

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

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

Please provide a one page description of your county's complete project implementation plan including a brief synopsis of the voting system modernization strategy, project plan, project schedule, project costs, matching funds statement, proposed voting system hardware and the impact of the Help America Vote Act of 2002 (HAVA) 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 your 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 many 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 accessibility requirements. Please describe the specific actions and activities your county completed or plans to complete to promote awareness and engage diverse stakeholders of voters on the benefits of the new voting system.

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## **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 be 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.

## **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 the system cost by way of refunds, rebates, etc., should also be included in the statement of the actual equipment purchase price. **Please include the voting equipment model names and software version numbers of all equipment and software to be purchased.**

## **6. Statement of County Matching Funds**

Please provide a statement of the amount and source of match funds that will be provided by your county for the 3 to 1 required match of funds under the provisions of Proposition 41. This statement should also include the details of your county's Board of Supervisors' resolution which indicates the intent of your county to adhere to providing your office 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 your 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 the Help America Vote Act of 2002 (HAVA) (Maximum 3 Pages)**

Please provide a brief description of how the proposed voting system will meet the requirements of the HAVA.

## **10. Number of Copies to Submit**

Please include one original hard copy and an electronic copy of the entire Project Documentation Package to enable the Voting Modernization Board staff and members to conduct our review.