Alameda County Registrar of Voters – Vote Center Plan

Part 1: Election Administration Plan ................................................................. 5
  Vote by Mail (VBM) Process ........................................................................... 5
  Secure Vote by Mail Ballot Collection ............................................................. 6
  Accessible Voting by Mail ............................................................................ 6
  Ballot Drop-Off Locations ........................................................................... 7
  Vote Centers .................................................................................................. 8
  Voter Registration ........................................................................................ 10
  Replacement Ballots ..................................................................................... 10
  Accessible Voting In Vote Centers ............................................................... 11
  Language Assistance .................................................................................... 11
  Vote Center Placement Consideration ......................................................... 12
  Composition of Election Team Members ...................................................... 14
  Electronic Poll Books (E-Poll Books) ............................................................ 15

Outreach ........................................................................................................ 15

Part 2: Voter Education and Outreach Plan ..................................................... 17
  Section 1: Voter Contact - General .............................................................. 18
    Community Presence and Voter Education Materials .............................. 20
      Direct Mailers .......................................................................................... 21
      Voter Education Resources on Website ................................................... 21
  Section 2: Voter Contact-Language Minority Communities ....................... 21
  Section 3: Voter Contact-Voters with Disabilities ........................................ 23
    Election Workers ....................................................................................... 25
  Section 4: Vote Center and Ballot Drop-off Location Information .............. 25
    Vote Center Locations .............................................................................. 25
    Ballot Drop-off Locations ....................................................................... 26
    Preventative Measures ............................................................................ 26
Contingency Plan .......................................................................................................................... 28

Section 5: Vote Center Ballot Security and Privacy Plans ................................................................. 28

Section 6: Budget .......................................................................................................................... 29

List of 24-hour Ballot Drop Boxes .................................................................................................. 30

Potential Vote Centers .................................................................................................................. 33

Community Partners ..................................................................................................................... 37

Language Accessibility Advisory Committee and Voting Accessibility Advisory Committee
Member Organizations .................................................................................................................. 42
**Introduction**

The purpose of an Election Administration Plan (EAP) for Counties implementing the Voter's Choice Act (VCA) is to convey changes to the voting process in the County, how those changes can affect voters, and how the overall election will be administered.

The Alameda County Registrar of Voters (ROV) understands the importance of having support and feedback from our community partners for a successful implementation of the Voter’s Choice Act in our County. During the development of the plan, the ROV Voter Education and Outreach team members will work with partners from our Language Accessibility Advisory Committee (LAAC) and Voting Accessibility Advisory Committee (VAAC) for suggestions on how to provide information to the communities they support.

The EAP is divided into two (2) parts:

*Part 1* of the plan covers the election administration section and includes the Vote by Mail process, Vote Centers (voting locations) and ballot drop-off count, Vote Center requirements, and public input and notification considerations.

*Part 2* of the plan covers education and outreach and is pursuant to the California Elections Code Sections 4005(a)(10)(I)(i), and includes voter contact for general, language minority communities, voters with disabilities, Vote Center and ballot drop off location information, Vote Center ballot security and privacy plans, and a section for the budget.

**Background**

The California Voter's Choice Act (VCA), or Senate Bill (S.B.) 450 (Allen, D-26), was signed into law on September 29, 2016, adding Section 4005 to the California Elections Code, allowing authorized counties, upon approval of their Board of Supervisors, to conduct any election by mail, with certain requirements. Under VCA, all voters are mailed a ballot commencing 29 days before the election, and each County establishes, with public input, numerous Ballot Drop-off Locations and Vote Centers throughout the County where any county voter may cast their ballot. The VCA voting model requires regional Vote Centers to be open as early as 10 days prior to Election Day through the close of voting on Election Day.

On May 8, 2020, and June 3, 2020, as a result of the COVID-19 health emergencies, the Governor of California issued Executive Orders N-64-20 and N-67-20 and signed Assembly Bill (AB) 860, requiring every eligible voter to receive a ballot in the mail and provide regional in-person Vote Centers for the November 3, 2020, General Election, allowing counties that were not a VCA county to conduct a VCA-Like model election. As described in Elections Code Section 1602 (a), (b), and (c), a VCA-Like model election includes having one (1) in-person voting location for every 10,000 voters and one (1) ballot drop box for every 15,000 voters. Since the Executive Orders have been issued, the Alameda County Registrar of Voters has successfully conducted two VCA-Like model elections - November 3, 2020, General Election and September 14, 2021, California Gubernatorial Recall Election.

On September 27, 2021, California Governor signed Assembly Bill (AB) 37, which extends the requirements for all local elections officials to mail a Vote by Mail ballot to every registered voter. The
bill requires county elections officials to permit any voter to cast a ballot using a certified Remote Accessible Vote by Mail (RAVBM) system for any election. AB37 requires a Vote by Mail tracking system to be accessible to voters with disabilities.

**Voter’s Choice Act for Alameda County Voters**

After implementing the Voter’s Choice Act for Alameda County, elections will be conducted under a new voting model for County voters. The Voter’s Choice Act (VCA) increases voting options for how, when, and where voters cast their ballots. Voters can return their Vote by Mail (VBM) Ballot with no postage necessary through the regular mail, drop it off at an Official 24-hour Ballot Drop Box, or drop off their voted VBM Ballot at any one of the 100 Vote Centers located throughout the County as early as ten (10) days before Election Day.

At a Vote Center, voters have the option to vote in person at any Vote Center within the County as early as ten (10) days prior to Election Day or register and vote on the same day up to Election Day. Voters with disabilities can receive support and vote using an accessible ballot marking device. Language assistance and voting materials are available in multiple languages to voters whose primary language is not English. During each statewide election conducted under VCA, there will be 100 Vote Centers and 66 Official 24-hour Ballot Drop Boxes located in all communities countywide.
Part 1: Election Administration

Vote by Mail (VBM) Process
In a Vote Center Model election, all eligible registered voters are automatically sent an official Vote by Mail Ballot in the mail.

The voter's Vote by Mail Ballot Package contains the following:

- A postage-paid return envelope
- The Official Ballot
  - May include multiple ballot cards depending on the number of contests
  - In the voter's preferred language, if specified
- A ballot wrap (instructions on how to complete and return the ballot)
- An informational insert (for hours and location of VCA, 24-hour Ballot Drop Boxes, and ballot tracking)
- An "I Voted" sticker; and
- If applicable, an additional informational insert

All official ballots are mailed First Class via the United States Postal Service starting 29 days prior to Election Day. Official ballots are also mailed to Military and Overseas voters starting 45 days prior to Election Day.

Voters can return their voted ballot by:

- mail (utilizing the postage-paid First Class return envelope provided)
- returning the ballot at any Vote Center
- dropping their ballot off at any 24-hour Ballot Drop Box
- dropping off their ballot at a Ballot Drop Stop Tour mobile location
- giving the ballot to the ACVOTE On The Go team (mobile service to voters to return their ballots)
- returning Via the Inmate Program

A voter could request a replacement ballot if a voter did not receive their ballot in a timely manner if the ballot was damaged, if the ballot was lost, or if they made an error on their ballot. The Vote by Mail Ballot can be requested by mail, email, fax, or by phone. A replacement Vote by Mail Ballot will be mailed to the voter or can be picked up at the Registrar of Voters' Office during opening hours. Voters can also go to the ROV website and use the "Ballot Will Call" service, where they can schedule to pick up their Vote by Mail Ballot in person after 24-hours.

Bilingual ballots for registered voters whose primary language is not English are available in the four (4) supported languages: Chinese, Spanish, Tagalog, and Vietnamese. Voters can specify their preferred language on the registration form when they register to vote. Ballots, Vote by Mail materials, and Voter Information Guides are sent to voters in their preferred language. Facsimile Ballots are also available upon request in all Vote Centers for targeted precincts in compliance with...
Elections Code Section 14201 in the languages of Burmese, Khmer, Hindi, Korean, Laotian, Mien, Mongolian, Punjabi, and Telugu. Voters can also request to change their language preference by contacting the ROV Office via phone (510) 272-6973 or fax (510) 272-6982, email registration@acgov.org, in person, or online via the My Voter Profile application www.acvote.org/mvp.

Secure Vote by Mail Ballot Collection
The Registrar of Voters has teams of two (2) staff members who follow a chain of custody when retrieving ballots from each ballot drop box throughout the County. Each team is assigned a smartphone that is used for logging ballot collections from the drop box into our asset tracking system. The asset tracking system is monitored by the ROV Ballot Drop Box Coordinators to confirm all boxes have been emptied. The ballots are secured in a sealed bag to be returned directly to the ROV office. When the team arrives, the bags are taken by other staff members, and the ballots are logged into asset tracking as being delivered to the courthouse.

Accessible Voting by Mail

Remote Accessible Vote by Mail
An accessible option that all eligible registered voters may utilize is the Remote Accessible Vote by Mail (RAVBM) system, which allows voters to mark their ballot independently and privately in the comfort of their own homes. Voters are informed about RAVBM through the Voter Information Guide, the ROV Website, and in a direct mailer. The purpose of the RAVBM system was initially for Military and Overseas Voters and voters with disabilities, who would otherwise rely on others to assist them in reading and marking their ballot, to now be able to mark their ballot privately and independently using their own assistive technology at home. Please be aware that RAVBM is NOT internet voting or a method to submit your ballot online. Voters do not need to request access to the RAVBM system. Instead, voters can log in to their My Voter Profile located on the ROV website and access their Official Ballot, along with instructions on how to download, print, complete, and return their voted ballot to the ROV by Election Day. Voters must download the ballot to their devices to read and mark it with their personalized accessibility features. Voters who use RAVBM must return their voted ballot in one of three ways: via standard mail, by dropping their ballot in a 24-hour Ballot Drop Box, or by returning it to any Vote Center.

