

File No. 120232

Board Item No.

28

COMMITTEE/BOARD OF SUPERVISORS
AGENDA PACKET CONTENTS LIST

Board of Supervisors Meeting

Date: March 13, 2012

| Cmte | Board | |
|--------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Motion |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Resolution |
| <input type="checkbox"/> | <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Digest |
| <input type="checkbox"/> | <input type="checkbox"/> | Budget Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Youth Commission Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Introduction Form (for hearings) |
| <input type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/> | MOU |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Grant Information Form |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Grant Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Subcontract Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Contract/Agreement |
| <input type="checkbox"/> | <input type="checkbox"/> | Award Letter |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Application |
| <input type="checkbox"/> | <input type="checkbox"/> | Public Correspondence |

OTHER:

Completed by: Annette Lonich

Date: March 8, 2012

An asterisked item represents the cover sheet to a document that exceeds 25 pages.
The complete document is in the file.

Introduction Form

By a Member of the Board of Supervisors or the Mayor

Time stamp
or meeting date

I hereby submit the following item for introduction (select only one):

- 1. For reference to Committee:
- An ordinance, resolution, motion, or charter amendment.
- 2. Request for next printed agenda without reference to Committee.
- 3. Request for hearing on a subject matter at Committee:
- 4. Request for letter beginning "Supervisor inquires"
- 5. City Attorney request.
- 6. Call File No. from Committee.
- 7. Budget Analyst request (attach written motion).
- 8. Substitute Legislation File No.
- 9. Request for Closed Session (attach written motion).
- 10. Board to Sit as A Committee of the Whole.
- 11. Question(s) submitted for Mayoral Appearance before the BOS on

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- Small Business Commission
- Youth Commission
- Ethics Commission
- Planning Commission
- Building Inspection Commission

Note: For the Imperative Agenda (a resolution not on the printed agenda), use a different form.

Sponsor(s):

Supervisor Mark E. Farrell

Subject:

Accept and Expend Grant - Accessibility Training and Improving Polling Place Accessibility - \$20,000

The text is listed below or attached:

Attached

Signature of Sponsoring Supervisor: Mark E. Farrell

For Clerk's Use Only:

120232

1 [Accept and Expend Grant - Accessibility Training and Improving Polling Place Accessibility -
2 \$20,000]

3
4 **Resolution authorizing the Department of Elections to accept and expend Help America**
5 **Vote Act (HAVA) Section 261 funds in an amount not to exceed \$20,000.00 for**
6 **improving polling place accessibility in accordance with the California Secretary of**
7 **State's Accessibility Training Program.**

8
9 WHEREAS, The California Secretary of State issued updated statewide Polling Place
10 Accessibility Guidelines in 2010; and

11 WHEREAS, The California Secretary of State contracted with the Department of
12 Rehabilitation to conduct regional training sessions on surveying polling places to access
13 accessibility in March 2010; and

14 WHEREAS, The California Secretary of State developed the training sessions to help
15 counties understand the guidelines, to teach techniques for surveying polling places using the
16 guidelines, and to assist counties with providing accessible polling places; and

17 WHEREAS, The California Secretary of State is contracting with the Department of
18 Rehabilitation to conduct added training sessions in January and February 2012; and

19 WHEREAS, The Department of Rehabilitation will offer intermediate level training
20 sessions to address areas of interest for more experienced surveyors; and

21 WHEREAS, The California Secretary of State, to encourage participation in training
22 sessions, has made available up to \$20,000.00 in HAVA 261 funds for each participating
23 county to be used to defray travel costs to training sessions, to survey polling places, to train
24 other surveyors, and/or to purchase equipment and supplies to improve polling place
25 accessibility; and

1 WHEREAS, The Department of Elections, to be eligible for these funds, intends to
2 schedule employees to attend regional training sessions; and

3 WHEREAS, The Department of Elections has prepared a plan that describes the
4 proposed uses of these funds and includes a timeline for completion and detailed costs for
5 each activity; and

