County of Santa Cruz

COUNTY CLERK / ELECTIONS

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GAIL L. PELLERIN, COUNTY CLERK

September 14, 2004

Agenda: September 21,2004

BOARD OF SUPERVISORS
County of Santa Cruz
701 Ocean Street
Santa Cruz, CA 95060

Approval of Help America Vote Act (HAVA) Grant Application and Award of Funds

Dear Members of the Board:

On July 16, 2004 Secretary of State Kevin Shelley announced a grant program to allocate Help America Vote Act (HAVA) funds for counties to conduct and improve voter education and poll worker training for the November 2, 2004 General Election. Total grant amounts are based on the number of eligible voters per county as reported in the February 17, 2004 Secretary of State's Report of Registration. Based on that report, Santa Cruz County is eligible for a grant up to $85,000. The deadline for the grant application was August 11, 2004.

Due to the short time frame for preparation of the grant prior to the deadline, the Santa Cruz County Clerk's Department submitted the attached application for the full award amount. Santa Cruz County's application includes expenditures to improve voting materials, vote-by-mail balloting, poll worker training, and polling place facilities. The Secretary of State recently notified the Santa Cruz County Clerk's Department that the County has been approved for the full grant award. An agreement for the grant funds is attached for your Board's approval.

As your Board is aware, the release of HAVA funds have been delayed by the Department of Finance due to concerns over various actions of the Secretary of State. Since these funds are needed at the local level to improve voter systems in the very near term, county clerks and voter advocacy groups statewide have lobbied for the release of these funds. At this time $15,244,000 have been released, thus providing the funds for this grant award.

In a recent e-mail from the Secretary of State's Office, counties were informed that these funds must only be used for materials and activities critical for the November 2004 election. After consulting with the Attorney General's office as well as other sources, the Secretary of State also concluded that the funds must be provided as a reimbursement for expenses – based on invoices for materials or statements of work for employees or contractors. Counties have been advised that they may begin submitting these invoices immediately, and the Secretary of State's Office will provide funds on an ongoing basis.

In general, the funds must be used as specified in the County's application. However, because of the delay in releasing funds, the County may submit an amendment to the application to indicate how we propose to alter our training and education activities and materials to take full advantage of the funds available to us for the November election.

It is therefore RECOMMENDED that your Board take the following actions:

1. Approve the attached grant application for $85,000 in HAVA funds and approve the award agreement Number 04GR580028 between the Secretary of State and the County of Santa Cruz;

2. Authorize the Acting County Clerk to sign the grant agreement on behalf of the County, including any necessary amendments; and,

3. Adopt a resolution accepting and appropriating unanticipated revenue in the amount of $85,000 as specified in the attached grant application including the purchase of fixed assets.

Sincerely,

Gail L. Pellerin
Acting County Clerk

Recommended:

SUSAN A. MAURIELLO
County Administrative Officer

cc: Auditor Controller

X6

BEFORE THE BOARD OF SUPERVISORS
OF THE COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA

Resolution No._____

On the motion of Supervisor_____
Duly seconded by Supervisor_____
The following resolution is adopted:

RESOLUTION ACCEPTING UNANTICIPATED REVENUE

WHEREAS, the County of Santa Cruz is a recipient of funds from California Secretary of State for Voter Education/Pollworker Grant Program; and

WHEREAS, the County is recipient of funds in the amount of $ 85,000.00 which are either in excess of those anticipated or are not specifically set forth in the current fiscal year budget of the County; **and**

WHEREAS, pursuant to Government Code Section 29130 (c) / 29064 (b), such funds may be made available for specific appropriation by four-fifths vote of the Board of Supervisors.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Santa Cruz County Auditor-Controller accept funds in the amount of $ 85 000.00 into Department Elections

T/C	Index Number	Revenue Subobiect No.	User Code	Account Name	Amount
001	214000	1096		State Funds - Other	85,000.00

and that such funds be and are hereby appropriated as follows:

TIC	Index Number	Expenditure Subobiect No.	User Code	Account Name	Amount
021	214000	3493		Supplies	32,000.00
		3800		Equipment	22,500.00
		3665		Professional	24,200.00
		3910		Election Officers/Pollworkers	5,100.00
		3110		Extra Help	1,200.00

DEPARTMENT HEAD I hereby certify that the fiscal provisions have been researched and that the Revenue has been received withing the current fiscal year.

By _____ Date 9-15-04
Department Head

AUD60 (Rev 10/01)

COUNTY ADMINISTRATIVE OFFICER /_____/ Recommended to Board

/_____/ **Not** recommended to Board

PASSED AND ADOPTED by the Board **of** Supervisors of the County **of** Santa Cruz, State of California, this _____ day **of** _____, 19_____ **by** the following vote (requires four-fifths vote for approval):

AYES: SUPERVISORS

NOES: SUPERVISORS

ABSENT: SUPERVISORS

_____
Chairperson **of** the Board

ATTEST:

_____
Clerk **of the** Board

APPROVED AS TO **FORM:**

County Counsel 12/16/97

APPROVED AS TO ACCOUNTING DETAIL:

Auditor-Controller 9/15/97

Distribution:
- Auditor-Controller
- County Counsel
- County Administrative Officer
- Originating Department

AUD60

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0071

SEP 10 2004

SECRETARY OF STATE

KEVIN SHELLEY

STATE OF CALIFORNIA

September 10, 2004

Attn: Gail Pellerin
Santa Cruz County
701 Ocean Street Room 210
Santa Cruz ,CA 95060

Subject: Agreement Number 04GR580028

Complete the following item(s) and return to the address stated below as soon as possible.