Regardless of the return method chosen, voted ballots must be returned in an envelope. It is recommended that voters use the provided ballot return envelope that is included with their Vote by Mail Package. They may request replacement ballot return envelopes by calling the ROV at (510) 272-6973 or picking one up at the ROV office or a Vote Center. Voters may also choose to use their own envelope. If returning the voted ballot via standard mail, the provided ballot return envelope does not require any postage. In contrast, sufficient postage will be needed when voters return the voted ballot using their own envelope.

Inmate Vote by Mail Program
Our office provides services to inmates by using our Jail Inmate Vote by Mail Program. This is a process wherein the Registrar of Voters' Office coordinates with Alameda County Sheriff's Office to ensure inmates can participate in voting in an election. Within this process, ROV registers inmates,
verifies current registration, and issues a ballot to eligible registered voters. The Sheriff’s Office hand delivers the completed voter registration forms and Vote by Mail applications of inmates to the ROV office. ROV processes the voter registration forms and Vote by Mail applications. Prior to the election, ROV meets with the Sheriff’s Office to determine the program schedule that includes the date of the election, registration deadlines, availability of the VBM Ballots (29 days before an election), and the pick-up and return of voted ballots. The Sheriff’s Office delivers the Vote by Mail Ballots to the inmates. The Sheriff’s Office returns the voted ballots to the ROV office on or before Election Day.

ACVOTE On The Go Program
The ACVOTE On The Go Program partners with facilities and administration offices to coordinate sending a team of 2 ROV staff members to assist voters with receiving, marking the ballot, and returning the ballot for voters who are hospitalized, disabled, or confined to their homes due to a medical emergency. Voters needing this service may contact our office for further instructions on receiving their Vote by Mail Ballot on time. Starting 29 days before an election, voters can call the Registrar of Voters Office at (510) 272-6973 or email onthego@acgov.org to sign up for the On the Go Program.

Ballot Drop Stop Tour
The ROV Ballot Drop Stop tour allows voters to drop off their voted ballots and receive information about upcoming elections, and register to vote. The tour starts 28 days before each election and ends four days before each election. The Ballot Drop Stop Tours target the disability, senior, youth, language, faith-based organizations, animal shelters, malls, underserved, and unhoused communities. The locations include libraries, city halls, senior centers, and community events and festivals throughout the County. For more information regarding the Ballot Drop Stop Tour and potential stops, please visit the Ballot Drop Stop page on the ROV website at www.acvote.org/dropstop.

Ballot Drop-off Locations

Elections Code Section 4005
The California Elections Code sets the parameters by which a county must provide Ballot Drop-off Locations for voters. There must be at least one (1) Ballot Drop-off Location for every 15,000 registered voters available 28 days before Election Day, and on Election Day, for a total of 29 days.

The number of 24-hour Ballot Drop Boxes is determined based on the County's actual number of registered voters on the 88th day before each election. Based on that calculation, the ROV is required to provide 63 24-hour Ballot Drop Boxes.

<table>
<thead>
<tr>
<th>Minimum Requirements</th>
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<tbody>
<tr>
<td>Ballot Drop-off Locations:</td>
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<td>(1 for every 15k registered voters)</td>
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Rev. 04/18/2022
24-hour Ballot Drop Boxes

Currently, ROV has sixty-six 24-hour Ballot Drop Box locations permanently installed countywide. Ballots are deposited into the Drop Box via a slot. The 24-hour Ballot Drop Boxes were used by voters for three special elections and two statewide elections.

In determining the 24-hour Ballot Drop Box designs and locations, the ROV followed all state guidelines and regulations. The ROV partnered with city and county officials, local jurisdictions, elected officials, community-based organizations, language communities, disability communities, and cities throughout Alameda County to ensure the placement of 24-hour Ballot Drop Boxes in all communities. When considering the placement of the 24-hour Ballot Drop Boxes, the criteria required by the Elections Code mentioned above were applied.

To ensure voters who primarily speak a language other than English have sufficient access, 24-hour Ballot Drop Boxes are marked "Official Ballot Drop-Box" in the required languages.

Vote Centers

Under the Voter’s Choice Act (VCA) model election, Vote Centers are required to be open for more days than previously practiced at traditional polling places. All Vote Centers will be open during the three (3) days before Election Day, and on Election Day, for a total of four (4) days. Twenty locations will be open for ten (10) days before Election Day, and on Election Day, for a total of eleven (11) days.

The California Voter’s Choice Act sets the parameters by which a county must provide Vote Center locations for voters:

- Starting from ten (10) days before Election Day, up to and including the fourth day before Election Day, for a total of seven (7) days, one Vote Center per every 50,000 registered voters must be operated within the jurisdiction where the election is held.
- Starting from three (3) days before Election Day, and including Election Day, for a total of four (4) days, one Vote Center per every 10,000 voters must be operated within the jurisdiction where the election is held.

All Vote Centers are equipped with accessible voting equipment and language assistance and offer Conditional Voter Registration (CVR), which enables a voter to register and vote on the same day. Additionally, voters are not limited to one assigned polling place but rather have the option to visit any one of the Vote Center locations throughout Alameda County.

To better serve voters, Alameda County is planning to operate an additional 11-day Vote Center above the minimum requirement and six (6) additional 4-day Vote Centers above the minimum requirement when sufficient locations and staff are available and when it would benefit the voters. Hours of operation for all Vote Centers will be from 9:00 AM to 5:00 PM on the dates prior to Election Day. The ROV will publish a list of locations on our website, which also provides directions to the locations. On Election Day, all Vote Centers will be open to voters from 7:00 AM to 8:00 PM, per the Elections Code (Elections Code §4005). The number of Vote Centers is determined based on the actual number of registered voters on the 88th day before each election. Based on the calculation we
completed at that time, the minimum required number of 11-day Vote Centers is 19 and the number of 4-day Vote Centers is 75, as noted in the table below. The Registrar of Voters will provide 20 11-day Vote Centers and 80 4-day Vote Centers.

<table>
<thead>
<tr>
<th>Statewide Election Calculation</th>
<th>VCA Minimum Requirement</th>
<th>ROV’s Plan</th>
</tr>
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<tbody>
<tr>
<td>11-Day Vote Centers (1 for every 50k registered voters)</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>4-Day Vote Centers (1 for every 10k registered voters)</td>
<td>75</td>
<td>80</td>
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Below is a diagram of an example of a layout for a Vote Center.

The diagram includes:
1. Voter Information Centers (2) near the entrance
2. Ballot Storage Cage (4) behind the Ballot Print-On-Demand Station
3. Vote Center Equipment Carts (2) behind the Sanitation Station
4. Poll Book Check-In Station near the entrance
5. Ballot Print-On-Demand Station following the Poll Book Check-In Station
6. Sanitation Station following the Ballot Print-On-Demand Station
7. Yellow Vote by Mail Ballot Trolley in front of the Sanitation Station
8. Blue Conditional/Provisional Trolley in front of the Sanitation Station
9. Turquoise Official Ballot Trolley in front of the Sanitation Station
10. Accessible Voting Booths (2) setup against a wall away from cross traffic
11. Voting Booths (4) setup away from Accessible Voting Booths and Ballot Marking Device Booths
12. Ballot Marking Device Voting Booths (4) setup opposite Accessible Voting Booths
**Voter Registration**

*Vote Center – Conditional Voter Registration*

Vote Centers provide many more services than what has previously been provided by the traditional polling place model. One of the expanded services offered at Vote Centers is voter registration. Voters now have the ability to register to vote, update their voter registration, and vote conditionally at any Vote Center. Voters who are found eligible to vote under Conditional Voter Registration (CVR) will receive a ballot with a CVR envelope. Unlike at a polling place, Vote Centers provide the voter's own precinct ballot type when they vote under Conditional Voter Registration.

**Replacement Ballots**

A voter could request a replacement ballot if a voter did not receive their ballot in a timely manner or if they made an error on their ballot. The Vote by Mail Ballot can be requested by mail, email, fax, or by phone. A replacement Vote by Mail Ballot will be mailed to the voter. Voters can also go to the ROV website and use the "Ballot Will Call" service, where they can schedule to pick up their Vote by Mail Ballot in person after 24-hours.

**Provisional Voting**

At any Vote Center, a voter may vote provisionally (Elections Code §14310). A voter claiming to be registered but whose registration and eligibility cannot be immediately determined by ROV staff is entitled to vote a Provisional Ballot. The voter will be provided with a ballot and a Provisional Ballot Envelope with written instructions regarding the process and procedures for casting a Provisional Ballot; and a written affirmation regarding the voter's registration and eligibility to vote, which must be signed by the voter. Any voter who casts a Provisional Ballot may tear off their receipt from the envelope so they can track the status of their voted ballot on the ROV website. The voter must then seal the ballot in the Provisional Ballot Envelope and deposit it into the secure Provisional Ballot
Trolley for return to the ROV's main office. Voters may contact the ROV or use the website to confirm whether their ballot was counted.

**Accessible Voting in Vote Centers**
The Alameda County Registrar of Voters (ROV) aims to ensure voter accessibility is considered throughout the planning and implementation of the VCA. Accessibility is one of the most important criteria the ROV studies when determining Vote Center selection, voting machine requirements, and the training and placement of Election Workers. The ROV uses accessible Ballot Marking Devices (BMD), along with previously established programs, such as Remote Accessible Vote by Mail (RAVBM) voting, to promote a safe, accessible, and independent voting experience for every voter. The ROV will continue to provide accessible voting at all Vote Centers.