6 WHEREAS, The Department of Elections proposes to maximize use of available grant
7 funds on program expenditures by not including indirect costs in the grant budget; and

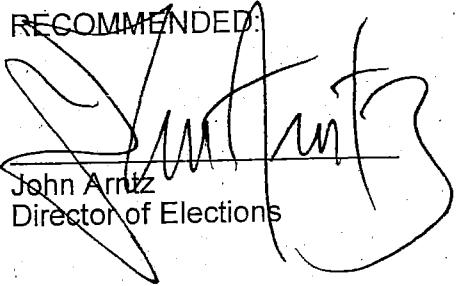
8 WHEREAS, The Department of Elections must provide the California Secretary of
9 State with detailed invoices prior to receiving reimbursement of funds expended on improving
10 accessibility; and

11 WHEREAS, The funds are to be spent between January 1, 2012, and December 31,
12 2012; now, be it

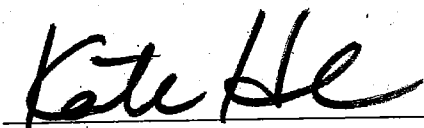
13 RESOLVED, That the Department of Elections is hereby authorized to accept and
14 expend funds HAVA Section 261 funding in an amount not to exceed \$20,000.00 to improve
15 polling place accessibility; and, be it

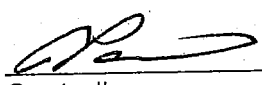
16 FURTHER RESOLVED, That the Director of Elections is authorized to enter into an
17 agreement with the California Secretary of State on behalf of the City and County of San
18 Francisco for the acceptance and expenditure of these funds.

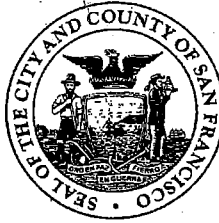
19
20 RECOMMENDED:

21 
22
23 John Arruz
24 Director of Elections

APPROVED:

25 
for Mayor


Controller



John Arntz
Director

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: John Arntz, Director of Elections
DATE: January 24, 2012
SUBJECT: Accept and Expend Resolution for Subject Grant
GRANT TITLE: Accessibility Training and Improving Polling Place
Accessibility

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2012 JAN 26 PM 4:20
JBC

Attached please find the original and 4 copies of each of the following:

- Proposed grant resolution; original signed by Department, Mayor, Controller
- Grant information form, including disability checklist
- Grant budget
- Grant application
- Grant award letter from funding agency
- Other (Explain):

Special Timeline Requirements:

Departmental representative to receive a copy of the adopted resolution:

Name: Aura Mendieta

Phone: 415-554-4375

Interoffice Mail Address: Department of Elections, Room 48, City Hall

Certified copy required Yes No

(Note: certified copies have the seal of the City/County affixed and are occasionally required by funding agencies. In most cases ordinary copies without the seal are sufficient).

File Number: _____

(Provided by Clerk of Board of Supervisors)

Grant Resolution Information Form

(Effective July 2011)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: Accessibility Training and Improving Polling Place Accessibility

2. Department: Elections

3. Contact Person: Aura Mendieta Telephone: 415-554-4375

4. Grant Approval Status (check one):

Approved by funding agency

Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$20,000.00

6a. Matching Funds Required: \$0

b. Source(s) of matching funds (if applicable):

7a. Grant Source Agency: California Secretary of State

b. Grant Pass-Through Agency (if applicable): n/a

8. Proposed Grant Project Summary: The California Secretary of State developed training program to help counties understand the guidelines, to teach techniques for surveying polling places using the guidelines, and to assist counties with providing accessible polling places.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: January 1, 2012

End-Date: December 31, 2012

10a. Amount budgeted for contractual services: \$0

b. Will contractual services be put out to bid?

c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements?

d. Is this likely to be a one-time or ongoing request for contracting out?

11a. Does the budget include indirect costs?

