the bill.

Voter Education and Outreach Plan (Outreach Plan) – [4005(a)(10)(I)(i)] As a component of their EAP, county elections officials must write a detailed plan about how they will use media, social media, and other contacts with voters to inform of them of the new election administration plan and the availability of materials to help them vote. This plan must be submitted to the SOS for review and approval after the public hearings and public comments on the EAP. Once submitted to the SOS for approval, the SOS office will have 14 days to review and approve, approve with modifications, or reject the proposed outreach plan. The plan will then be made available via the SOS website.

Polling Place Model – The administration of elections using the statutes of the Elections Code that were in place prior to the implementation of the provisions of the California Voter's Choice Act.

Public Comment Periods – [4005(a)(10)(D)-(E),4005(a)(10)(H)] Periods during which county elections officials release draft, final, or amended final EAP's and are required to gather public comments.

Public Consultations (Meetings) – [4005(a)(10)(A)(i)-(ii)] The draft Election Administration Plan is developed with input from the public. Two types of workshops are specifically required prior to the release of a draft EAP; one for representatives of each language minority community, and one for representatives of the disability community. Other public workshops with the general public are recommended, but not required.

Public Hearings – [4005(a)(10)(D)(i)-(ii)] Following the release of a draft EAP and the 14 day public comment period, county officials hold a public hearing on the draft plan and amend the draft in response to the public comments.

Vote Center – [4005(a)(2)-(4)] A location where a voter residing in a county can return, or vote and return, their mail ballot; register to vote; receive and vote a provisional ballot; receive and vote a replacement ballot; vote any type of ballot using accessible voting equipment.

Vote Center Model – The conduct of elections using the provisions provided for in the California Voter's Choice Act.

Voter Education Workshop – [4005(a)(10)(I)(VI)(ia)-(ib)] County elections official must conduct at least two types of voter education workshops to ensure that voters within the jurisdiction are fully informed about the new way the election will be administered. One type of workshop is for each language minority community the county is required to serve. The other is for voters within the disability community. It is also recommended, but not required, that there be one or more voter education workshops conducted for the general public as well.

Voter Index – [4005(a)(7)(A)] The electronic list or index of voters who have performed an action at a vote center beginning 10 days prior to the election, including registering or updating voter registration, receiving and voting a provisional or replacement ballot, voting using equipment at the vote center.

Voter Verification System – [4005(a)(4)(E)(i)-(ii)] The electronic system for county elections officials to immediately access voter registration data at a vote center. This may also be referred to as an electronic roster.

Voter's Choice Report – [4005(g)] Six months after each election conducted pursuant to the statutes established by SB 450, the SOS shall prepare a report for the legislature on a wide variety of variables related to election administration and participation. The SOS team will be asking for help from the counties in gathering the necessary information for the report.

Voter's Choice Taskforce – [4008(a)] This taskforce is to be established by the SOS and include county elections officials, experts, disability advocates, and language accessibility experts. The taskforce shall review elections conducted pursuant to the statutes established by SB 450 until 2022.

Voting Accessibility Advisory Committee (VAAC) – [4005(a)(9)(B)] A county advisory committee comprised of voters with disabilities that is to offer input on election administration to ensure registration and voting access for all voters with disabilities.

Voting Location List – [4005(a)(8)(B)(i)] The list of ballot dropoff and vote center locations, including hours of operation.

Glossary of VCA terms to translate (Feb 2018)

English	Traditional Chinese (Font Used: PmingLiU)
1. Voter's Choice Act	選民選擇法案
2. Vote Center	選民中心
3. Ballot Drop Box/Location	選票投遞箱／位置
4. Ballot Drop Off Location	選票投遞位置
5. Early Voting	提早投票
6. Conditional Voter Registration	條件性選民登記
7. LAAC (Language Accessibility Advisory Committee)	LAAC（語言便利諮詢委員會）
8. VAAC (Voting Accessibility Advisory Committee)	VAAC（投票便利諮詢委員會）
9. RAVBM (Remote Accessible Vote by Mail)	RAVBM（遠端郵寄投票）
10. Election Administration Plan	選舉管理計劃
11. Public Comment Period	民眾評論期
12. Public Consultation Meeting	民眾諮詢會議
13. Public Hearing	公聽會
14. Voter Outreach	選民宣導
15. Voter Outreach Plan	選民宣導計劃
16. Voter Feedback	選民回饋