☒ STD. 213, Standard Agreement with attached exhibits. Please acquire the appropriate original signatures on the first page of each of the four copies of the STD. 213s and return.

☒ Please submit a copy of the resolution, order, motion, or ordinance of your local governing body, which by law has granted the authority to enter into the proposed contract, authorizing execution of the agreement.

Please note: We are working with the Department of Finance and legislative consultants to resolve one outstanding issue, which is whether HAVA funds should be used for the purchase of vehicles. If your proposal includes the purchase of vehicles, please wait for clarification before any vehicles are purchased.

STATE OF CALIFORNIA

0072

STANDARD AGREEMENT

STD 213 (Rev 06/03)

AGREEMENT NUMBER
04GR580028
REGISTRATION NUMBER

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME
SECRETARY OF STATE

CONTRACTORS NAME
Santa Cruz County

2. The term of this Agreement is: September 2,2004 through December 31,2004

3. The maximum amount of this Agreement is: $ 85,000.00
Eight-Five Thousand Dollars and Zero Cents

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

Exhibit A – Scope of Work	1 page
Exhibit A-I – Grant Application and Program Plan	14 pages
Exhibit B – Budget Detail and Payment Provisions	2 pages
Exhibit C* – General Terms and Conditions	GTC 304
Check mark one item below as Exhibit D:	
[X] Exhibit - D Special Terms and Conditions (Attached hereto as part of this agreement)	1 page
[ ] Exhibit - D* Special Terms and Conditions	
Exhibit E – Additional Provisions	1 page

Items shown with an Asterisk (*), are hereby incorporafed by reference and made part of this agreement as if attached hereto. These documents can be viewed at www.ols.dgs.ca.gov/Standard+Language

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR		California Department of General Services Use Only
CONTRACTORS NAME *(if other than an individual, state whether a corporation, partnership, etc.)*		
Santa Cruz County		
BY *(Authorized Signature)*	DATE SIGNED *(Do not type)*	
PRINTED NAME AND TITLE OF PERSON SIGNING		
Gail Pellerin, County Clerk		
ADDRESS		
701 Ocean Street, Room 210 Santa Cruz. CA 95060		
STATE OF CALIFORNIA		
AGENCY NAME		
Secretary of State		
BY *(Authorized Signature)*	DATE SIGNED *(Do not type)*	
PRINTED NAME AND TITLE OF PERSON SIGNING		
Lorezno Hines, Jr., Chief, Management Services		
ADDRESS		
1500 11th Street, Sacramento, CA 95814		

EXHIBIT A
(Standard Agreement)

0073

SCOPE **OF WORK**

Santa Cruz County, referred herein as "Grantee", is hereby granted $85,000.00 to fulfill the voter education and/or pollworker training tasks identified as set forth in the Grantee's approved Grant Application and Program Plan, which is incorporated herein and made part of this agreement as Exhibit A-1. This grant award is being made pursuant to the Help America Vote Act (HAVA) of 2002 (P.L. 107-252) and Elections Code section 2131 (Statutes of 2003, Chapter 809, Section 3).

All or portions of the grant funds awarded may be used for one or more of the following categories:

1. Use of voting systems: Projects that educate voters and pollworkers on how to use county specific voting systems;
2. Improved pollworkers training: Projects that educate and train pollworkers regarding compliance with HAVA, including the posting of information;
3. New HAVA voting requirements: Projects that educate voters and pollworkers to ensure awareness of new identification requirements for certain voters, the right to vote provisional ballots, the "free access" system involving provisional ballot voting, the procedure for filing a complaint, and other similar projects consistent with the requirements of HAVA;
4. Permanent absentee voting: Projects that educate voters about the ability to vote-by-mail through permanent absentee voting.

All work shall be performed in accordance with Exhibit A-1, which describes the approved use(s) of grant funds in one or more of the four categories described above, timelines for completion of those projects and specific costs associated with each category of programs.

GRANTEE AND STATE CONTACTS:

The project representatives during the term of this agreement will be:

State Agency: Secretary of State Name: Sandra Duveneck	Grantee: Santa Cruz County Name: Gail Pellerin
Phone: (916) 653-7244	Phone: 831-454-2060

Santa Cruz County --Voter Education and Pollworker Training: Executive Summary

Santa Cruz County plans to improve voter education and poll worker training for the November 2, 2004 Presidential General Election as well as future elections that will include activities in all four categories of eligible grant program projects.

Our primary goal is to ensure that all voting materials, vote-by-mail ballots, and polling places meet the requirements of the Help America Vote Act and voters are able to access and understand our election services.