Yes

No

b1. If yes, how much? \$

b2. How was the amount calculated?

c1. If no, why are indirect costs not included?

Not allowed by granting agency

To maximize use of grant funds on direct services

Other (please explain):

c2. If no indirect costs are included, what would have been the indirect costs? The Department's estimated indirect costs represent approximately 10% of the grant total, or, approximately \$2,000.00

12. Any other significant grant requirements or comments: For an item or activity to be reimbursable they must be consistent with the purposes identified by the California Secretary of State.

****Disability Access Checklist** (Department must forward a copy of all completed Grant Information Forms to the Mayor's Office of Disability)**

13. This Grant is intended for activities at (check all that apply):

- | | | |
|--|---|---|
| <input type="checkbox"/> Existing Site(s) | <input type="checkbox"/> Existing Structure(s) | <input checked="" type="checkbox"/> Existing Program(s) or Service(s) |
| <input type="checkbox"/> Rehabilitated Site(s) | <input type="checkbox"/> Rehabilitated Structure(s) | <input checked="" type="checkbox"/> New Program(s) or Service(s) |
| <input type="checkbox"/> New Site(s) | <input type="checkbox"/> New Structure(s) | |

14. The Departmental ADA Coordinator or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local disability rights laws and regulations and will allow the full inclusion of persons with disabilities. These requirements include, but are not limited to:

1. Having staff trained in how to provide reasonable modifications in policies, practices and procedures;
2. Having auxiliary aids and services available in a timely manner in order to ensure communication access;
3. Ensuring that any service areas and related facilities open to the public are architecturally accessible and have been inspected and approved by the DPW Access Compliance Officer or the Mayor's Office on Disability Compliance Officers.

If such access would be technically infeasible, this is described in the comments section below:

Comments:

Departmental ADA Coordinator or Mayor's Office of Disability Reviewer:

Jennifer L. Novak

(Name)

Precinct Services / ADA Coordinator

(Title)

Date Reviewed: 2/9/12

Jennifer L. Novak
(Signature Required)

Department Head or Designee Approval of Grant Information Form:

John Arntz

(Name)

Director

(Title)

Date Reviewed: 2/9/12

John Arntz
(Signature Required)

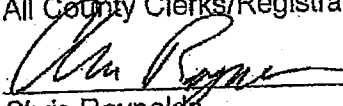


DEBRA BOWEN | SECRETARY OF STATE | STATE OF CALIFORNIA
1500 11th Street, 6th floor | Sacramento, CA 95814 | Tel (916) 653-7244 | Fax (916) 653-4620 | www.sos.ca.gov

November 23, 2011

County Clerk/Registrar of Voters (CC/ROV) Memorandum #11124

TO: All County Clerks/Registrar of Voters

FROM: 
Chris Reynolds,
Deputy Secretary of State, HAVA Activities

RE: Administrative: Training Location Update – New HAVA 261 funding for accessibility training and improving polling place accessibility

Time Sensitive: Please respond by December 9, 2011.

This memorandum updates CC/ROV 11115 issued on November 15, 2011, by providing a complete list of training dates and locations.

The schedule for the Polling Place Accessibility Surveyor Training Program that will be conducted by the Department of Rehabilitation (DOR) has been finalized. Beyond the standard training sessions offered in 2010, DOR will offer several intermediate level training sessions to address areas of interest to more experienced surveyors.

As a reminder, funding will be made available to counties to defray travel costs to training sessions, survey polling places and/or train other surveyors, and/or purchase equipment and supplies to improve accessibility to polling places. Counties may apply for up to \$20,000 in HAVA 261 funds to be used for any of the purposes listed in CC/ROV 11115.

To be eligible for these funds, counties must have had at least one person attend the training conducted in 2010 or send at least one person to training offered in early 2012.

A county may apply for funds if they sent staff to training in 2010, but are unable to send staff to training classes in 2012. If a county did not send staff to training in 2010, the county must send staff to one of the training sessions in 2012 to be eligible to receive funding for purposes described below.