Glossary of VCA terms to translate (Feb 2018)

English	Hindi (Font Used: Arial Unicode)
1. Voter's Choice Act	मतदाता की पसंद कानून
2. Vote Center	मतदान केंद्र
3. Ballot Drop Box/Location	मतपत्र डालने का बॉक्स/स्थान
4. Ballot Drop Off Location	मतपत्र डालने का स्थान
5. Early Voting	प्रारंभिक मतदान
6. Conditional Voter Registration	सशर्त मतदाता पंजीकरण
7. LAAC (Language Accessibility Advisory Committee)	LAAC (भाषा पहुंचयोग्यता सलाहकार समिति)
8. VAAC (Voting Accessibility Advisory Committee)	VAAC (मतदान पहुंचयोग्यता सलाहकार समिति)
9. RAVBM (Remote Accessible Vote by Mail)	RAVBM (डाक द्वारा दूरस्थ पहुँचयोग्य मतदान)
10. Election Administration Plan	चुनाव प्रशासन योजना
11. Public Comment Period	सार्वजनिक टिप्पणी अवधि
12. Public Consultation Meeting	सार्वजनिक परामर्श मीटिंग
13. Public Hearing	सार्वजनिक सुनवाई
14. Voter Outreach	मतदाता तक पहुंचना
15. Voter Outreach Plan	मतदाता तक पहुंच योजना
16. Voter Feedback	मतदाता प्रतिक्रिया

Glossary of VCA terms to translate (Feb 2018)

English	Japanese (Font Used: Arial Unicode)
1. Voter's Choice Act	有権者選択法 (Voter Choice Act)
2. Vote Center	投票センター
3. Ballot Drop Box/Location	投票用紙投函箱/所在場所
4. Ballot Drop Off Location Note: We have provided 2 options depending on the context.	投票用紙投函場所 投票用紙の投函場所
5. Early Voting	期日前投票
6. Conditional Voter Registration	条件付き有権者登録
7. LAAC (Language Accessibility Advisory Committee)	LAAC (Language Accessibility Advisory Committee: 言語アクセシビリティ諮問委員会)
8. VAAC (Voting Accessibility Advisory Committee)	VAAC (Voting Accessibility Advisory Committee: 投票アクセシビリティ諮問委員会)
9. RAVBM (Remote Accessible Vote by Mail)	RAVBM (Remote Accessible Vote by Mail: リモートアクセス可能な郵便投票)
10. Election Administration Plan	選挙管理計画
11. Public Comment Period	意見公募期間
12. Public Consultation Meeting	公開協議会
13. Public Hearing	公聴会
14. Voter Outreach Note: We have provided 2 options depending on the context.	有権者アウトリーチ 有権者へのアウトリーチ
15. Voter Outreach Plan	有権者アウトリーチ計画
16. Voter Feedback	有権者からのフィードバック

Glossary of VCA terms to translate (Feb 2018)

English	Khmer (Font Used: Khmer OS)
1. Voter's Choice Act	ក្រឹត្យជំរើសរបស់អ្នកបោះឆ្នោត
2. Vote Center	មជ្ឈមណ្ឌលបោះឆ្នោត
3. Ballot Drop Box/Location	ប្រអប់/កន្លែងទំលាក់សន្លឹកឆ្នោត
4. Ballot Drop Off Location	កន្លែងទំលាក់សន្លឹកឆ្នោត
5. Early Voting	ការបោះឆ្នោតរួចរាល់
6. Conditional Voter Registration	ការចុះឈ្មោះអ្នកបោះឆ្នោតមានលក្ខខ័ណ្ឌ
7. LAAC (Language Accessibility Advisory Committee)	LAAC (គណៈកម្មាធិការទីប្រឹក្សាលទ្ធភាពភាសា)
8. VAAC (Voting Accessibility Advisory Committee)	VAAC (គណៈកម្មាធិការទីប្រឹក្សាលទ្ធភាពបោះឆ្នោត)
9. RAVBM (Remote Accessible Vote by Mail)	RAVBM (លទ្ធភាពបោះឆ្នោតតាមប្រៃសណីយ៍ពីចម្ងាយ)
10. Election Administration Plan	គំរោងអភិបាលកិច្ចការបោះឆ្នោត
11. Public Comment Period	រយៈពេលយោបល់សាធារណៈ
12. Public Consultation Meeting	កិច្ចប្រជុំពិគ្រោះយោបល់សាធារណៈ
13. Public Hearing	សវនាការសាធារណៈ
14. Voter Outreach	ផ្សព្វផ្សាយដល់អ្នកបោះឆ្នោត
15. Voter Outreach Plan	គំរោងផ្សព្វផ្សាយដល់អ្នកបោះឆ្នោត
16. Voter Feedback	មតិតបពីអ្នកបោះឆ្នោត