To accomplish our goal, we submit this proposal to the Secretary of State's Office and request that Santa Cruz County be awarded a HAVA Voter Education and Pollworker Training Assistance Grant in the amount of $85,000.

Our proposal for increasing ease of access and understanding of the elections process consists of three phases, each one of which targets a different aspect of the election process.

Phase A - Voting Materials (August 2004)

Goal 1— to produce all voting (non-ballot) materials in English and Spanish to better serve our bilingual voters.

Goal 2 — to produce all sample ballot materials in both online and audio ,formats.

Phase B - Vote-By-Mail Ballots (September/October 2004)

Goal 1 – to provide outreach and voter assistance to voters in English and Spanish who are unable to travel to the polls or our office and who request such assistance in casting their vote-by-mail ballots.

Goal 2 — to provide early ballots (60-day ballots) in a fast and efficient manner to our federal, overseas, and military voters.

Phase C- Pollworker Training/ Polling Place Enhancement (August-November 2004)

Goal 1— to make specialized training available to all Clerks working on Election Day regarding assistance to disabled voters.

Goal 2 – to educate our election Clerks and Inspectors on the various voter assistance programs that our office offers.

Goal 3 – to train Inspectors on the optimal set-up of a polling place, particularly how to make it accessible to all voters.

Goal 4 – to provide specialized training to all Roving Inspectors.regarding polling place set-up and site evaluation for compliance with accessibility laws.

To achieve these goals, Santa Cruz County will utilize (but shall not be limited to) the following resources: Spanish-speaking translators; community media specialists; Elections Department outreach staff; existing vote-by-mail and pollworker training materials from our county, other counties, and the SOS; a sixty-day ballot specialist on staff (E-55 to E-30); and specialists in the field of ADA compliance to assist us in the improvement of our disability training and polling place accessibility. To evaluate the success of our programs, we shall report results as outlined in the attached Program Plan.

0075

PROGRAM PLAN

INTRODUCTION

In light of the new mandates of the Help America Vote Act of 2002, Santa Cruz County is in the process of updating and improving the ways in which we serve our voters. It is our belief, that the voter's right to vote is sacred. The voting process needs to be easy to access, understand, and simple to complete. It is our goal to provide exceptional service to all of our voters and particularly our voters with specific needs. The financial assistance provided by this grant will aid us. in improving the three priority areas we have set. These areas are:

1. the various materials that a voter may encounter in the process of pre-voting including registration cards, letters regarding incomplete registrations, notification of registration' and sample ballot materials.
2. the processes involved in voting-by-mail such as applications, flexible delivery and return of vote-by-mail ballot, and assistance to house-bound and disabled voters.
3. polling places and poll workers including training for poll workers, updating of poll worker materials and improvements to the facilities that serve as polling places.

The Secretary of State's Office **(SOS)** designated four areas under which grantees may apply. These categories are:

A) Use of Voting Systems-educating voters on county specific voting technologies.

B) Improved County Pollworker Training—improving county training of pollworkers.

C) New HAVA voting requirements-educating voters and pollworkers about new **HAVA** voting requirements including new ID requirements for certain voters, the right to vote provisional ballots, the "free access" system involving provisional ballot voting, the procedure for filing a complaint, and other requirements of HAVA.

D) Permanent Absentee Voting—ducate voters about the ability to vote-by-mail through permanent absentee voting ("PAV").

Santa Cruz County's three priority areas include aspects of all four of the SOS categories. Below you will find an in-depth plan of how the requested money will be used to improve the voting process for all Santa Cruz County voters.

CATEGORY – USE OF VOTING SYSTEMS

1) who are you targeting for voter education?

All voters registered in Santa Cruz County by E-29.

2) Why are you targeting these voters?

Santa Cruz County uses the DFM Associates Mark-A-Vote Optical Scan paper-based ballot system. This system has been in place for 9 years. Santa Cruz County will use this voting system exclusively through the November 2, 2004 Presidential General Election. Since this system has been in place so long, voters are comfortable and confident in its results. However, voters are unaware of many of the services that are provided by the County Clerk's Office to assist them in casting their ballots.

3) How will you educate these voters?

All Santa Cruz County voters receive a Sample Ballot and Voter Information Pamphlet that contains information on the 4 ways in which they can cast a ballot. (see attached)

In addition, skilled nursing, retirement, and convalescent communities receive a letter and materials detailing services offered by the Elections Department specifically to voters in need of one-on-one assistance in casting their ballots. These services include:

- Creating audio tapes of local measures similar to the tapes the SOS provides for the State Propositions;
- Providing applications and voter registration cards so that all eligible and interested voters may register with ease from their homes and request absentee ballots ahead of the registration deadline; this will be offered in both English and Spanish.
- Assisting residents of nursing, retirement, or convalescent facilities who are unable to leave those facilities and who wish to complete a vote-by-mail or provisional ballot.

4) What media will you use to educate voters?

We will use:

1. the Sample Ballot Booklet, as indicated in question three above
2. audio tapes available to those who request them
3. Spanish translation of materials to those who need them
4. the specific needs community packet.