All counties applying for these funds must, no later than December 9, 2011, include with confirmation of staff attendance at a previous or upcoming training session an itemized list of how they plan to spend the funds provided under this accessibility contract. A form is provided as an attachment to this memorandum for that purpose.

Polling Place Accessibility Surveyor Training Schedule

Central Area Training

Wednesday, January 11, 2011 – Standard training – 9:00 a.m. – 4:00 p.m.

Hosted by: San Joaquin County

Location: San Joaquin County Administration Building, 44 N. San Joaquin Street, Suite 381 Stockton, CA 95202

Central Area Counties: Fresno, Kings, Madera, Mariposa, Merced, San Joaquin, San Luis Obispo, Stanislaus, and Tulare

Bay Area Training

Tuesday, January 24, 2011 – Standard training – 9:00 a.m. – 4:00 p.m.

Wednesday, January 25, 2011 – Intermediate training – 9:00 a.m. – 1:00 p.m.

Hosted by: Solano County

Location: Solano County Administrative Center, 675 Texas Street, Fairfield, CA 94533

Bay Area Counties: Alameda, Contra Costa, Marin, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, and Sonoma

Southern Area Training

Tuesday, January 31, 2011 – Standard training – 9:00 a.m. – 4:00 p.m.

Wednesday, February 1, 2011 – Intermediate training – 9:00 a.m. – 1:00 p.m.

Hosted by: Riverside County

Location: Riverside County Elections Office, 2724 Gateway Drive, Riverside, CA 92507

Southern Area Counties: Imperial, Inyo, Kern, Orange, Riverside, San Bernardino, San Diego, Santa Barbara, and Ventura

Motherlode Area Training

Wednesday, February 22, 2011 – Standard training – 9:00 a.m. – 4:00 p.m.

Thursday, February 23, 2011 – Intermediate Training – 9:00 a.m. – 1:00 p.m.

Hosted by: Department of Rehabilitation Disability Access Section

Location: Department of Rehabilitation, 721 Capitol Mall, Sacramento, CA 95814

Motherlode Area Counties: Alpine, Amador, Butte, Calaveras, El Dorado, Mono, Nevada, Placer, Sacramento, Sierra, Sutter, Tuolumne, Yolo, and Yuba

Northern Area Training

Wednesday, February 29, 2011 – Standard training – 9:00 a.m. – 4:00 p.m.

Hosted by: Shasta County

Location: Shasta County Elections Office, 1643 Market Street, Redding, CA 96001

Northern Area Counties: Colusa, Del Norte, Glenn, Humboldt, Lake, Lassen, Mendocino, Modoc, Plumas, Shasta, Siskiyou, Tehama, and Trinity

Due to trainer/trainee ratio, each county is allowed to send a maximum of two people to training.

If you have any questions about the training program or contract, please feel free to contact me at (916) 653-0296 or chris.reynolds@sos.ca.gov, Debbie O'Donoghue at (916) 653-6173 or debbie.odonoghue@sos.ca.gov, or Kaye Kaufman at (916) 657-2376 or kaye.kaufman@sos.ca.gov.

Polling Place Surveyor Training Attendance Form and Projected Expenditures

Time Sensitive: Provide to Debbie O'Donoghue at debbie.odonoghue@sos.ca.gov or by fax to (916) 653-4620 no later than December 9, 2011.

Confirmation of attendance at SOS-sponsored polling place accessibility surveyor training:

County: San Francisco
Date: November 28, 2011
Contact person: Jennifer Novak
Contact information: (phone) 415-554-4551
(email) jennifer.novak@sfgov.org

- Yes, county staff will attend SOS-sponsored polling place accessibility surveyor training
- County staff attended training session in 2010, will not be sending staff to training in 2012, but wishes to apply for HAVA 261 funding

Name of staff expected to attend training:

Attendee #1

Name: John Martin Title: Supervisor
Phone: 415-554-4551 Email: john.f.martin@sfgov.org
Standard or Intermediate session Intermediate - Bay Area Training