Glossary of VCA terms to translate (Feb 2018)

English	Korean (Font Used: Gulim)
1. Voter's Choice Act	유권자 선택법
2. Vote Center	투표 센터
3. Ballot Drop Box/Location	투표용지 투입함/위치
4. Ballot Drop Off Location	투표용지 투입 위치
5. Early Voting	조기 투표
6. Conditional Voter Registration	조건부 유권자 등록
7. LAAC (Language Accessibility Advisory Committee)	LAAC(언어지원 자문위원회)
8. VAAC (Voting Accessibility Advisory Committee)	VAAC(투표지원 자문위원회)
9. RAVBM (Remote Accessible Vote by Mail)	RAVBM(원격지원 우편투표)
10. Election Administration Plan	선거 관리 계획
11. Public Comment Period	여론 수렴 기간
12. Public Consultation Meeting	공개 협의 회의
13. Public Hearing	공청회
14. Voter Outreach	유권자 지원활동
15. Voter Outreach Plan	유권자 지원활동 계획
16. Voter Feedback	유권자 의견

Glossary of VCA terms to translate (Feb 2018)

English	Spanish (Font Used: Arial)
1. Voter's Choice Act	Ley de votación flexible
2. Vote Center	Centro de Votación
3. Ballot Drop Box/Location	Ubicación/Caja para entregar boletas
4. Ballot Drop Off Location	Lugar para entregar las boletas
5. Early Voting	Votación temprana
6. Conditional Voter Registration	Inscripción de votante condicional
7. LAAC (Language Accessibility Advisory Committee)	LAAC (Comité Asesor de Acceso Lingüístico)
8. VAAC (Voting Accessibility Advisory Committee)	VAAC (Comité Asesor de Acceso a la Votación)
9. RAVBM (Remote Accessible Vote by Mail)	RAVBM (Acceso Remoto para la Votación por Correo)
10. Election Administration Plan	Plan de administración de elecciones
11. Public Comment Period	Periodo de Comentario Público
12. Public Consultation Meeting	Reunión de Consulta Pública
13. Public Hearing	Audiencia Pública
14. Voter Outreach	Actividades para conectar con el votante
15. Voter Outreach Plan	Plan para conectar con el votante
16. Voter Feedback	Comentarios del votante

Glossary of VCA terms to translate (Feb 2018)

English	Tagalog (Font Used: Arial)
1. Voter's Choice Act	Batas sa Pagpili ng Botante
2. Vote Center	Sentro ng Pagboto
3. Ballot Drop Box/Location	Kahong Hulugan ng Balota/Lokasyon
4. Ballot Drop Off Location	Lokasyon ng Hulugan ng Balota
5. Early Voting	Maagang Pagboto
6. Conditional Voter Registration	May-kondisyong Pagpaparehistro ng Botante
7. LAAC (Language Accessibility Advisory Committee)	LAAC (Komite sa Pagpapayo sa Paggamit ng Wika)
8. VAAC (Voting Accessibility Advisory Committee)	VAAC (Komite sa Pagpapayo sa Kakayahan sa Pagboto)
9. RAVBM (Remote Accessible Vote by Mail)	RAVBM (Magagamit sa Malayo na Pagboto sa Pamamagitan ng Koreo)
10. Election Administration Plan	Plano sa Pangangasiwa ng Halalan
11. Public Comment Period	Panahon ng Komento ng Publiko
12. Public Consultation Meeting	Pulong na Pagkonsulta sa Publiko
13. Public Hearing	Pampublikong Pagdinig
14. Voter Outreach	Pag-abot sa Botante
15. Voter Outreach Plan	Plano sa Pag-abot sa Botante
16. Voter Feedback	Komento ng Botante