The ROV uses the California Secretary of State's Accessibility Checklist Survey to determine the features of the Vote Center facilities that meet standards and those that will require modifications. All Vote Centers will be accessible.

Each Vote Center in Alameda County is equipped with at least six (6) Dominion Voting System's ICX accessible Ballot Marking Devices (BMD). These units are programmed with all ballot types and language versions and provide an independent voting experience for voters with disabilities. The BMD for each Vote Center have Americans with Disabilities Act compliant features and accessories with a variety of voting method options. These include visual, audio, and tactile interfaces that can be used in any voter-preferred combination to navigate and mark a ballot. Also, the size of the font on the screen can be changed, and the screen resolution can be switched to a high-contrast white on a black background. In addition to screen modifications, the Audio Tactile Interface (ATI) keypad allows voters to listen to their ballot, adjust the volume and pace of speech (if needed), and make their choices. The ATI also has a full range of large buttons for navigation with corresponding Braille descriptions and inputs for "Sip and Puff" or paddle selection devices. Any voters may bring one (1) or two (2) individuals to assist them throughout the voting process, including an Election Worker.

In the event that one or more of the BMDs is identified as having a problem, the ROV will promptly initiate procedures to replace any devices as necessary. The replacement process is prioritized by the location's available functioning units, capacity needs, and the severity of the issue.

Additional accessibility services available at each Vote Center include Curbside Voting and election workers who will be trained to direct all voters throughout the Vote Center process. Supplies at each Vote Center include a large grip pen and magnifier.

**Language Assistance**
The goal of the ROV is for each Vote Center to provide language assistance in all languages required. For Alameda County, these languages include English, Chinese, Spanish, Tagalog, Vietnamese, Burmese, Khmer, Hindi, Korean, Laotian, Mien, Mongolian, Punjabi, and Telugu. All voting materials, including official ballots, targeted precinct Facsimile Ballots, CVR, and Provisional Ballot Envelopes, are provided in those languages in all Vote Centers.

The ROV plan includes recruiting bilingual staff that can speak the languages required in any given community. If bilingual staffing is not available, Vote Center staff will contact the ROV Office and
connect the voter to our language support phone lines. Voters will be informed of language assistance phone lines by the Voter Information Guide, direct mailers, Vote by Mail inserts, the ROV website, language media outlets, and at outreach events.

In conjunction with mapping and language data from the voter database, the ROV is able to target the placement of bilingual staff at locations where they will best serve the voters. If there are not enough bilingual Election Workers of every language to staff each Vote Center throughout the County, we will target the placement of bilingual Election Workers in Vote Centers located in those areas identified as most needing support in a given language. The number of bilingual Election Workers would be determined prior to 60 days before the election. On average, we have 2 to 5 bilingual Election Workers. At that time, an analysis is conducted to identify which Vote Centers are in close proximity to targeted precincts. Bilingual Election Workers will be assigned accordingly.

**Vote Center Placement Consideration**
The ROV uses 14 criteria mandated by the Voter's Choice Act shown below.

These criteria are:

1. Proximity to public transportation
2. Proximity to low vote-by-mail usage communities
3. Proximity to population centers
4. Proximity to language minority communities
5. Proximity to voters with disabilities
6. Proximity to low rates of vehicle ownership communities
7. Proximity to low-income communities
8. Proximity to low voter registration rate communities
9. Proximity to geographically isolated populations, including Native American reservations
10. Accessible and free parking
11. Distance and time to travel to Vote Center and Ballot Drop-off Locations
12. The need for alternate methods for voters with disabilities for whom vote-by-mail ballots are not accessible
13. Traffic patterns near Vote Center and Ballot Drop-off Locations
14. The need for mobile Vote Centers

Data collected from several available sources (e.g., American Community Survey, ROV Voter Database, A.C. Transit bus stops, Bart Stations) is used to quantify some of these criteria.

The ROV compares the potential Vote Center location to map layers showing the geographical location of the populations and communities referenced in the criteria to ensure that adequate Vote Centers are Provided for those communities.

Alameda County uses the above criteria along with the Center for Inclusive Democracy Vote Center Siting Tool to determine the best locations for the Vote Centers. This tool considers the required criteria and identifies ideal areas for the siting of the Vote Centers. See the image below.
In addition to the tool, our mapping section creates layers showing buffer zones of 1 mile around each Vote Center. This is to assist in ensuring that most voters don't have to travel more than a mile to get to a Vote Center. Additional layers are provided showing the area with 10,000 voters, which is helpful in making sure we provide an adequate number of Vote Centers in those areas. See the image below.
Input from the public is also taken into consideration in this process. The ROV adds importance to proximity to communities with historically low voter registration and Vote by Mail usage, as these communities are more likely to vote in person or take advantage of Conditional Voter Registration that is available at each Vote Center. Consideration is also given to the size of the voting area, the available free parking, and the familiarity of the voters with the location.

The ROV has been careful to ensure that the additional voting locations are sited in areas of underserved communities and areas of high voter density.

**Composition of Election Team Members**
The ROV hires Election Team Members (referred to by the Elections Code as Election Boards) to staff Vote Centers.

There is an effort to recruit as many bilingual Election Workers as possible in order to support the County's language needs. Efforts include advertising in the Voter Information Guide, County Announcements, County Website, through the Language Accessibility Advisory Committee, ROV website, social media, community events, communications to voters, news releases, and direct mailers. The composition of Election Workers is a combination of County employees and stipend volunteers. Election Workers are trained based on their assignment and are appointed to serve up to eleven (11) days based on their availability. The plan is to have up to nine (9) Election Workers at each Vote Center.
**Electronic Pollbooks (E-Pollbooks)**

In order to effectively implement the changes under the Voter’s Choice Act (VCA), Vote Centers are equipped with E-Pollbooks (Elections Code §2183). An E-Pollbook is the combination of electronic hardware and software used to ensure secure electronic communication between Vote Centers and the ROV Data Information Management System (DIMS). The ROV DIMS then communicates information to the Secretary of State’s Office through VoteCal. VoteCal is the centralized statewide voter registration database that interacts and exchanges data with county election management systems. This new VCA technology operates on a tablet that is "HARDENED," meaning only the SOS-certified E-Pollbook software is operable on the device.

E-Pollbooks contain an electronic list of registered voters (Roster Index) that may be transported and used at Vote Centers. The Roster Index is the official list of all registered voters eligible to vote in the election. It is primarily used to verify a voter’s eligibility to receive a ballot and capture voter history in near real-time to prevent double voting.

E-Pollbooks are maintained in a secure locked waterproof case and are placed inside a secondary secured location. During operating hours, the data stored in these units are updated continuously. E-Pollbooks are programmed with user access allowing only authorized users to log in using a secured connection to a secured cloud server. This cloud server maintains the database and connection to the ROV’s Data Information Management System for transmission of any updates to voter data.

E-Pollbooks may be used to verify voter registration data, including name, address, date of birth, preferred language, party preference, precinct, and Vote by Mail status. Furthermore, E-Pollbooks never store the following voter information: driver’s license number or any reference to a social security number. E-Pollbooks provide near real-time searching and voter status information, essentially creating a better voting experience for both voters and ROV Election Workers.

**Outreach**

*Public Consultations*

Voter education and outreach goals for public input regarding the EAP under the Voter’s Choice Act in Alameda County include the following:

- Potential Vote Center locations
- Potential Ballot Drop-off Locations
- Various language accessibility needs
- Alternate methods for voter accessibility needs
- Suggestions for community outreach through media and events
- Public Service Announcements highlighting options at Vote Centers to include:
  - Radio and T.V. Ads targeting all communities
    - Faith-based, senior, language, disability, unhoused, underserved, youth, and advocacy groups
  - Leveraging our partners from all communities for best practices
News Releases, social media outlets, all community organizations, community events, and through the ROV Voter Education and Outreach Team

- The Toll-Free hotline (1-800-834-6454) is available in all required languages, and the information related to it can be found in the Voter Information Guide, direct mailers, Vote by Mail Ballot inserts, community newsletters, and media outlets.

Also, in accordance with the Secretary of State’s Office and Elections Code Section 4005, after two (2) years and every four (4) years of the first Election Administration Plan being adopted.

The ROV will take the following steps:
Step 1: Publish Draft EAP for a 14-day comment period
Step 2: Issue 10-day notice of public hearing
Step 3: Hold a public hearing on the EAP
Step 4: Publish an amended draft EAP for a 14-day comment period
Step 5: Submit final EAP to SOS for approval
Step 6: Once the SOS approves the final education and outreach plan, the ROV will post an accessible version of the EAP in each language covered under Elections Code §14201 and Section 203 of the federal Voting Rights Act of 1965 on the county website.

**Notices**

Through two direct mailers, the public will be notified that all voters will be receiving a Vote by Mail Ballot. The notices will inform voters that an all-mailed ballot election will be conducted and that voters can cast their ballot one of four ways: by mail (postage paid), at any Ballot Drop-off Location, 24-hour Ballot Drop Box, or at any Vote Center in the County. The notices will also include a website address where voters will have access to the following information: important dates, voting locations, hours of operation for Vote Centers, locations of 24-hour Ballot Drop Boxes, Ballot Drop-off Locations, and the deadline for requesting a Vote by Mail Ballot. Additional information provided in the direct mailers includes important Vote Center information and County Voter Information Guide details. The notices will also provide voters with a link to the ROV website, phone numbers, and the toll-free hotline to request assistance at 1(800) 834-6454.