Attendee #2

Name: Shelley Boone Title: Supervisor
Phone: 415-554-4551 Email: shelley.boone@sfgov.org
Standard or Intermediate session Intermediate - Bay Area Training

(Note: In order to be eligible for reimbursement of expenses under this contract, the county either must have had at least one person attend the training in 2010, or have at least one person attend the training in 2012. The county may change staff person(s) expected to attend training without notifying the SOS. Space in each session is limited, and sign-ups will be accepted on a first-come basis. Counties may request training for more than two persons. Once all county reservations for two or fewer people have been confirmed, county requests for additional trainees will be accommodated as space allows.)

Sample County Funding Request:

| | | |
|---|-------------------------|----------------------------|
| County: | | |
| Contact person and contact information: (phone) | | (email) |
| Amount of funding requested: \$ | | |
| Description of anticipated activity | Anticipated expenditure | Target date for completion |
| (e.g., county staff attendance at SOS-sponsored accessibility training – 2 staff) | \$200 | 04/15/2012 |
| (e.g., survey kits and equipment) | \$600 | 04/15/2012 |
| (e.g., modifying supplies for polling places – ramps, cones, signs) | \$2,200 | 12/31/2012 |

(Note: The above is a sample funding request. The county may change the use of funds with notice to SOS. Please use the form below to apply for funds, or create your own form if more space is needed.)

Projected expenditures of accessibility training contract funds

| | | |
|--|-------------------------|----------------------------|
| County: San Francisco | | |
| Contact person: Jennifer Novak | | |
| Contact information: 1 Dr Carlton B Goodlett Place #48, San Francisco CA 94102 | | |
| (phone) 415-554-4551 (email) jennifer.novak@sfgov.org | | |
| Amount of funding requested: \$ 20,000.00 | | |
| Description of anticipated activity | Anticipated expenditure | Target date for completion |
| ADA voting booth lighting | \$5,000 | 06/5/2012 |
| Voting accessibility instructional video in American Sign Language | \$5,000 | 11/06/2012 |
| Polling place entrance signs | \$10,000 | 11/06/2012 |
| | | |
| | | |
| | | |



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November 15, 2011

County Clerk/Registrar of Voters (CC/ROV) Memorandum #11115

TO: All County Clerks/Registrar of Voters

FROM: 
Chris Reynolds
Deputy Secretary of State, HAVA Activities

RE: Administrative: New HAVA Section 261 funding for accessibility training and improving polling place accessibility

Time Sensitive: Please respond by December 9, 2011.

In 2010, the Secretary of State (SOS) issued updated statewide Polling Place Accessibility Guidelines that included a survey tool for counties to use to assess whether a polling place meets accessibility standards.

SOS contracted with the state Department of Rehabilitation (DOR) to conduct regional training sessions on polling place surveying in March 2010. The goal was to help counties understand the guidelines, learn techniques for surveying polling places using the guidelines, and assist the counties with providing accessible polling places. Fifty counties sent staff to one of the training sessions, and those counties received funds to survey polling places or purchase equipment to improve accessibility.

Because the training sessions were well received and many counties expressed a desire to send more staff to training, the SOS is once again contracting with DOR to offer several training sessions in January and February 2012. A copy of the training schedule is attached. In addition to the basic training sessions that were offered in 2010, DOR will offer two intermediate level training sessions to address areas of interest to more experienced surveyors.

Once again, funding will be made available to counties to defray travel costs to training sessions, to be used in the county for surveying polling places and/or training other surveyors, and/or for purchasing equipment and supplies to improve accessibility to polling places. Counties may apply for up to \$20,000 in HAVA 261 funds to be used for any of the purposes listed below.

To be eligible for these funds, counties must have had at least one person attend the training conducted in 2010 or will send at least one person to training offered in early 2012.