Glossary of VCA terms to translate (Feb 2018)

English	Thai (Font Used: Tahoma)
1. Voter's Choice Act	กฎหมายว่าด้วยทางเลือกของผู้ลงคะแนนเสียง
2. Vote Center	ศูนย์ลงคะแนนเสียง
3. Ballot Drop Box/Location	กล่องรับบัตรเลือกตั้ง/สถานที่ตั้งกล่องรับบัตรเลือกตั้ง
4. Ballot Drop Off Location	สถานที่หย่อนบัตรเลือกตั้ง
5. Early Voting	การลงคะแนนเสียงล่วงหน้า
6. Conditional Voter Registration	การขึ้นทะเบียนผู้ลงคะแนนเสียงแบบมีเงื่อนไข
7. LAAC (Language Accessibility Advisory Committee)	LAAC (คณะกรรมการที่ปรึกษาด้านการเข้าถึงภาษา)
8. VAAC (Voting Accessibility Advisory Committee)	VAAC (คณะกรรมการที่ปรึกษาด้านการเข้าถึงการลงคะแนนเสียง)
9. RAVBM (Remote Accessible Vote by Mail)	RAVBM (การลงคะแนนเสียงจากพื้นที่ห่างไกลผ่านทางไปรษณีย์)
10. Election Administration Plan	แผนบริหารการเลือกตั้ง
11. Public Comment Period	ช่วงการรับฟังความคิดเห็นสาธารณะ
12. Public Consultation Meeting	การประชุมปรึกษาหารือสาธารณะ
13. Public Hearing	ประชาพิจารณ์
14. Voter Outreach	การเข้าถึงผู้ลงคะแนนเสียง
15. Voter Outreach Plan	แผนการเข้าถึงผู้ลงคะแนนเสียง
16. Voter Feedback	ความคิดเห็นของผู้ลงคะแนนเสียง

Glossary of VCA terms to translate (Feb 2018)

English	Vietnamese (Font Used: Arial)
1. Voter's Choice Act	Đạo Luật về Chọn Lựa của Cử Tri
2. Vote Center	Trung Tâm Bỏ Phiếu
3. Ballot Drop Box/Location	Thùng Đựng Lá Phiếu/Địa Điểm Đặt Thùng
4. Ballot Drop Off Location	Địa Điểm Đem Phiếu Đến Bỏ Vào Thùng Đựng Lá Phiếu
5. Early Voting	Bỏ Phiếu Sớm
6. Conditional Voter Registration	Ghi Danh Cử Tri Có Điều Kiện
7. LAAC (Language Accessibility Advisory Committee)	LAAC (Ủy Ban Cố Vấn về Tiếp Nhận Dịch Vụ Ngôn Ngữ)
8. VAAC (Voting Accessibility Advisory Committee)	VAAC (Ủy Ban Cố Vấn về Phương Tiện Bỏ Phiếu cho Người Khuyết Tật)
9. RAVBM (Remote Accessible Vote by Mail)	RAVBM (Bỏ Phiếu Bằng Thư cho Người Ở Xa)
10. Election Administration Plan	Kế Hoạch Điều Hành Bầu Cử
11. Public Comment Period	Thời Gian Công Chúng Nhận Xét
12. Public Consultation Meeting	Buổi Họp Tham Khảo Công Cộng
13. Public Hearing	Buổi Điều Trần Công Cộng
14. Voter Outreach	Tìm Đến Cử Tri
15. Voter Outreach Plan	Kế Hoạch Tìm Đến Cử Tri
16. Voter Feedback	Cử Tri Đóng Góp Ý Kiến

CALIFORNIA
VOTER'S CHOICE ACT

Exciting improvements are coming to elections in Madera, Napa, Nevada, San Mateo, and Sacramento counties for the June and November 2018 Elections. If you are registered to vote:

1. You will get your ballot in the mail weeks before the election.

2. You may return your completed ballot by:

Mailing it.