The first direct mailer will be mailed approximately 90 days before the election, followed by the next set to be mailed approximately 29 days before the election. All public notices and information related to VCA will be posted on the ROV website in an accessible format.

**Language Accessibility, Voting Accessibility Advisory Committees, and Voter Education and Outreach Committee**

The Registrar of Voters established a Voting Accessibility Advisory Committee (VAAC) in September 2001 and established a Language Accessibility Advisory Committee (LAAC) in February 2012 and has had an ongoing working relationship with the League of Women Voters for over 30 years. The ROV also has established a Voter Education and Outreach Coalition (VEOC) to expand its voter education program to inform residents about VCA and opportunities for community involvement. As the Registrar of Voters drafts the Election Administration Plan for a Vote Center model election, we will continue to work with our community partners to obtain feedback pertaining to the implementation of the Voter’s Choice Act for Alameda County. To be part of the LAAC, VAAC, or VEOC, email the Registrar of Voters’ Office at vca@acgov.org.
Part 2 – Voter Education and Outreach Plan

The Voter’s Choice Act (VCA) mandates any county implementing a VCA model election also implement a voter education and outreach plan that informs voters about the provisions of the VCA. More specifically, the law also mandates targeted outreach to voters who primarily speak a language other than English, as well as voters with disabilities, to educate all communities on the services available.

The Alameda County Registrar of Voters (ROV) has an existing outreach program that works year-round to maintain community presence. Outreach efforts include providing voter education and registration services, public service announcements, attending events, and meeting with voter accessibility groups, language groups, community-based organizations, faith-based organizations, and high school students. The Registrar of Voters will include voter education workshops regarding the Voter’s Choice Act in Alameda County to its existing outreach program. The workshops will consist of an overview Voter’s Choice Act, a review of voter assistance centers and drop box locations, and hands-on voting equipment demonstrations. This Voter Education and Outreach section of the EAP outlines how the ROV will leverage their existing outreach methods and combine them with new ways to reach out to the communities in order to educate the public about VCA. Outreach activities will be designed with the goal of increasing community partnerships, expanding civic engagement opportunities, and improving voter experience with Vote Center model elections.

Activities are listed in the voter education and voter outreach sections below.

Voter Education:
- Educate all voting communities Voter's Choice Act allows in-person voting, more options, more days, and more locations to vote
- Work with all organizations (community-based, disability, faith-based, language, senior, and youth)
- Provide training
- Educate youth voters (high school and college) to encourage their participation in the upcoming Elections Cycles that will be conducted under a VCA model election

Voter Outreach:
- Target all communities to increase voter registration
- Conduct mock elections and demonstration of the accessible voting machines for all groups (VAAC, LAAC, Senior Citizens, and high school students)
- Provide informational flyers that include answers to frequently asked questions about VCA
- Conduct outreach and educational events that include Ballot Drop Stop Tours and ACVOTE On The Go services
- Maintain a presence in the community by attending street festivals, public booths, farmer's markets, special events upon request, neighborhood watch events, community-based organization events, and faith-based organization events.

Following the final publication of the EAP, the Registrar of Voters' Office will host voter education workshops to provide vote center and election information for each of Alameda County's federal and state-required languages. The federally covered languages include English, Chinese, Spanish,
Tagalog, and Vietnamese. The State covered languages include Burmese, Hindi, Khmer, Korean, Laotian, Mien, Mongolian, Punjabi, and Telugu. Each workshop will include information about the vote center model, voting equipment overview/demonstration, language assistance services, ballot drop-off options, and methods to request translated election materials. Information about the workshops will be announced at least 10 days in advance of the date and will be shared with the LAAC, VAAC, VEOC, and language community organizations.

**Section 1: Voter Contact – General**

The Registrar of Voters will continue to have a community presence to the public and all communities while providing voter education regarding VCA. The Registrar of Voters will use media and digital platforms to inform language minority communities of upcoming elections, promote the toll-free voter assistance hotline, inform voters of the Remote Accessible Vote by Mail, and the process for requesting a Vote by Mail ballot.

Between January 2020 and October 2021, the Registrar of Voters attended 289 community-based events to provide voter education and outreach and to learn about the work provided by each community. The goal is to work together with community-based organizations and all communities to ensure a successful voter education program.

**Use of Media**

ROV will provide information about the Vote Center model elections, the Vote by Mail process, early voting options, and opportunities to work at a Vote Center in a targeted media campaign. Opportunities for media outlets include, but are not limited to the following:

**Television**
- Comcast
- PBS / KQED
- Epoch Times/ NTD TV
- KTSF26
- Sky Link TV
- TVB USA
- Crossing TV
- Univision
- Telemundo
- Estrella TV
- ABS-CBN News
- SBTN
- Nguo Viet TV
- Truyen Hinh Cali Today
- Namaste TV

**Language**
- English
- Chinese
- Chinese/Tagalog
- Chinese
- Chinese
- Chinese, Tagalog, Hindi Vietnamese/Punjabi
- Spanish
- Spanish
- Spanish
- Tagalog
- Vietnamese
- Vietnamese
- Vietnamese
- Hindi

**Newspapers and Newsletters**
- India West
- The Mercury News
- East Bay Times
- East Bay Express

**Language**
- English
- English
- English
- English
The Oakland Post  English
The Daily Californian (UC Berkeley)  English
Pioneer (CSU Hayward)  English
The Independent  English
Alameda Sun  English
Oakland Tribune  English
El Cerrito wire  English
The Pleasanton Weekly  English
The Express (Las Positas College)  English
The Reporter (College of Alameda)  English
The Citizen (Peralta Community College District)  English
Campanil (Mills College)  English
World Journal  Chinese
Sing Tao Daily  Chinese
Epoch Times  Chinese/English/Vietnamese
Herald Monthly  Chinese
El Observador  Spanish
Vision Hispana  Spanish
Mixteco Indigena Community Organizing Project  Spanish
Phillipine News Today  Tagalog
Asian Journal  Tagalog
Thang Mo  Vietnamese
Nguai Viet Daily News  Vietnamese
India Currents  Hindi
Korea Times SF  Korean
Korean Hyundae Weekly  Korean

Radio

KBAY/KEZR  English
KALX (Berkeley)  English
KCRH (Hayward)  English
KQED-FM  English
KKSF (Oakland)  English
KNEW (Oakland)  English
KPFB (Berkeley)  English
KOHL (Fremont)  English
KPFA (Berkeley)  English
KKIQ (Livermore)  English
KBLX-FM (Berkeley)  English
KALW  English
Sound of Hope  Chinese
Sing Tao Chinese / KVTO (Berkeley)  Chinese
KEST AM1450  Chinese
Univision  Spanish
KSFN (Piedmont)  Spanish
The ROV also promotes information at BART Stations, A.C. Transit buses, and on digital billboards found throughout Alameda County.

Our office will focus on sharing materials with such groups as community partners, disability advocate organizations, elected officials, special districts, school districts, community-based organizations, and faith-based organizations throughout the County year-round. Information will be available on our website and in print.

ROV will use audio and visual media that will be broadly distributed in accessible formats to inform voters of each upcoming election. The goal is to reach all county voters, including voters with disabilities such as deaf, hearing impaired, blind, and visually impaired voters.

**Community Presence Plan and Voter Education Materials**

The ROV participates in hundreds of community events throughout the year. To assist with our community presence, we will provide educational materials that include brochures, links to our website, and flyers regarding VCA. ROV will inform voters of their voting options and provide Vote Center demonstrations of the accessible voting machine, Ballot On Demand, and Voter Information Guide on demand. Language materials will be provided in the required languages. Voter Registration Classes can be requested by contacting our office or going to our website. ROV will continue to meet with community partners throughout the County to discuss and determine the best methods for informing communities of any upcoming changes and to increase voter participation. Instructional materials will be provided, and ROV employees will facilitate voter education regarding VCA.

Community Presence and Voter Education Materials provided to all community-based partners:

- CIL (Center for Independent Living)
- CRIL (Community Resources for Independent Living)
- Disability Communities
- Faith-based Communities
- Language Accessibility Advisory Committee
- LGBTQ+ Communities
- LWV (League of Women Voters)
• Public Events/Special Events
• Senior Communities
• Underserved
• Unhoused
• USCIS (United States Citizenship and Immigration Services)
• Voting Accessibility Advisory Committee
• Youth-based Communities (high school and college)

**Direct Mailers**
The ROV will contact each registered voter in Alameda County with two (2) separate mailings to inform voters of Voter's Choice Act voting model, the upcoming election and to promote the toll-free voter assistance hotline - 1(800) 834-6454. The mailings will provide information to voters on the new election model and the options for voting for the upcoming election. Voters can find more information about any changes and a link to where they can access the dates, locations, and hours that Vote Centers and Ballot Drop-off Locations will be open. Each mailer will be translated into four (4) languages, depending on the language preference of voters, to be distributed to registered voters who have selected a language preference other than English. The ROV provides multilingual instructions for voters with limited English Proficiency to update their language preference on the back of the Direct Mailer, in the Voter Information Guide, Vote by Mail Ballot package, on social media, and online via the My Voter Profile.

All registered voters will be mailed a postage-paid postcard in their Voter Information Guide where they can request a Vote by Mail Ballot in an accessible format and request election materials in alternate languages per §14201 of the California Elections Code and §203 of the federal Voting Rights Act. Instructions will be included in the Voter Information Guide and on the ROV website for completing and returning the postcard.