5) How many voters do you propose to reach?

With the use of the Sample Ballot Booklet, we will reach approximately 140,000 registered voters. With the specific needs community packet, we will reach 47 facilities in Santa **Cruz** County. These facilities vary in size and registration, particularly since their populations tend to move in and out regularly.

6) Please describe what voter education will occur relating to the right of voters to vote on paper ballots in your county?

Since Santa Cruz County uses only paper ballots, all education efforts go to that end.

7) Please describe or provide samples of specific voter education materials.

A Sample Ballot Booklet page and sample packet will be included with this package.

8) Please provide project goals, detailed and specific cost estimates associated with this project and specific timelines for completion.

The goal of the Sample Ballot Booklet page is:

- to increase awareness of early voting at our main office and satellite location;
- to increase awareness of our weekend voting hours at both early voting locations;
- to explain the option of voting-by-mail;
- and, of course, to promote voting at the polling place.

These booklets will be mailed to voters who have registered on or before E-29. **As** supplies last, voters may receive these materials even if they register after E-29, but before E-15. Voters may also access the information page from our website, www.votescount.com. Sample Ballot Booklets are also available upon request for anyone up to the close of polls on Election Day.

The goal of the specific needs community packet is to reach voters who need specialized one-on-one assistance in a manner that is efficient, yet personal. We send these letters at about E-88 so that we get the registration cards **and** requests back well in advance of the E-29 registration deadline. By mailing at this time, we can also begin to schedule outreach to the facilities some time between E-29 and E-3.

We will, upon request, make two (or more) trips to a facility to register voters by the registration deadline and return tips to assist with ballots. We try to remain flexible with our scheduling to allow us to meet the needs of our office, the facilities, and the voters who reside there.

The costs associated with this service are staff time to produce the packets, duplication fees, postage, outreach staff time at the facilities, and reimbursement of mileage to outreach workers. We anticipate a total cost for this service of $5000.

Mailings will begin at E-88 and all aspects of this section will continue through Election Day.

9) How do you plan to measure voter education success, how will you evaluate success and what reporting statistics will you provide?

For the Sample Ballot Booklet page, success will be determined and evaluated by the number of voters who participate in the early voting and weekend voting options in comparison to previous years.

The specific needs community packet mailings' success will be determined by the number of facilities that register voters on cards provided in the packets (tracked by affidavit number), vote-by-mail ballots to sent to voters in these communities based on applications provided in the packets (tracked by flagged applications), and scheduled visits to facilities for registration and ballot assistance. Statistics will be provided for each of these categories. This information will be compared against outreach statistics from previous elections.

CATEGORY B- IMPROVED POLL WORKER TRAINING

1) Please describe your plans for the recruitment of poll workers for the November 2, 2004 election, including the recruitment of bilingual poll workers.

Santa Cruz County utilizes a number of poll worker recruitment methods. Of course, like all counties, we rely heavily upon returning poll workers. Often we find that these poll workers will help us by recruiting friends and family members to join them on the precinct boards. In addition to this form of recruitment, we also have a check-off box on the voter registration form asking for volunteers. We have recruitment fliers at our office counter and routinely ask anyone who comes to the counter if they would like to work as a poll worker. Our county utilizes a county employee poll worker program by which county employees can serve at the polls in place of their regular duties on Election Day. We also contact local high school teachers to assist us in recruiting poll workers. We have placed ads in local newspapers and asked our contacts in the media to write articles and produce news segments that highlight the need for poll workers. All of these avenues are utilized to find bilingual, Spanish-speaking poll workers.

2) Please describe your plans for training poll workers for the November 2, '2004 election, including disabled voter and minority voter training.

For many years, Santa Cruz County has offered a 1 ½ hour training class that is mandatory for inspectors and roving inspectors, but also highly recommended for our clerks. Our class highlights the different materials that they will need on Election Day, like the Roster of Voters and the Alpha Index, the basic functions of the inspector and the clerks, and the different scenarios that voters bring to the polling place, such as a standard voter (no problems, on the roster), voter who has moved and was directed to their (correct) polling place to vote a provisional ballot, voters who need to show ID (First Time Federal Voters or FTFV's), voters who cannot surrender their vote-by-mail ballots (provisional), etc. These training class scenarios utilize engaging and humorous props and slogans to make the concepts more memorable in the minds of the poll workers.

With grant funds, we plan to update and improve our poll worker training materials, especially those focusing on services and polling place set-up for our disabled voters, and to develop a new manual for election services for minority voters.

3) Please describe how you plan to train poll workers to meet new federal and state requirements for elections – including the use of provisional and paper ballots and the posting of voter information at the polls.

Santa Cruz County poll workers are very familiar with provisional ballots. For many years now our pollworkers have been indoctrinated with the phrase "THINK PINK", since our provisional ballot envelopes are pink, the pages where provisional voters sign are pink, the secrecy envelopes for provisional voting are pink, and provisional ballot receipts (our answer to the "free access" mandated in HAVA) are pink. Each election's poll worker training classes are themed with

comedic props, often pink, reinforcing the idea that any voter whose eligibility cannot be readily determined should vote a provisional ballot.