Using a county dropbox.

Visiting a vote center.

3. You can vote in person at any vote center in your county.

Get more information by visiting VotersChoice.sos.ca.gov or calling (800) 345-VOTE (8683)

The Voter's Choice Act will make it easier and more convenient for you to cast your ballot. You can vote when, where, and how you want.

Where is this happening?
In Madera, Napa, Nevada, San Mateo, and Sacramento counties for the June and November 2018 elections.

When do I vote?
You will receive your ballot in the mail weeks before the election. After completing your ballot, you may return it by mail or at any county dropbox or vote center. Vote centers will be open for in-person voting for 11 days, up to and including Election Day.

Where do I find a dropbox or vote center?
VotersChoice.sos.ca.gov

What if I don't receive my ballot?
Visit any vote center in your county or call your county registrar to request a replacement.

What can I do at a vote center?
At any location in your county for up to 11 days, including Election Day, you can:
- Vote in person
- Drop off your completed ballot
- Get a replacement ballot
- Vote using an accessible voting machine
- Get help and voting materials in multiple languages
- Register to vote or update your registration

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CALIFORNIA
VOTER'S CHOICE ACT

Exciting improvements are coming to elections in Madera, Napa, Nevada, San Mateo, and Sacramento counties for the June and November 2018 Elections. If you are registered to vote:

1. You will get your ballot in the mail weeks before the election.

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Mailing it.

Using a county dropbox.

Visiting a vote center.

3. You can vote in person at any vote center in your county.

The Voter's Choice Act will make it easier and more convenient for you to cast your ballot. You can vote when, where, and how you want.

Where is this happening?
In Madera, Napa, Nevada, San Mateo, and Sacramento counties for the June and November 2018 elections.

When do I vote?
You will receive your ballot in the mail weeks before the election. After completing your ballot, you may return it by mail or at any county dropbox or vote center. Vote centers will be open for in-person voting for 11 days, up to and including Election Day.

Where do I find a dropbox or vote center?
VotersChoice.sos.ca.gov

What if I don't receive my ballot?
Visit any vote center in your county or call your county registrar to request a replacement.

What can I do at a vote center?
At any location in your county for up to 11 days, including Election Day, you can:
- Vote in person
- Drop off your completed ballot
- Get a replacement ballot
- Vote using an accessible voting machine
- Get help and voting materials in multiple languages
- Register to vote or update your registration

THE FUTURE OF VOTING

Starting in 2018, all registered voters in participating counties will receive their ballot in the mail a month before the election. You have **3 choices** for how to vote.
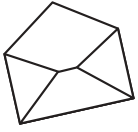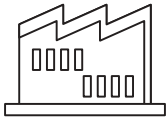
VOTE BY MAIL

You can mail your ballot.

DROP BOX

You can drop off your ballot at any secure Drop Box.
No postage required at Drop Boxes.

VOTE CENTER

You can go to any Vote Center in your county to vote in person.
Vote Centers will open for 11 days in a row. At every Vote Center you can:

- Vote
- Drop off your ballot
- Vote with an accessible voting machine
- Get help and voting materials in multiple languages
- Register to vote or update your registration

WHY THE CHANGE?

The California Voter's Choice Act became law in 2016 to make voting more convenient and accessible.

- **You choose how you vote:** Whether using the mail, a drop box or a vote center, you choose the method that works best for you.
- **You choose when you vote:** Instead of just one day to vote, you can vote in person during an 11-day period — including weekends — ending on Election Day.
- **You choose where you vote:** You can vote in person at any Vote Center in your county.
- **You get the support you need:** Vote Center staff will be there to help you have a great voting experience, including providing assistance in multiple languages and helping voters with disabilities.

GET INVOLVED!

Help us decide where vote centers and drop boxes should be located in your community.
Help ensure your community knows how, when, and where to vote.
Attend your county's election planning meetings, join the local effort, or sign up for updates.
Learn more here: **www.futureofcaelections.org/voters-choice-ca** and **www.sos.ca.gov**
Contact us: **VCC@futureofcaelections.org**

VOTE CALIFORNIA
www.sos.ca.gov

Voter's Choice California

Secretary of State Frequently Asked Questions for the Voter's Choice Act

==VCA==

==**1) How will the new voting process work?**==

Every registered voter will receive their ballot in the mail weeks before the election. Voters will have three options for casting their ballot: (1) return their ballot by mail, postmarked by Election Day, (2) place it in secure, county operated ballot dropboxes located throughout the county, or (3) vote in-person at a vote center.

