



Voting Modernization Board

Modernizing Voting Equipment in California

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October 4, 2002

TO: All County Clerks/Registrars of Voters (02299)

FROM: _____
JOHN MOTT-SMITH
Executive Officer, Voting Modernization Board

SUBJECT: PROJECT DOCUMENTATION PACKAGE
INSTRUCTIONS

At the request of the Voting Modernization Board (VMB) at the September 16, 2002 meeting, our staff has revised the Project Documentation Form. Attached for your use is the revised Project Documentation Form with detailed instructions to assist you with the completion of this funding phase.

As you are aware, all counties with approved funding applications must now submit a Project Documentation Package. We suggest that you submit your Project Documentation Package as soon as possible to ensure that we can resolve any issues regarding potential missing information. Please note that we must receive your complete Project Documentation Package no later than November 18, 2002 to be considered for discussion at the next VMB meeting. The next scheduled VMB Meeting is December 11, 2002.

Any complete Projection Documentation Packages received after the November 18, 2002 review deadline will be considered by the VMB at a later date.

If your county has already submitted a Project Documentation Package and any additional information is needed we will be in contact with you.

The revised form and instructions will be available on the Prop 41 website at <http://www.ss.ca.gov/elections/vma/home.html>.

If you have any questions, please contact me directly at 916/653-3228 or my assistant, Debbie Parsons, at 916/653-1424.

Proposition 41 – Voting Modernization Board
Instructions for Submittal of the Project Documentation Package

1. Executive Summary of the Project (Maximum 1 Page)

Please provide a one page description of the county’s complete project implementation plan including a brief synopsis of voting system modernization strategy, project plan, project schedule, project costs, matching funds statement, proposed voting system hardware and the impact of the Federal voting reform legislation on the county’s new voting system implementation.

If applicable, also include a brief statement on court ordered voting system conversion implementation status.

2. Summary of the County’s Overall Voting System Modernization Strategy (Maximum 5 Pages)

In no more than five pages, describe the type of systematic approach your County plans to use while implementing the new voting system. Please address all of the following questions:

- A. What steps have you taken to determine the voting system under consideration is the appropriate system for your county?
- B. How will this new system be implemented? Will it be launched completely in one election or phased in during the coming election cycle?
- C. How will this implementation affect the voters and poll workers?
- D. How will it affect the county’s election staff?
- E. What types of evaluation methods have you set up to determine the effectiveness and overall impact of this new system for your county?
- F. How will all of these factors shape your overall strategy?

3. Summary of the Project Plan

State the objectives of buying this new voting system. Please address all of the following questions:

- A. What are the steps (or phases) your county will take to implement this new voting system? What resources will be allocated to implement this project?
- B. How much county staff will be needed for the complete implementation of the voting system? (i.e., from installation to poll worker training)
- C. How much vendor support will be made available to your county under your contract?
- D. What types of controls (or checks) are in place to make sure that your Project Plan is progressing properly?
- E. Please provide a comprehensive “Accessibility Plan” on how your county’s new voting system complies with state and federal law. How is your county going to comply with the new requirements of AB 2525 (Jackson), Chapter # 950, Statutes of 2002?

4. Project Schedule

The Project Plan Schedule should include the key milestones that need to occur to implement the new voting system in your county. This schedule should include, but not limited to, the expected voting equipment system hardware acquisition and installation dates, acceptance testing dates, staff training timelines, poll worker training timelines and voter information materials release dates. The schedule should reflect the actual calendar dates when possible.

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5. Project Costs

Please provide a detailed line item breakdown of all Project costs. These costs should include the total amount your county will be paying for each piece of voting and vote counting equipment. This must be the actual purchase cost of the equipment. Any additional terms of the vendor contract that would modify by way of refunds, rebates, etc. should also be included in the statement of the actual equipment purchase price.

6. Statement of County Matching Funds

Please provide a statement of the amount and source of match funds that will be provided by the County for the 3:1 required match of funds under the provisions of Proposition 41. This statement should also include the details of the County's Board of Supervisors resolution that indicated the intent of the County to adhere to providing the county with matching funds.

7. Signed Vendor Agreement

Each county must provide a copy of the entire signed vendor agreement.

8. For Court Ordered Decertified Counties Only

If a County is under court order to convert to a new system prior to March 1, 2004, the documentation must include a description of how the proposed voting system meets the requirement. Additionally, the Project Documentation Package must include a contingency plan in the event the plan proposed is not implemented in time for the election.

9. Impact of Federal Voting Reform Legislation (Maximum 3 Pages)

If at the time the Project Documentation Package is submitted Federal voting reform legislation has been enacted, please provide a brief description of how the proposed voting system will meet the requirements of federal law.

10. Include Eight (8) Copies of the Projection Documentation Package

Please include eight (8) copies of the entire Project Documentation Package to enable the Voting Modernization Board staff and members to conduct our review.