The requirements laid forth in **HAVA** and other election laws have increased the number of posters required at a polling place to a level that is becoming cumbersome to our poll workers. We would like to use grant funds to consolidate some of our smaller posters into larger posters so that fewer need to be posted. ***An*** added benefit from the reworking of the posters would be the opportunity to use a larger font size, making the posters easier to read for voters with sight limitations. Fewer posters to post will result in fewer posters being overlooked in the supply cartons.

4) Please provide copies of any paining materials or manuals that you have developed for the November 2, 2004 election. If no materials have been developed yet, please describe proposed training and training manual improvements.

Santa Cruz County uses many training material and manuals that are not yet completed for the November election. We have three levels of pollworkers and a hotline staff dedicated to only answering the questions from poll workers on Election Day. Each of these levels receives different training materials. The levels are:

1. Clerks (3+ at each polling place)
2. Inspectors (1 for each polling location, sometimes covering two precincts)
3. Roving Inspectors (previously 1 for approximately every 13 polling places, we plan to have one for approximately every 7 polling places for November 2,2004)
4. Inspector's Hotline Staff (10)

Clerks who attend class receive a packet of samples that are covered in the course of the training class. These materials include:

- **A** guide to assisting voters with specific needs
- **A** sample of the roster pages that they will be working with on Election Day
- **A** sample worksheet of how to reconcile the ballots at the close of polls
- **A** (pink) sample of the provisional envelope and receipt
- **A** checklist of materials needed on Elections day such as posters and rosters

In addition to all the materials listed above, Inspectors also receive a 3-ring binder with the following:

- **A** guide to setting up an accessible polling place
- How to assemble the regular and disabled voting booths

- A check-off list of what needs to be posted, laid out on the check-in table, and kept handy during the day
- A flip guide of common questions and situations that will arise on Election Day and what to do when they happen. This guide also has a list of all the HAVA First Time Federal Voter ID's that are acceptable
- A simple guide on how to cast a vote using our optical scan system
- A comprehensive instruction manual that details various situations that may arise during the day.
- Worksheets detailing the closing of the polls including reconciliation of the ballots

Roving Inspectors receive all the same materials as an Inspector, and additionally:

- A checklist for polling place accessibility
- A checklist for poll worker knowledge

Inspector's Hotline staff members are given all the materials that the Clerks and Inspectors are given and are also trained on our office computer system, DFM's EIMS program. These workers also have an in-depth .understanding of the provisional process, the First Time Federal Voter (FTFV) identification requirements, how to locate a voter's correct polling place, how to troubleshoot the situations for the Inspectors and Clerks, etc. The hotline staff is also in communication with the Roving Inspectors throughout the day to send them to polling places that may need more supplies or who need help with some aspect of the job.

5) Please provide project goals, detailed and specific cost estimates associated with this project and specific timelines for completion.

It is our desire to make the training materials very user-friendly. The job of pollworker is hard enough without cumbersome and difficult to understand texts. We would like to update these materials in an easy to understand format and assure that they conform to current law and accessibility standards. In addition, the hiring of additional Roving Inspectors would allow us to ensure that each polling place **is** inspected early in the day for accessibility needs, and to enable a faster response time in the event of an emergency at any polling location. Our specific goals are:

1. Specifically, we would like to purchase a digital camera for improving the guide *"How To **Assemble** The Voting Booths"* as well as a photo and/or color printer to produce the guides. A computer and scanner with photo editing programs would be required too. These materials must be updated three weeks prior to the election, so all purchases and expenditures would occur prior to this date. Associated costs are estimated at *$650* for the printer and $500 for supplies.

2. Grant funds would also be used to offset the costs of hiring the new Roving Inspectors at a cost of $160 per Rover ($140 stipend for service on Election Day and $20 reimbursement for attending the training classes.) These Rovers would need to be hired at least three weeks prior to the election to ensure that they are able to attend the requisite classes and perform all their duties prior to Election Day.
3. Additionally, we are interested in using grant funds to advertise for poll workers in print, on the radio, and on television. The funds would be used to hire a local celebrity, Lex Van den Berge of *Survivor: Africa* and *Survivor: All Stars,* to film, and record short television and radio spots to entice pollworkers. Costs associated with airing/printing the ads would be paid for with money.from the grant. These productions would need to be completed by the end of September, if not sooner. We estimate a total cost of $2000.
4. Purchase approximately 150 cell phones with a specialized contract that would allow us to use them only on election days. This would allow us to maintain constant contact with every polling place and each Roving Inspector on Election Day. The costs associated with this endeavor are $3750.

6) How do you plan to measure poll worker training and recruitment success, how will you evaluate project success and what reporting statistics will you provide?

The success of these endeavors will be determined by a survey sent to each pollworker along with their paycheck. The survey will ask the poll worker to assess the ease of the materials to understand; the degree to which they found the training class helpful; their experience with their Roving Inspectors; how the Roving Inspector, the Inspector, their peers, and the hotline staff preformed; how they were recruited for serving at the polls.