Vote centers will replace polling places. A voter can use any vote center in their county. At a vote center you can vote in person, request a replacement ballot, or drop off your ballot. You may also register to vote and cast a ballot the same day. Professional staff will be trained to support all voters, including those with disabilities and those who may need language assistance. All vote centers will be open from the Saturday before Election Day through Election Day at 8 p.m. Some will be open consecutively for 11 days, including the two weekends before Election Day.

To find vote centers and ballot dropboxes in your county, visit: VotersChoice.Sos.Ca.Gov

==**2) Why will I be mailed a vote-by-mail ballot when I didn't ask for one?**==

State lawmakers designed the Voter's Choice Act to increase voter turnout and make voting more convenient. Because of this, voters in participating counties no longer need to request a vote-by-mail ballot. If you don't want to vote by mail, you may visit a vote center and ask to vote in person.

To find vote centers and ballot dropboxes in your county, visit: VotersChoice.Sos.Ca.Gov

==**3) Who made the decision to switch to this new process?**==

The California Voter's Choice Act (VCA) is based on nationally recognized best practices for increasing voter participation and voter registration. In 2016, the state legislature passed and the Governor signed Senate Bill 450 which made the VCA state law. The Secretary of State sponsored the VCA with extensive input from civil rights organizations, local elections officials, and community groups that represented a wide range of California voters. The law provides 14 counties the opportunity to try out the VCA first in 2018. Sacramento, San Mateo, Madera, Nevada, and Napa are the counties that adopted the VCA in 2018. In 2020, all counties are allowed to adopt the Voter's Choice Act. If a county decides to implement the new model, the county's

elections office is required to involve the public to decide the details of how to implement the new law, such as where dropboxes and vote centers should be located.

Vote Centers

4) Will vote centers be open on the weekends?

Yes. All vote centers will be open the weekend before Election Day, and some will be open for two weekends.

To find the vote centers and ballot dropboxes in your county, visit: VotersChoice.Sos.Ca.Gov

5) Can I vote at any vote center?

Eligible voters can use any vote center in the county in which they live. They may use any dropbox in ANY county in California. For the 2018 Election cycle, the counties of Sacramento, Nevada, Napa, San Mateo and Madera are participating in the Voter's Choice Act.

6) How will vote centers look and feel?

Vote centers will look and feel like a traditional polling place and be located in accessible, convenient locations, such as libraries, community centers, and local government buildings. Vote centers will be well-organized, professional, and accommodate voters with disabilities. County elections officials are required to hold public meetings to receive input regarding the best locations for vote center and ballot dropboxes. All voting machines at vote centers are tested and certified for use in California by the Secretary of State.

To find the vote centers and ballot dropboxes in your county, visit: VotersChoice.SoS.Ca.Gov

7) Will vote centers offer language assistance?

Yes, Vote Centers will offer language assistance in languages required by section 14201 of the Elections Code. The California Secretary of State will determine what languages must be offered in each county.

Location

8) Who decides where the vote centers and dropboxes will be placed? Which criteria will be used?

The county elections office will decide where to place vote centers and drop boxes based on 14 criteria outlined in state law. These include considering where the population lives, access to public transit and parking, how frequently a community votes by mail, and accessibility for people with disabilities. Additionally, they must consider which sites are available for up to 11 continuous days of voting. Community input is also important. Counties will want to hear from a wide variety of local residents to ensure every community has access to the polls.

The county must hold a minimum of two public consultations with language minority communities and with voters with disabilities. The county must hold a minimum of one public hearing to discuss their Election Administration Plan. The county must also accept public input throughout this process.

To read each county's Election Administration plan, visit: VotersChoice.Sos.Ca.Gov

9) Why can't I use my polling place?