**Voter Education Resources on ROV Website**
All ROV's outreach voter education materials, including Voter's Choice Act information, are made available in electronic format on the ROV's website. The ROV website will have the following information:

• General Information about VCA
• Vote Center hours and 24-hour Ballot Drop Box locations
• ROV toll-free voter assistance
• hotline 1-800-834-6454 and 510-267-8683 (VOTE)
• Election Administration Plan
• VCA promotional materials
• VCA educational videos and presentations
• Outreach and Workshop Schedules
• Availability of in-person language assistance at each Vote Center

**Section 2: Voter Contact – Language Minority Communities**
The Registrar of Voters (ROV) established a Language Accessibility Advisory Committee (LAAC) to seek input from designated language communities on ways the Vote Center model election could better serve voters who primarily speak a language other than English. The ROV will meet with the language committee members, who will provide feedback on Vote Center locations, features, and
services that will be, or should be, provided. This committee will continue to meet quarterly as a means to hear from, and work with, the community. For more information about meeting dates, how to attend, participate, and/or join the LAAC, visit our website at www.acgov.org.

**Identifying Language Minority Communities**

Language minority communities can be identified based on the preferred language requests from registered voters in Alameda County. Using this information, in conjunction with census information and other publicly available demographic information, the ROV maps out predominant language areas. Additionally, before each Gubernatorial Election Cycle, the Secretary of State provides counties with data confirming which precincts have more than 3% (Elections Code §14201) of a single language minority. This information is then overlaid by our mapping section to determine which areas of the county need which language support. Outreach will be geared towards targeting these locations as part of the planned voter education and outreach. The ROV is also seeking input from the various language minority communities to identify other methods of outreach and community events that may be useful to attend.

**Language Minority Communities to be Served**

The ROV currently provides services in fourteen (14) languages, including English. Five languages are federally mandated: English, Chinese, Spanish, Tagalog, and Vietnamese. Nine languages are State mandated: Burmese, Hindi, Khmer, Korean, Laotian, Mien, Mongolian, Punjabi, and Telugu. The 24-hour Ballot Drop Box signage and County Voter Information Guides (VIGs) will be available in the required languages. Based on mapping and targeting specific language communities, the ROV will aim to place appropriate language support in the form of bilingual Election Workers in the various communities. Upon finalizing Vote Center staffing, the ROV will post information on the ROV website regarding the availability of in-person language assistance at each Vote Center. The Registrar of Voters is seeking public input through our website, our language-based partners, ROV workshops, and local jurisdictions.

**Voter Education Workshop for Language Minority Communities**

The ROV will conduct at least one (1) bilingual voter education workshop for each of the languages previously mentioned. The workshops will provide an opportunity for language communities in Alameda County to receive information about the Vote Center model elections process, in addition to materials and assistance available in each specified language. The ROV will use input from the Language Accessibility Advisory Committee (LAAC) members to select the workshop venues and dates. All workshops will have language-specific interpreters to support attendees.

**Use of Media Targeting Language Minority Communities**

The Registrar of Voters will use the media outlets referenced in Section 1 (Use of Media) of this document to provide information to language minority communities about voting options available under the Vote Center model elections using radio and television Public Service Announcements. Media outlet types listed in Section 1 include television, radio, newspaper, and social media.

- Radio and television Public Service Announcements highlighting language accessibility options at Vote Centers to include:
  - T.V. Ads targeting all fourteen language communities
  - Leveraging our partners from the language communities for best practices
• Community news letters, media outlets, language organizations, community events, and Language Accessibility Advisory Committee
• The Toll-Free hotline (1-800-834-6454) is available in all required languages, and the information related to it can be found in the Voter Information Guide, direct mailers, Vote by Mail Ballot inserts, community news letters, and media outlets

_Election Workers_
To determine the composition of Vote Center staff, the ROV will hire Election Workers (referred to by the Elections Code Elections, Division 12, Article 1 of Chapter 4 as Election Boards). Staffing for Vote Centers will be based both on the proximity to Election Day and Vote Center size. The plan is to hire up to nine (9) Election Workers to staff each Vote Center.

The ROV will recruit workers based on the language requirements. Election Workers are assessed for language proficiency. Previous experience in Vote Center elections is assessed. The recruiting team determines the best role for the worker based on the experience in previous elections, and the workers are assigned role-specific training. If a voter requires a language and there is no Election Worker who speaks that language at that location, workers will call our language support lines at the Registrar of Voters' Office for voter assistance.

**Section 3: Voter Contact – Voters with Disabilities**
The Registrar of Voters (ROV) has a long-established Voting Accessibility Advisory Committee (VAAC) to seek input from voters with disabilities. This committee will provide feedback on Vote Center locations, as well as any features and services that will be, or should be, provided. This committee will continue to meet quarterly as a means to hear from, and work with, the community. For more information about meeting dates, how to attend, participate, and/or join the VAAC, visit our website at www.acgov.org.

_Methods Used to Identify the Needs of Voters with Disabilities_
The ROV will continue to address the needs of voters with disabilities throughout the County. The ROV established a Voting Accessibility Advisory Committee (VAAC) in 2001 and has maintained a collaborative relationship. ROV will work with the VAAC to identify needs of voters with disabilities as it pertains to the Voter's Choice Act in Alameda County. The ROV is committed to reviewing recommendations from voters in the disability community.

_Outreach to the Disability Community_
In addition to the general media campaign, ROV provides information to voters with accessibility needs. This includes information about the availability of accessible voting devices at every Vote Center, as well as the option to use the Remote Accessible Vote by Mail (RAVBM) system. The RAVBM system can be used by all eligible registered voters.

Other opportunities for providing information and outreach to disability communities include:

• Organizations that provide services and support to seniors or have disabilities, such as CRIL and The Ed Roberts Campus
• Community partners, cities, special districts, school districts, faith-based organizations, and a variety of community-based organizations;

• Voting Accessibility Advisory Committee (VAAC);

• Accessibility options are highlighted with a year-round "Open House" for voters and election workers to experience a hands-on demonstration using an accessible voting machine;
  ○ At the Registrar of Voters' Office during opening hours
  ○ Information will be available on www.acvote.org, in the Voter Information Guide, and during outreach events

• Radio and television Public Service Announcements highlighting accessibility options at Vote Centers to include:
  ○ T.V. Ads with closed captions or American Sign Language for the deaf and hard of hearing communities
  ○ Leveraging our partners from the disability communities for best practices
  ○ Verbally descriptive announcements that do not solely depend on imagery to make the public service announcement accessible for members of the blind and visually impaired communities
  ○ Community news letters, media outlets, disability organizations, community events, and Voting Accessibility Advisory Committee

• The Toll-Free hotline (1-800-834-6454) is available in the Voter Information Guide, direct mailers, Vote by Mail Ballot inserts, community news letters, media outlets,

• Voters who are deaf or hard of hearing can call (510) 208-4967

Services for Voters with Disabilities
All Vote Centers comply with the Americans with Disabilities Act (ADA). In addition, Vote Centers are equipped with Ballot Marking Devices (BMD) that have ADA-compliant features to allow voters with disabilities to cast a ballot with independence and privacy. Additionally, Curbside Voting is available at all Vote Centers. Voters who would rather vote in the comfort of their homes also have the option to access the RAVBM system. Voters who vote using the RAVBM system can log in to My Voter Profile on the ROV website (www.acvote.org) to download their Official Ballot, along with instructions on how to print, complete, and return their voted ballot to the ROV. For general voter information, voters with disabilities can also seek help via ROV's toll-free hotline at 1-800-834-6454.

The public will be provided a toll-free voter phone number to direct voters to the accessibility features in order to ask questions and receive voting and election-related information. The toll-free phone number will be published on the Registrar of Voters' website and provided in media outreach and direct voter contact information, including the Voter Information Guide, direct mailers, ROV Website, and inside the Vote by Mail package. Voters who are deaf, hard of hearing, or speech-disabled may use the California Relay Service (CRS) by dialing 711 to use the telephone system via a text telephone (TTY) or other devices to call the Registrar of Voters' Office toll-free voter phone number. CRS supports the following modes of communication: TTY, VCO, 2LVCO, HCO, STS, VASTS, ASCII, or Voice.

Voter Education Workshop for Disability Community
The ROV will hold at least one (1) voter education workshop to provide information about the available accessibility options and the Vote Center process to voters with disabilities and the elderly.
The workshop will include education about the Vote Center model elections, voting equipment demonstrations, accessibility of voting equipment, 24-hour Ballot Drop Box information, and options for obtaining an accessible Vote by Mail Ballot electronically (RAVBM). The ROV will use input from the Voting Accessibility Advisory Committee (VAAC) members to select workshop venues and dates.

**Materials and Methods Used in Educating Voters with Disabilities**

The ROV will create audio, visual, and written materials to be used to disseminate information; and information gathered from VAAC meetings will be used throughout the development of methods to be used to educate voters with disabilities. The materials will be made available as a resource on the ROV website. Closed captioning for videos being developed for VCA promotion and education will be made available on the ROV website and by contacting our office.

**Election Workers**

The ROV has developed training materials specifically for Election Workers. Certain training materials in our online training focus on the cultural sensitivity aspect of engaging voters with disabilities. Other training materials help Election Workers with the technical aspect of operating and connecting various listening and/or visual assistive devices to the Audio Tactile Interface for the accessible Ballot Marking Device (BMD). Other training includes properly setting up a Vote Center for voters with disabilities. All election workers attend hands-on training where they learn how to assist a voter using the Ballot Marking Device.

**Section 4: Vote Center and Ballot Drop-off Location Information**

**Vote Center Locations**

Under the Voter's Choice Act (VCA) model election, Vote Centers are required to be open for more days than previously practiced at traditional polling places. All Vote Centers will be open for the three days before Election Day, and on Election Day, for a total of four days. Twenty locations will be open for ten (10) days before Election Day, and on Election Day, for a total of 11 days.