CATEGORY C- NEW HAVA VOTING REQUIREMENTS

1) Who are you targeting for HAVA voting requirement voter education?

In the upcoming election we plan to target voters with disabilities and specific needs. Our plan is to hire an accessibility specialist to assess the accessibility of current polling places, suggest options for those places that do not currently meet standards, review our materials regarding assistance to disabled voters and train selected disabled voters and train selected Election Day staff.

2) Why are you targeting these voters?

Santa Cruz County is committed to complying with HAVA and improving our services to our voters with specific needs. We believe the best way to do this is through a vigilant search-for better facilities, greater efforts to make existing facilities accessible, and continued improvements to our poll worker training program. This being the case, we would like to target them through a broader approach that will benefit all our voters.

3) How will you educate voters?

We intend to educate the poll workers by improved materials at the training class and by providing better materials with which to serve voters at the polls. One such improvement we hope to implement is the introduction of ribbons identifying our Spanish speaking poll workers. Despite the fact that Santa Cruz is not a designated bilingual county, we believe that our Spanish speaking population benefits greatly from having materials and other assistance in their native language available at the polls.

4) What media will you use to educate voters? (radio, television, print, mailers, special events, phone-banking, flyers, email, etc)

The same methods that were employed during previous elections will again be employed to inform both poll workers and voters of HAVA voting requirements. These methods include:

1. the provisional ballot receipt providing voters with the free access options pertinent to Santa Cruz County.
2. the new posters designed for informing voters such as the Voter Bill of Rights and Special Notice to Voters.
3. information listed on our website.

Our primary focus, however, is to improve our poll worker training and therefore our service to the voters. If poll workers are well informed, they pass on accurate and timely information to the voters regarding changes in law such as the First Time Federal Voter ID requirements stipulated in HAVA. We plan on providing our poll workers with up to date materials that capture the new changes in law. Additionally, poll workers will be alerted to changes from past practices during the training class and in reading their training materials.

5) How many voters do you propose to reach?

The number of voters who will benefit from this program is unknown, but potentially in the thousands. All poll workers attending training class will be advised in the new and improved methods.

6) Please describe how you plan to inform voters about HAVA voting requirements for the November 2,2004 election.

As described in question 4 above, most of the education provided to voters will come through our training of poll workers. Additional information will be provided in materials presented to the voters at the polling places either as hand-outs or in poster format.

7) Please provide copies or samples of HAVA voter requirement voter education materials that you have developed or will develop for the November 2nd 2004 election.

The improved materials and accessibility ideas are not yet formulated at this time.

Samples of our provisional envelope and provisional ballot from the March Election are included.

8) Please provide project goals, detailed and specific cost estimates associated with this project and specific timelines for completion

Santa **Cruz** County maintains the following goals:

- Producing and distributing ribbons that alert voters that the bearer is either the inspector or is a Spanish-speaker to aid them in getting the assistance that they need. The inspector would issue these ribbons to the pollworkers the morning of the election. The ribbons will cost $500.
- Hiring a specialist on ADA accessibility requirements to assist in the updating our procedures and guidelines for disabled voter assistance at the polls. This specialist will also review polling place sites for accessibility and aid us in ways to make them accessible. In addition, they will be asked to train selected Election Day staff. We anticipate to spend roughly $20,000 to hire **a** certified accessibility specialist. The program will need to be completed no later than three weeks prior to Election Day with training occurring up until Election Day.

9) How do you plan to measure HAVA voting requirement voter education success, how will you evaluate project success and what reporting statistics will you provide?

Success will be measured by the number of polling place locations that show improved accessibility as determined by the state Polling Place Accessibility Survey. The number of corrections made from prior surveying will be quantitatively presented for reporting statistical information.

Materials compiled by the accessibility specialist will be evaluated by poll workers on the survey that will be enclosed in with their paychecks. The materials will be evaluated on helpfulness, ease of use, clarity, and applicability.

CATEGORY D- PERMANENTABSENTEE VOTING

1) What categories of voters do you propose to target for education about the ability to vote-by-mail through **PAV?**

All Santa Cruz County voters are informed of the option of becoming a permanent absentee voter via the Sample Ballot Booklet (SBB) application, the applications available at our counter and by information provided on our website. Since January 1, 2003, permanent absentee voters have jumped roughly 24,000. Each election this number grows. Many community groups in Santa Cruz County feel that permanent absentee voting is the way to go and promote it in their registration and absentee drives. Thus, we are focusing our efforts on serving our permanent absentee and regular absentee voters better.

We are also targeting our Military, Overseas, and Federal voters this election. We have seen a dramatic increase in the number of these registrations in the past six months. We would like to target these voters, in particular, to make sure that their rights as amended by **HAVA** are seen to.

2) Why do you propose targeting these voters?

Military, Overseas, and Federal voters have increased by 200% in the last **6** months. It is our goal to make sure that each and every one of these voters have every opportunity to receive their ballots quickly and efficiently so that they will have adequate time to review the materials and return them to our office by 8 p.m. on Election Day. With our nation engaged in Military and peace-keeping actions around the globe more service men and women, along with civilian contractors and observers are out of the country and in difficult to reach places. These voters need our attention more than ever to insure that they are accommodated and that their votes count.