In some cases, former polling places will be used as vote centers. However, many former polling places will no longer be in use. Polling places under the VCA are called vote centers. Vote centers are open for 11 days up to and including Election Day. A voter may use any vote center in their county.

To find the vote centers and ballot dropboxes in your county, visit: VotersChoice.Sos.Ca.Gov

Dropboxes

10) What is a dropbox?

A dropbox is a secure, locked structure operated by a county elections official where voters may deliver their ballots from the time they receive them by mail up to 8 p.m. on Election Day. Election officials will place dropboxes in convenient, accessible locations, including places close to public transportation routes and public buildings such as libraries and community centers. Voters are encouraged to recommend potential dropbox locations to election officials. The law requires a minimum of one dropbox per every 15,000 registered voters to be placed on the 88th day before the election.

There will staffed and unstaffed drop boxes. Unstaffed drop boxes will be available 24 hours a day and permanently anchored in place. Staffed dropboxes will be in a location where a trained staff member will monitor the dropbox when it is in use. Staffed dropboxes are typically available during regular county businesses hours.

To learn more about ballot collection regulations please visit:

http://admin.cdn.sos.ca.gov//regulations/proposed/elections/vote-by-mail/dropbox-text.pdf

11) How often will dropboxes be emptied?

County elections officials will create a ballot collection plan and a chain of custody procedures.

To learn more about ballot collection regulations please visit:

http://admin.cdn.sos.ca.gov//regulations/proposed/elections/vote-by-mail/dropbox-text.pdf

12) Will dropboxes be secure?

Yes. Dropboxes must be secured and locked. Only an elections official and a designated ballot retriever will have access to the keys and/or combination of the lock.

There will be outside and inside dropboxes. Outdoor dropboxes will be securely fastened in a way to prevent moving or tampering and will not be monitored by a live person.

Inside drop boxes can be staffed or unstaffed. All inside dropboxes will be securely fastened to a stationary surface or to an immovable object, and will be placed in an area that is inaccessible to the public and secured during non-business hours.

To learn more about dropbox regulations please visit:

http://admin.cdn.sos.ca.gov//regulations/proposed/elections/vote-by-mail/dropbox-text.pdf

Voter Registration

13) What if I've moved since the last time I registered to vote?

You might not receive a ballot in the mail, but you may still vote. Visit any vote center in your county, and you will be able to register at your new address and vote.

To find the vote centers and ballot dropboxes in your county, visit: VotersChoice.Sos.Ca.Gov

14) What if I'm not registered to vote?

If you missed the voter registration deadline, you may still register and vote. Visit any vote center in your county to register to vote and vote on the same day. This is called Conditional Voter Registration (CVR) or, sometimes called Same Day RegistrationAfter Election Day, the county elections official will process and verify the voter registration, then process and verify the provisional ballot. You can check the status of your ballot by going to: VoterStatus.Sos.Ca.Gov.

Disability

15) Will vote centers be accessible to people with disabilities?

Yes, all vote centers are required to be accessible to people with disabilities. Each vote center is required to have 3 accessible voting machines and provide appropriate accommodations and services to assist a voter with a disability. Counties participating in the VCA are also required to create a Voting Accessibility Advisory Committee (VAAC) if they do not have one already. A VAAC is comprised of voters with disabilities and is integral during the planning process to make voting accessible in the transition to a vote center model. Please contact your county's registrar of voters if you are interested in joining the VAAC.

If you would like to participate in your counties VAAC learn more at: VotersChoice.Sos.Ca.Gov

16) How can voters with disabilities receive an accessible vote-by-mail ballot?

A voter with a disability may request an accessible vote by mail ballot from their County Clerk/Registrar of Voters. Using the voter's own assistive devices, the voter can mark the vote by mail ballot and then print, sign, and return it to their County Clerk/Registrar of Voters.

To find out how to request an accessible vote by mail ballot visit: XXX.SoS.Ca.Gov

Language

17) What about voters who speak languages other than English? Will they be able to use vote centers?

Yes, vote centers will accommodate voters with limited English proficiency. Vote centers will have well-trained staff at every location prepared to support voters with translated voting materials in languages required by law. To the greatest extent possible, counties will aim to have multilingual staff and volunteers available to help voters at vote centers.