The California Voter's Choice Act sets the parameters by which a county must provide Vote Center locations for voters:

- Starting from ten (10) days before Election Day, up to and including the fourth day before Election Day, for a total of seven (7) days, one (1) Vote Center per every 50,000 registered voters must be operated within the jurisdiction where the election is held.
- Starting from three (3) days before Election Day, and including Election Day, for a total of four (4) days, one (1) Vote Center per every 10,000 voters must be operated within the jurisdiction where the election is held.

All Vote Centers are equipped with accessible voting equipment and language assistance and offer Conditional Voter Registration (CVR), which enables a voter to register and vote on the same day. Additionally, voters are not limited to one assigned polling place but rather have the option to visit any one of the Vote Center locations throughout Alameda County. If a voter requires language assistance and there is no Election Worker who speaks that language at that location, workers will call our language support lines at the Registrar of Voters' Office for voter assistance. Facsimile ballots are posted and available upon request in all Vote Centers for targeted precincts in compliance with Elections Code § 14201 in the languages of Burmese, Khmer, Hindi, Korean, Laotian, Mien, Mongolian,
Punjabi, and Telugu. Bilingual Official Ballots can be printed on-demand in the following languages: English, Chinese, Spanish, Tagalog, and Vietnamese. All vote center signage is translated into the required languages of Elections Code Section 14201 and Section 203 of the Voting Rights Act.

To better serve voters, Alameda County is planning to operate an additional 11-day Vote Center above the minimum requirement and six (6) additional 4-day Vote Centers above the minimum requirement when sufficient locations and staff are available and when it would benefit the voters. Hours of operation for all Vote Centers will be from 9:00 AM to 5:00 PM on the dates prior to Election Day. The ROV will publish a list of locations on our website, which also provides directions to the locations. On Election Day, all Vote Centers will be open to voters from 7:00 AM to 8:00 PM, per the Elections Code (Elections Code §4005).

**Ballot Drop-off Locations**
The California Elections Code sets the parameters by which a county must provide Ballot Drop-off Locations for voters. At least one Ballot Drop-off Location must be provided for every 15,000 registered voters during regular business hours starting at least 28 days before Election Day and including Election Day. Based on current registration as of the publication of this document, the approximate number of required 24-hour Ballot Drop Boxes is noted in the following table:

<table>
<thead>
<tr>
<th>Minimum Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ballot Drop-off Locations:</td>
</tr>
<tr>
<td>(1 for every 15k registered voters)</td>
</tr>
</tbody>
</table>

The ROV compared the potential 24-hour Ballot Drop Box location to map layers showing the geographical location of the populations and communities referenced in the criteria (found in Part 1 in Vote Center Placement Considerations) to ensure that adequate 24-hour Ballot Drop Boxes are provided for those communities.

**Preventative Measures**
The ROV will have the following preventative security measures in place prior to and during the election to prevent a disruption in the voting process:

<table>
<thead>
<tr>
<th>Preventative Security Measure</th>
<th>Purpose</th>
</tr>
</thead>
</table>
| Standard Security Measures   | To limit access to election-related materials and equipment and ultimately prevent any potential disruptions:  
  - Staff are required to wear ROV issued I.D. badges  
  - Visitors who enter the department's offices must sign in and be accompanied by an employee  
  - The ROV's computer server room and ballot rooms are always secured by limited badge access and video surveillance |
<table>
<thead>
<tr>
<th>Preventative Security Measure</th>
<th>Purpose</th>
</tr>
</thead>
</table>
| **Server and Network Backup** | To prevent disruption of information flow should the main server or network go down:  
  • The ROV's voting system, ballot layout and design, and Election Management System (EMS) activity are located in a secured area  
  • Backups for this data take place automatically and are made ready for deployment should the main server go down.  
  • Changes made to voter data, the voting system, and the EMS are backed up on a regular schedule. |
| **Backup Set of Vote Center Equipment** | To prevent a disruption in the voting process should any equipment become unusable:  
  • If a Vote Center experiences an event that renders its current equipment unusable, the department has extra equipment available so that the voting location can continue to process voters.  
  • If there is no extra equipment available, a Vote Center has the capability to allow voting to continue |
| **Backup Voting Supplies** | To prevent a disruption in the voting process should any Voting Supplies become unusable or run out:  
  • A duplicate of the containers prepared for Vote Center staff will be maintained  
  • In the event that a site must be moved and the workers are not able to gather their current supplies, backup supplies will be delivered to the new site |
| **Vote Center Employees on Standby** | To prevent a disruption in the voting process, should Vote Center Employees be absent:  
  • Vote Center Captain will contact the ROV Help Desk to acquire replacement staff for the Vote Center  
  • A list of trained backup staff will be maintained by the main ROV office |
| **Suspicious Person or Object Procedures** | To prevent a disruption in the voting process should a suspicious person or object appear:  
  • Vote Center Captain will contact the ROV Help Desk and security authorities depending on the situation |
| **Manual Systems in Place** | To prevent a disruption in the voting process, should electronic voting equipment become unusable:  
  • All functions can be performed to allow the voting process to continue |
Contingency Plan
The ROV will work to resolve any disruption at a Vote Center. Generally, if a single Vote Center is significantly disrupted, the ROV will have the election workers redirect voters to other Vote Centers. When appropriate, the ROV will also inform law enforcement and the Secretary of State's Office and provide media updates to ensure voters are informed. If there is a natural disaster or other disturbance that impacts a Vote Center or VBM Drop-off site's physical capacity or viability, additional notifications, signage, and staff will be available to direct voters to an alternate location. Should all activities at a Vote Center be ceased, Election Workers will immediately secure that Vote Center's voting equipment and account for all voting materials in accordance with California Elections Code and the Ballot Manufacturing and Finishing guidelines.

Section 5: Vote Center Ballot Security and Privacy Plans

Vote Center Design and Layout
Our Vote Centers will be at least 40'x 40' to ensure optimum flow while providing ample space for designated private voting areas. The voter will first go to a sign-in table where they sign in on an E-Poll Book. The voter is asked if they wish to vote on a paper ballot or on the Ballot Marking Device and if they need language assistance. Thereafter, voters proceed to the Ballot On Demand printers table, where the ballot officer will print the ballot for their precinct. Then the voter is directed to the voting booths to complete their ballot, and the voter is directed to the turquoise official ballots trolley to deposit their voted ballot for return to the central counting facility. If the voter wishes to vote electronically, the voter is directed to the demonstration officer, and a ballot is activated on the Ballot Marking Device for the voter to complete. The voter is advised to print their ballot and is directed to deposit their printed ballot in the turquoise official ballots trolley.

Voting Security
All necessary steps are being undertaken to ensure the confidentiality, integrity, and security of voter data. All County voter data is stored in databases and servers using security measures that are designed to protect the data while keeping it available for use by County staff.

At the Registrar of Voters' Office, the voting system is air-gapped, meaning it has no access to the outside computer network. The voting system is also located in a secure area within the main office that is limited by badge access with continuous video monitoring.

At Vote Centers, staff has access to near real-time information of registration data and voter history for all voters as they come to any of the Vote Centers. Any voter data that is made available at Vote Centers and is transmitted between the Vote Centers and the County data servers is encrypted using the latest encryption technologies. Only specific election devices and equipment at Vote Centers are allowed access to voter data, and the data is encrypted in transit and while at rest.

Vote by Mail (VBM) Ballots received is collected at the ROV main office and stored in secured rooms until counted. Before the ballots can be counted, the signatures on the VBM Ballot envelopes are verified to ensure that each ballot is from a registered voter. After the signatures have been verified, the ballots are extracted and sorted into precincts, and submitted for counting. After being counted,
the ballots are then stored in a secure location until transported securely to the ROV warehouse for retention.

**Section 6: Budget**
The Registrar of Voters (ROV) has created a budget and plan for necessary resources to cast a wide net to inform voters about Vote Center model elections. The projected budget does not include staffing and other costs associated with outreach. The breakdown for the budget is shown in the table below:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Advertising Total</strong></td>
<td><strong>$115,000</strong></td>
</tr>
<tr>
<td>Newspaper Ads/Social Media/Print Ads</td>
<td>$100,000</td>
</tr>
<tr>
<td>Radio Spots</td>
<td>$15,000</td>
</tr>
<tr>
<td><strong>Outreach Total</strong></td>
<td><strong>$1,135,000</strong></td>
</tr>
<tr>
<td>Outreach Supplies and Displays</td>
<td>$4,000</td>
</tr>
<tr>
<td>Outreach Giveaways at events</td>
<td>$14,000</td>
</tr>
<tr>
<td>Outreach giveaways for CBO distribution</td>
<td>$1,800</td>
</tr>
<tr>
<td>Outreach Equipment</td>
<td>$8,000</td>
</tr>
<tr>
<td>County Printed Materials</td>
<td>$6,000</td>
</tr>
<tr>
<td>Vehicle Rentals and Fuel</td>
<td>$1,200</td>
</tr>
<tr>
<td>2 Direct Mailings to Each Registered Voter</td>
<td>$1,100,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenses</th>
<th>VCA-Like Election Costs September 14, 2021, C.A. Gubernatorial Recall Election (Comparable Election)</th>
<th>VCA Election Costs*</th>
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<td>Vote Center Rental</td>
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<tr>
<td>Advertising and Outreach</td>
<td>$557,500.76</td>
<td>$1,250,000.00</td>
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*Proposed Budget*

The Registrar’s office will continue to analyze the effects of the Voter’s Choice Act on long-term costs and savings associated with conducting elections under this new model.
# 24-hour Ballot Drop Box

A complete list of 24-hour Ballot Drop Box locations in Alameda County is listed below. The 24-hour Ballot Drop Boxes are open 29 Days before each statewide and County election.