3) What media will you use to educate voters about the ability to vote-by-mail through **PAV?**

Our website, SBB and office applications all have the permanent absentee application. In addition, our form that we give to candidates and committees wishing to conduct a vote-by-mail campaign are given a form that include a permanent absentee check box.

Our website has information for voters who are abroad. It has the registration and absentee postcard form available for printing as well as an option to request a ballot via the Internet. We also have a do's and don'ts page for them as well.

Recently, we undertook a new record keeping program for our Military, Overseas and Federal Voters. It has identified many voters that were not previously counted in our statistics. These voters were listed as regular voters despite **APO,** FPO, or foreign mailing addresses. We sent each of these "mis-categorized" voters a letter and a new registration card to update their information. This accounts for a small percentage of the increase that we have seen in our numbers.

4) Please provide specific costs of materials and voter education efforts to educate voters about the ability to vote-by-mail through PAV in prior elections.

All prior costs to educate the public of Santa Cruz County were minimal and were absorbed into our regular absentee costs during the elections that occurred.

5) Please describe how you plan to educate voters about the ability to vote-by-mail through PAV for the November 2,2004 election.

Since all our ballot applications include the option to become a permanent absentee, we plan no special education in this regard. In addition, the SOS has embarked on a statewide campaign to target **PAV** voters.

6) Please provide project goals, detailed and specific cost estimates associated with this project and specific timelines for completion.

We would like to focus on the service we provide to all our absentee voters. To this end, we would like to purchase and additional Bryce envelope printer and an automated envelope opener to speed the processing of absentee ballots to Santa Cruz County residents, no matter where they are at election time. The cost associated with purchasing both items is $20,000. We would need the printer prior to **E-45** and the opener prior to **E-7.**

We would like to maintain 2 staff people full time for a week to assist in the preparation of ballots so that the Military, Overseas, and Federal Ballots may be placed in the mail at E-60 and that the permanent absentee ballots are ready to be sent out at E-29. The estimated cost is $1,200.

7) How do you plan to measure PAV voter education success, how will you evaluate project success and what reporting statistics will you provide?

Success will be measured for the Military, Overseas and Federal voter by looking at the number of applications issued and returned that come from our office (either from our website or by mail). We will also look at the time it takes to produce the 60-day ballots and compare the **turn** around time to previous years.

The success of the additional printer and automated envelope opener are not quantitative, but preventative or qualitative. The additional printer allows for an added security measure against mechanical failure.

CONCLUSSION

In conclusion, Santa Cruz County is looking to improve our services to voters in their homes, at the polls, and abroad. We are striving for excellence in service as well as accuracy, efficiency and cost effectiveness. It is our continuing goal to insure every voter that the system is open, accurate, and accessible regardless of obstacles of time, space, or disability. We are sure that you will find this request to be reasonable and timely. Thank you for your consideration.

Voter Education/Pollworker Training
Grant Program Budget

Project Category	Activity/Description	Quantity	Cost*	Comments
1) Use of Voting Systems	translator	80 hr @~$15/hr	$1,200	Spanish translation of voter materials; providing outreach in Spanish
	cassette recorder		$100	for audiotapes
	cassette tapes and misc supplies		$100	cassettes, labels, mailers, postage, etc
	outreach reimbursement		$5,000	mailers, postage, mileage, staff time, etc
	desktop document folder		$150	for folding mailings
	labeler		$150	for organization purposes
	Blackberry wireless		$500	for communication with staff while out of the office
Subtotal			***$7,200***	
2) Pollworker Training	Polling Place Posters		$2,000	Printing and Lamination
	Digital Camera		$1,000	Create digital pictures of equipment used for training booklet
	Photo and/or color printer		$650	for creating training booklets
	toner and supplies		$500	toner, paper, etc.
	Additional Roving Inspectors	~20@$160 each	$3,200	approximately 1 rover for every 7 polling places
	Lex Van den Berge for ads		$2,000	television, radio, and print ads
	ribbons for inspectors and spanish speakers		$500	Ribbons for easy identification of the inspector and Spanish-speaking pollworkers easy
	cell phones for inspectors	~150@$25 each	$3,750	cell phones for inspectors and rovers
Subtotal			***$13,600***	
3) HAVA Voting Requirements	polling place accessiblity surveying and lecturing		$21,000	To hire a specialist in the field of the American's with disabilities act to work with the department in preperation for the 11-2-04
	supplies		$22,000	supplies to meet specialist's recommendations
Subtotal			***$43,000***	
4) Permanent Absentee Voting	Bryce Envelope Printer		$15,000	Enable our office to print the extra absentee envelopes that will be generated by the permanent absentee awareness
	High-volume envelope opener		$5,000	System to open returned absentee ballots and to facilitate the additional permanent absentee voters
	military and overseas voter processing staff	2 people @ 40hrs @ 15/hr	$1,200	additional staff to handle large increase in federal, overseas, and military voters
Subtotal			***$21,200***	
Total			**$85 000**	

* all costs are estimates

Santa Cruz County Budget

0088

EXHIBIT B
(Standard Agreement)

BUDGET DETAIL AND PAYMENT PROVISIONS

1. **Invoicina and Payment**

   A. For services satisfactorily rendered, and upon receipt and approval of the invoices, the State agrees to compensate the Contractor for actual expenditures incurred in accordance with the rates specified herein, which is attached hereto and made a part of this Agreement.