Counties participating in the VCA are also required to create a Language Accessibility Advisory Committee (LAAC) if they do not have one already. A LAAC is comprised of community members representing language minority groups within the county. The

LAAC is integral during the planning process to make voting accessible in the transition to a vote center model. Check with your county for a list of languages in which they provide services.

If you would like to participate in your counties LAAC visit: VotersChoice.Sos.Ca.Gov

Ballots/Rights/Fraud

18) What if I lose my ballot or make a mistake?

You can visit a vote center or the central elections office of your county and request a replacement ballot. For more information on how to obtain a replacement ballot please contact the California Secretary of State's Voter hotline.

(800) 345-VOTE (8683) – English

(800) 232-VOTA (8682) - Español / Spanish

(800) 339-2857 - 中文 / Chinese

(888) 345-2692 - हिन्दी / Hindi

(800) 339-2865 - 日本語 / Japanese

(888) 345-4917 - ខ្មែរ / Khmer

(866) 575-1558 - 한국어 / Korean

(800) 339-2957 - Tagalog

(855) 345-3933 - ภาษาไทย / Thai

(800) 339-8163 - Việt ngữ / Vietnamese

(800) 833-8683 – TTY/TDD

19) Is this an attempt to disenfranchise voters?

No.

The California Voter's Choice Act (VCA) is based on nationally recognized best practices for increasing voter participation and voter registration.

20) Will I need to show photo identification at a vote center?

California voters are not required to show identification at their polling place or vote center, unless you are a first time voter and did not provide a driver's license or state ID number, or the last 4 of their social security when you registered to vote. In these specific cases, you may be asked to show identification the first time you vote, per federal law. Acceptable forms of identification include a copy of a recent utility bill, the sample ballot booklet you received from your county elections office or another document sent to you by a government agency. Other examples include your passport, driver's license, official California identification card, or student identification card. For more information on identification to use when you vote for the first time check the complete list or call the Secretary of State's toll-free voter hotline at (800) 345-VOTE (8683).

Please note that every individual has the right to cast a provisional ballot even if he or she does not provide documentation.

21) Could this make it easier for people to commit voter fraud?

No. The Voter's Choice Act builds upon existing protections against potential voter fraud:

When a voter uses a vote center, county officials will verify that no other votes have been cast by that voter in the statewide database. When a voter casts a ballot at a vote center, their voter record is immediately updated to reflect that action. If the same voter attempts to vote again at another vote center within the county, or in a different county, the county election officials will see that they have already cast their ballot for the election. Based upon that knowledge, the election official can take action and only count the first vote.

 The VCA will reduce the need for provisional ballots, which also enhances security. Just like at polling places, voters' signatures at vote centers will be recorded and can be compared to voter registration records in the event of a challenge to their eligibility. Vote-by-mail ballots also require voter signatures which must match official records.

22) Will the voting machines ever be connected to the internet?

No. Voting machines and ballot tabulators are prohibited from being connected to the internet at any time.

23) What measures are being implemented to protect the data of registered voters?

Voter registration records are stored in California's new voter registration database known as VoteCal which was launched in September of 2016. Security for the statewide

database meets or exceeds industry standards. The Secretary of State continuously updates security measures.

Other

24) Will the Voter's Choice Act cost taxpayers more money?

Some counties will need additional resources to purchase new equipment necessary to participate in the Voter's Choice Act, such as secure dropboxes. However over time, counties should realize a savings because of efficiencies that make it easier to administer elections.

25) Is my county switching to the Voter's Choice Act?

During the 2018 election cycle, only the counties of Sacramento, Nevada, Napa, San Mateo and Madera participated in the Voter's Choice Act.

Fourteen counties were authorized to participate in the Voter's Choice Act starting in 2018: Calaveras, Inyo, Madera, Napa, Nevada, Orange, Sacramento, San Luis Obispo, San Mateo, Santa Clara, Shasta, Sierra, Sutter, and Tuolumne. Five counties chose to participate: Madera, Napa, Nevada, Sacramento, and San Mateo. The other authorized counties have decided not to participate in 2018.

California's 44 other counties are authorized to make the switch starting in 2020. Officials in each county will decide whether to adopt the Voter's Choice Act model.