<table>
<thead>
<tr>
<th>City/Area</th>
<th>Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albany</td>
<td>Albany City Hall</td>
<td>Albany City Hall 1000 San Pablo Ave. 94706</td>
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<tr>
<td>Ashland</td>
<td>REACH Ashland Youth Center</td>
<td>16335 E 14th St. San Leandro, CA 94578</td>
</tr>
<tr>
<td>Alameda</td>
<td>Alameda City Hall</td>
<td>Alameda City Hall (cross streets of Santa Clara Ave. and Oak St.) 2263 Santa Clara Ave. 94501</td>
</tr>
<tr>
<td>Alameda</td>
<td>College of Alameda</td>
<td>College of Alameda</td>
</tr>
<tr>
<td>Alameda</td>
<td>Bay Farm Island Library/ Park</td>
<td>3221 Mecartney 94502</td>
</tr>
<tr>
<td>Berkeley</td>
<td>Berkeley Civic Center Bldg.</td>
<td>2180 Milvia St. 94704</td>
</tr>
<tr>
<td>Berkeley</td>
<td>University of California Berkeley</td>
<td>University of California Berkeley - Between Sather Gate and Architects &amp; Engineers Building</td>
</tr>
<tr>
<td>Berkeley</td>
<td>Frances A. Rec. Center</td>
<td>2800 Park Street 94702</td>
</tr>
<tr>
<td>Berkeley</td>
<td>Claremont Branch Library</td>
<td>2940 Benvenue, Avenue, 94705</td>
</tr>
<tr>
<td>Berkeley</td>
<td>North Branch Library</td>
<td>1170 The Alameda, 94707</td>
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<tr>
<td>Berkeley</td>
<td>Berkeley Public Library West Branch</td>
<td>1125 University Ave, 94702</td>
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<td>Cherryland Park</td>
<td>Grove Way, Hayward</td>
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<td>Bay Trees Park</td>
<td>19855 Cull Canyon 94546</td>
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<td>Dublin City Offices</td>
<td>Dublin City Offices 100 Civic Plaza Dublin, CA 94568</td>
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<td>Dublin</td>
<td>The Wave</td>
<td>4201 Central Parkway, 94568</td>
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<td>Emeryville</td>
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<td>1333 Park Ave. 94608</td>
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<td>Irvington Library</td>
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<td>Ohlone College - Building 19</td>
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<td>City/Area</td>
<td>Name</td>
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<tr>
<td>Fremont</td>
<td>Fremont Main Library</td>
<td>2400 Stevenson Blvd., 94538</td>
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<td>Fairview</td>
<td>San Felipe Community Park</td>
<td>2058 D St., 94541</td>
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<td>Hayward</td>
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<td>777 B St., 94541</td>
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<td>California State University, East Bay</td>
<td>California State University - Between Old and New University Union</td>
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<td>Chabot College</td>
<td>25555 Hesperian Blvd., 94545, Near Bus Stop on Campus, close to the 200 Building</td>
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<td>24405 Amador St, 94544</td>
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<td>Rene C. Davidson Courthouse</td>
<td>1225 Fallon St., 94612</td>
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<td>1225 Fallon St. Room G-1, 94612</td>
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<td>Samuel Merritt University</td>
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<td>Merritt College</td>
<td>12500 Campus Dr., 94619</td>
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<td>Highland Hospital</td>
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<td>3301 E 12th St #271, 94601 Library/BART</td>
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<td>Piedmont</td>
<td>Highland Way and Mountain Avenue, 94611</td>
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<td>Dolores Bengston Aquatic Center</td>
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<td>5800 Parkside Dr., 94588</td>
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<td>Fairmont Hospital - Building Maintenance Department</td>
<td>15400 Foothill Blvd., 94578</td>
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<td>Contempo Park</td>
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<tr>
<td>Union City</td>
<td>Holly Community Center</td>
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</table>
Potential Vote Center Locations

There will be a total of 100 Vote Centers in Alameda County for each statewide and countywide election. The list below does not reflect a complete list of Vote Centers. The final list of Vote Center locations will be posted on the Registrar of Voters' website at [www.acvote.org](http://www.acvote.org) under Election Information.

Potential Vote Centers (the list is not complete - the selection process is still underway)

For more information on the days, Part 1: Election administration under Vote Center

<table>
<thead>
<tr>
<th>LOCATION NAME</th>
<th>ROOM (If applicable)</th>
<th>ADDRESS</th>
<th># OF DAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1ST CONGREGATIONAL CH OF ALAMEDA</td>
<td>FELLOWSHIP HALL</td>
<td>1912 CENTRAL AVE ALAMEDA</td>
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<td>81ST AVE BRANCH LIBRARY</td>
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<td>1021 81ST AVE OAKLAND</td>
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<td>ALAMEDA COUNTY ELECTRICAL JATC</td>
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<td>14600 CATALINA ST SAN LEANDRO</td>
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<td>ALAMEDA COUNTY OFFICE BUILDING</td>
<td>PUBLIC HEARING RM</td>
<td>224 W WINTON AVE HAYWARD</td>
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<td>ALBANY REC &amp; COMM SERVICES</td>
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<td>1249 MARIN AVE ALBANY</td>
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<td>GYM</td>
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<td>GYM</td>
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<td>BETH EDEN BAPTIST CHURCH</td>
<td>FLC</td>
<td>1183 10TH ST OAKLAND</td>
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<tr>
<td>BETHEL PRESBY CHURCH</td>
<td>MPR/FIRESIDE</td>
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<td>BOTHWELL ARTS CENTER</td>
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<td>BOYS AND GIRLS CLUB</td>
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<td>BROOKEVALE ELEM SCHOOL</td>
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<td>BUENA VISTA UNITED METHODIST CH</td>
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<td>BURCKHALTER ELEM SCHOOL</td>
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<td>CAL STATE UNIV EAST BAY</td>
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<td>25800 CARLOS BEE BLVD HAYWARD</td>
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<td>LOCATION NAME</td>
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<td>ADDRESS</td>
<td># OF DAYS</td>
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<td>CASTRO VALLEY LIBRARY</td>
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<td>CHURCH ON THE CORNER</td>
<td>SANCTUARY</td>
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<td>COLLEGE OF ALAMEDA</td>
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<td>555 RALPH APPEZZATO MEMORIAL PKWY ALAMEDA</td>
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<tr>
<td>COMMUNITY OF CHRIST FREMONT</td>
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<td>34050 PASEO PADRE PKWY FREMONT</td>
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<tr>
<td>CORNERSTONE FELLOWSHIP</td>
<td>FELLOWSHIP HALL</td>
<td>180 LEWELLING BLVD SAN LORENZO</td>
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<td>DOWNTOWN HAYWARD PUBLIC LIBRARY</td>
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<td>DUBLIN CIVIC CENTER</td>
<td>REGIONAL MEETING ROOM</td>
<td>100 CIVIC PLAZA DUBLIN</td>
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<td>BOARDROOM</td>
<td>7471 LARKDALE AVE DUBLIN</td>
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<td>EASTON TOWN CENTER ENTRANCE F</td>
<td>UNIT 52</td>
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<tr>
<td>ED ROBERTS CAMPUS</td>
<td></td>
<td>3075 ADELINE ST BERKELEY</td>
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<tr>
<td>ELMHURST MIDDLE SCHOOL</td>
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<td>APP BAY</td>
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<td>FREMONT ADULT SCHOOL</td>
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<td>FREMONT HIGH SCHOOL</td>
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<tr>
<td>LOCATION NAME</td>
<td>ROOM (If applicable)</td>
<td>ADDRESS</td>
<td># OF DAYS</td>
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<tr>
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<td>ISLAMIC CENTER ON FREMONT</td>
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<td>ITLONG VERA-CRUZ MIDDLE SCHOOL</td>
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<td>JAMES LOGAN HIGH SCHOOL</td>
<td>GYM</td>
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<td>LONGFELLOW SCHOOL</td>
<td>GYM</td>
<td>1522 WARD ST BERKELEY</td>
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<td>MILLS COLLEGE</td>
<td>HAAS GYM IN JUNE &amp; SU IN NOV.</td>
<td>5000 MACARTHUR BLVD OAKLAND</td>
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<tr>
<td>MONTERA MIDDLE SCHOOL</td>
<td>MPR</td>
<td>5555 ASCOT DR OAKLAND</td>
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<tr>
<td>MUSLIM COMMUNITY CENTER</td>
<td>BANQUET HALL</td>
<td>5724 W LAS POSITAS BLVD PLEASANTON</td>
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<tr>
<td>LOCATION NAME</td>
<td>ROOM (If applicable)</td>
<td>ADDRESS</td>
<td># OF DAYS</td>
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<td>NEW HAVEN ADULT SCHOOL</td>
<td>MPR</td>
<td>600 G ST UNION CITY</td>
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<tr>
<td>NEWARK PUBLIC LIBRARY</td>
<td>MEETING ROOM</td>
<td>37055 NEWARK BLVD NEWARK</td>
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<tr>
<td>OAKLAND PUBLIC LIB ROCKRIDGE BRANCH</td>
<td>2ND FLOOR</td>
<td>5366 COLLEGE AVE OAKLAND</td>
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<td>OAKLAND TECH HIGH SCHOOL</td>
<td>GYM</td>
<td>4351 BROADWAY OAKLAND</td>
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<td>PALMA CEIA BAPTIST CHURCH</td>
<td>BENNETT HALL</td>
<td>28605 RUUS RD HAYWARD</td>
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<tr>
<td>PALOMARES HILLS REC CTR</td>
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<td>6811 VILLAREAL DR CASTRO VALLEY</td>
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<tr>
<td>PIEDMONT VETERANS MEMORIAL BLDG</td>
<td>BALLROOM</td>
<td>401 HIGHLAND AVE PIEDMONT</td>
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<tr>
<td>PLEASANTON MIDDLE SCHOOL</td>
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<td>5001 CASE AVE PLEASANTON</td>
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<td>PRESCOTT SCHOOL</td>
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<td>920 CAMPBELL ST OAKLAND</td>
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<td>ROSA PARKS SCHOOL</td>
<td>MULTI-USE ROOM</td>
<td>920 ALLSTON WAY BERKELEY</td>
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<td>SAN LORENZO COMM CH</td>
<td>SOCIAL HALL</td>
<td>945 PASEO GRANDE SAN LORENZO</td>
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<tr>
<td>SANTA RITA PUBLIC WORKS</td>
<td>CONFERENCE ROOM</td>
<td>4825 GLEASON DR DUBLIN</td>
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<td>SHEPHERED OF THE HILLS LUTHERAN CHURCH</td>
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<td>401 GRIZZLY PEAK BLVD BERKELEY</td>
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<tr>
<td>SIKH TEMPLE</td>
<td>CANOPY</td>
<td>300 GURDWARA RD FREMONT</td>
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<tr>
<td>SL VETERANS MEMORIAL BLDG</td>
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<td>1105 BANCROFT AVE SAN LEANDRO</td>
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<td>SOUTH SHORE CENTER</td>
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<td>2130 OTIS DRIVE ALAMEDA</td>
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<td>ST CLEMENTS CHURCH</td>
<td>MCCOLLUM HALL</td>
<td>750 CALHOUN ST HAYWARD</td>
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<td>ST COLUMBA CATHOLIC CHURCH</td>
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<td>6401 SAN PABLO AVE OAKLAND</td>
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<td>ST JARLATH CHURCH</td>
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<td>2620 PLEASANT ST OAKLAND</td>
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<td>ST JOHN EPISCOPAL CHURCH</td>
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<td>1707 GOULDIN RD OAKLAND</td>
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<td>TEMPLE ISRAEL</td>
<td>SOCIAL HALL</td>
<td>3183 MECARTNEY RD ALAMEDA</td>
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<tr>
<td>THE SILLIMAN CENTER</td>
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<td>6800 MOWRY AVE NEWARK</td>
<td>4</td>
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<tr>
<td>THE WAVE</td>
<td>COMMUNITY ROOM</td>
<td>4201 CENTRAL PARKWAY DUBLIN</td>
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<tr>
<td>THINK COLLEGE NOW</td>
<td>GYM</td>
<td>2825 INTERNATIONAL BLVD OAKLAND</td>
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</tbody>
</table>
Community Partners