   B. Invoices shall include the Agreement Number and shall be submitted in triplicate on an on-going basis for the duration of this Agreement to:

Secretary of State
Attn: Accounts Payable – County Grants
P *O* Box 944260
Sacramento, CA 94244-2600

2. **Budget Continnencv Clause**

   A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement.

   B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an agreement amendment to Contractor to reflect the reduced amount.

3. **Federal Funds**

   A. It is mutually understood between the parties that this contract may have been written for the mutual benefit of both parties before ascertaining the availability of congressional appropriation of funds, to avoid program and fiscal delays that would occur if the contract were executed after that determination was made.

   B. This contract is valid and enforceable only if the United State Government for the fiscal year 03/04 for the purpose of this program makes sufficient funds available to the state. In addition, this contract is subject to any additional restrictions, limitations, or conditions enacted by the Congress or to any statute enacted by the Congress that may affect the provisions, terms, or funding of this contract in any manner.

   C. The parties mutually agree that if the Congress does not appropriate sufficient funds for the program, this contract shall be amended to reflect any reduction in funds.

   D. The department has the option to **invalidate** the contract under the 30-day cancellation clause or to amend the contract to reflect any reduction in funds.

4. **Prompt Payment Clause**

   Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

EXHIBIT B
(Standard Agreement)

0089

5. **Grant Allocation Amount**

The Grantee is hereby allocated $ 85,000.00.

EXHIBIT D
(Standard Agreement)

SPECIAL TERMS AND CONDITIONS

1. **Agency Liabilitv**

The Contractor warrants by execution of this Agreement, that no person or selling agency has been employed or retained to solicit or secure this Agreement upon agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach or violation of this warranty, the State shall, in addition to other remedies provided by law, have the right to annul this Agreement without liability, paying only for the value of the work actually performed, or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee.

2. **Potential Subcontractors**

Nothing contained in this Agreement or otherwise, shall create any contractual relation between the State and any subcontractors, and no subcontract shall relieve the Contractor of his responsibilities and obligations hereunder. The Contractor agrees to be as fully responsible to the State for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the Contractor. The Contractor's obligation to pay its subcontractors is an independent obligation from the State's obligation to make payments to the Contractor. As a result, the State shall have no obligation to pay or to enforce the payment of any moneys to any subcontractor.

EXHIBIT E
(Standard Agreement)

0091

ADDITIONAL PROVISIONS

1. **Termination**

Pursuant to federal policy, this contract may be terminated by the state with 30-day written notice.

2. **Incompatible** Activities

Individuals under contract as a consultant to the Secretary of State, are hereby notified that under Government Code Section 8314, it is unlawful for any elected state or local officer, including any state or local appointee, employee, or consultant, to use or permit others to use public resources for a campaign activity, or for personal or other purposes which are not authorized by law.

3. **Non-Partisan Requirement**

All work performed under this grant award will be undertaken in a non-partisan manner and will not be undertaken to support or oppose, directly or indirectly, any candidate, political party, or measure, or for purposes of any specific political advocacy.

4. **Reporting of Grant Funds Received**

The County shall maintain records in a manner that:

- Accurately reflects fiscal transactions with necessary controls and safeguards;
- Provide complete audit trails, based whenever possible on original documents (purchase orders, receipts, invoices, time cards, cancelled warrants, warrant numbers, etc.);
- Provide accounting data so the total costs of the Program Plan can be readily determined throughout the Agreement or Project Term.

All applicants that receive grant funds are required to submit a report to the California Secretary of State on the expenditure of funds pursuant to this program. All proposed expenditures must be well documented (including invoices and receipts) and a detailed report outlining and evaluating the failures and successes of County Voter Education and/or Pollworker Training Assistance Grant Program, must be provided to the Secretary of State **no later than December 31, 2004.**

The Secretary of State requires that a County retain all Program Plan related records, cancelled warrants, source documents and invoices for five years after the Secretary has accepted the detailed report described above and for at least one year following any audit or final disposition of any disputed audit findings, if any.

5 **Audits**

All funding and expenditures are subject to state and federal audit requirements. Additionally, all Program Plans may be subject to standard audit reviews for three years following the completion of the Program. The audit shall include all books, papers, accounts, documents, or other records of the County as they relate to the Program Plan for which funds were allocated.

Upon written notice of an audit, the County shall make the Program Plan records, including the source documents and cancelled warrants, available to the Secretary of State or the Secretary of State's designee. County shall also provide an employee having knowledge of the Program Plan to assist the Secretary of State's auditor. County shall provide a copy of any document, paper or electronic record requested by the Secretary of State in a reasonable amount of time.