If you or your organization would like to partner with the Alameda County Registrar of Voters on vote center outreach and education, please email us at vca@acgov.org.

Language Community Partners

- Asian Advisory Collaborative
- Asian American Curriculum Project Inc.
- Asian Civil Liberties Union (ACLU)
- Asian Pacific Environment Network (APEN)
- Cantonese Speaking Academy Alumni
- Center for Empowering Refugees and Immigrants (CERI)
- Chinese American Citizens Alliance
- Dien Hong Senior Center
- East Bay Asian Local Development Corporation
- East Bay Asian Youth Center
- East Bay Refugee Forum
- Family Bridges
- Filipino for Justice
- Hong Lok Senior Center
- Lao Family Community Development
- Lincoln Square Recreation Center
- Oakland Asian Cultural Center
• Oakland Chinatown Chamber of Commerce
• Oakland Community Organization (Spanish)
• Oakland Public Asian Library
• Oakland Vietnamese Chamber of Commerce
• Spanish Speaking Citizens' Foundation
• The Unity Council (Fruitvale Village) Spanish
• U.S. Citizenship and Immigration Service
• Van Lang Language Center (Vietnamese)
• Vietnamese Community Development Incorporated Of The East Bay

_Underserved Community Partners_

• ACC Food Bank
• ALCO Probation Dept
• Alameda Point Collaborative
• BOSS – Building Opportunities for Self Sufficiency
• California Hotel
• Center of Reentry Excellence (Felton Inst.)
• Covenant House
• East Bay Housing Organizations
• Felton Institute
• Impact Justice (Homecoming Project)
• Legal Services for Prisoners with Children (LSPC)
• Meals On Wheels
• Oakland Housing Authority
• Public Defender’s Client Advocates
• Restore Oakland
• Roots Community Health Center
• California State Parole Office
• The Unity Council
• YEAH (Youth Engagement Advocacy Housing)

_Schools/Community College Partners_

• Arroyo High School
• Berkeley High School
• Bishop O’Dowd High School
• California State University, East Bay
• College Of Alameda
• Dewey Academy
• Dewey Academy High School
• Dublin High School
• Encinal High School
• Irvington High School
• James Logan High School
• John F. Kennedy High School
• Laney College
• Livermore High School
• Merritt College
Schools/Community College Partners (Continued)

- Mills College
- Mission San Jose High
- Newark Memorial High School
- Oakland High School
- Oakland Military Institute
- Robertson High School
- Royal Sunset High School
- Saint Mary's College
- San Leandro High School
- San Lorenzo High School
- Skyline High School
- Tennyson High School
- UC Berkeley
- Washington High School

Faith-based Community Partners

- Acts Full Gospel
- Allen Temple Baptist Church
- Buddhist Temple Oakland
- Cornerstone Fellowship
- Fremont Sikh Temple
- Grace Church
- Gurdwara Sahib of Fremont
- Holy Names University
- Olivet Oakland Church
- Pho Tu Buddhist Center
- Saint Anne Catholic Church
- Shiloh Church
- St. Andrew Kim Korean Church
- St. Barnabas Church of Alameda City
- St. Bernard Church
- St. Elizabeth Catholic Church
- Tabernacle Missionary Baptist
- The New Parks Chapel A.M.E Church

Disability Community Partners

- Alameda County Network of Mental Health Clients (ACNMHC)
- Berkeley Center for Independent Living
- California Department of Rehabilitation Orientation Center for The Blind
- Center for Independent Living (CIL)
- Chabot College
- Community Resources for Independent Living (CRIL)
- CRIL Hayward
- CURYJ (Communities United for Restorative Justice)
- Disability Rights California
• East Bay Center for the Blind
• East Oakland Community Project (EOCP)
• Emeryville Senior Center
• Faith In Action Community
• Friends of Children with Special Needs
• Fruitvale-San Antonio Senior Center
• Hong Lok Senior Centers
• Immigration Clinic (Oakland)
• Mastic Senior Center
• North Berkeley Senior Center
• Root and Rebound
• San Leandro Senior Community Center
• St. Mary's Center
• Stepping Stones
• Vietnamese Senior Center

Additional Community Partners (Advocacy, Political, and Professional)

• ACFANFEST
• ACLU of N. California
• Acta Non Verba Farm
• Alameda County Mosquito Abatement District
• Alameda Landing
• Alameda Library
• Alameda Multicultural Community Center
• Bay Area Rapid Transit (BART)
• Black Joy Parade
• Boy Scout Troop (Oakland)
• Caledonian Club of San Francisco
• Cal Red Berets
• Castro Valley Pride
• Centro Legal
• City of Albany Recreation and Community Services
• City Of Dublin
• City of Hayward
• City of Emeryville
• City of Livermore
• Delta Kappa Omega Women's Society
• Dublin Library
• East County Animal Shelter
• Eastmont Mall
• Friends of the Alameda Animal Shelter
• Golden State Warriors
• Heron Bay Homeowners Association
• High Line Kites
• La Familia
• League of Women Voters
• MLK Freedom Center
• Montclair Library
• Newark Library
• Newark Rotary Club
• NewPark Mall
• Oakland Animal Shelter
• Oakland Black Cowboy Association
• Oakland LGBTQ+ Community Center
• Oakland Pride Parade & Festival
• Oakland Unified School District
• Piedmont City Hall
• Planting Justice
• Red Cross
• Restorative Justice for Oakland Youth (R-JOY)
• Rockridge District Association
• Social Security Administration
• South Shore Center
• Southland Mall
• SCI Graphics
• SPCA
• Stoneridge Mall
• The Dublin Wave
• The Unity Council (Fruitvale Village)
• Walgreens
• Walton Consulting
• YMCA
• Youth Enrichment Services
• Youth Uprising
Language Accessibility Advisory Committee

- Chinese American Citizens’ Alliance
- Family Bridges, Inc. Hong Lok Senior Center
- Cantonese Speaking Citizens Academy Alumni
- Asian Law Caucus
- Spanish Speaking Citizens’ Foundation
- East Bay Vietnamese Association
- East Bay Legal Aid Center
- Vietnamese Voter League
- Dien Hong Senior Center
- Alameda County Refugee Forum
- New Apostolic Church
- Oakland Vietnamese Chamber of Commerce
- Vietnamese Community Development
- Pho Tu Buddhist Center
- Filipino Advocates for Justice
- Mobilize the Immigrant Vote
- Lincoln Square Recreation Center
- J.L. Richard Terrace Senior Home & Irene Cooper
- Asian Pacific Environment Network (APEN)

Voting Accessibility Advisory Committee

- Disability Rights of California
- Center for Independent Living (CIL)
- Community Resources for Independent Living (CRIL) Hayward
- Voters from the Disability Community
- City of Oakland – ADA Program