A county may apply for funds if they sent staff to training in 2010, but are unable to send staff to training classes in 2012. If a county did not send staff to training in 2010, the county must send staff to one of the training sessions in 2012 to be eligible to receive funding for purposes described below.

Counties may apply for funding under this program even if they have received funds through one of the three competitive Vote Grant programs.

All counties applying for these funds must no later than December 9, 2011, include with confirmation of staff attendance at a previous or upcoming training session an itemized list of how they plan to spend the funds provided under this accessibility contract. A form is provided as an attachment to this memorandum for that purpose.

All counties that execute an accessibility contract are eligible to apply for reimbursement of expenses incurred between January 1, 2012, and December 31, 2012, used for any or all of the following purposes:

- 1) Reimbursement for travel expenses for staff to attend one of the accessibility training sessions offered in early 2012.
- 2) Reimbursement for staff salaries and benefits for accessibility surveys of polling places or for training staff to survey polling places.
- 3) Reimbursement for assessment supplies or equipment and supplies as needed, including any of the items listed below:

a. Assessing Accessibility

- 1) Tools to measure slope;
- 2) Tools to measure width, turning area, etc;
- 3) Calculators;
- 4) Survey kits;
- 5) Clipboards;
- 6) Tape measures;
- 7) Polling Place Inspectors/Surveyors;
- 8) Cameras;
- 9) Door pressure gauges.

b. Equipment and Activities to Improve Physical Accessibility

- 1) New accessible voting booths;
- 2) Retrofitting voting booths;
- 3) Tools or equipment to modify voting booths
- 4) Retrofitting polling places for public buildings only, which must be a regularly used polling place
- 5) Adapter "kits" or other materials to make a voting station accessible;
- 6) Signage (parking, directional, entrance, etc.);
- 7) Tables to provide accessibility;
- 8) Chairs (for seated voting);

- 9) Supports for accessibility signage;
- 10) Devices/Systems to alert poll workers that a voter is at the curb, door, or otherwise needs assistance;
- 11) Doorstops;
- 12) Lighting;
- 13) Low-vision pens;
- 14) Magnifying devices;
- 15) Mats or other materials to make the path of travel accessible;
- 16) Pen grips;
- 17) Temporary ramps (if wheel guides are not included, wheel guides may be purchased separately);
- 18) Temporary handrails;
- 19) Permanent handrails;
- 20) Threshold covers or mats;
- 21) Traffic cones or other materials to make parking temporarily accessible for voting;
- 22) Wedges;
- 23) Equipment for CD/DVD duplication;
- 24) Accessibility web site development costs;
- 25) Improving accessibility of web site.

c. Training Materials and Programs

- 1) Development, production, translation, and transcription into Braille of manuals, programs, posters, brochures, and other printed materials for training of poll workers or polling place inspectors;
- 2) Development, production, translation of video/DVD training materials;
- 3) Equipment necessary to use videos/DVDs in training of poll workers or polling place inspectors;
- 4) Stipends to compensate a trainer to train county poll worker trainers on issues specific to accessibility;
- 5) Poll worker training that is specific to accessibility and in addition to pre-existing training, or a modification/improvement of pre-existing training;
- 6) Disability or accessibility experts to make presentations at poll worker trainings.

d. Educational and Informational Materials

- 1) Development, production, translation, and transcription into Braille or into audio or CD/DVD format, of printed materials to educate or inform voters concerning polling place and voting accessibility;
- 2) Public advertising of information on accessibility of polling places and voting;
- 3) Mailers to disseminate information on services for persons with disabilities;
- 4) Translation of existing materials related to accessibility into required languages;
- 5) Reformatting and re-printing materials into "large-type";
- 6) Readability analysis to simplify informational or instructional materials;

- 7) Development of accessibility materials for county web site, or construction of a county web site for the purpose of providing information to the public on accessibility, if one does not already exist or making a current site accessible.

Items Presumed to not be reimbursable:

The following is a partial list of items presumed to not be reimbursable and not inclusive of all items that are not reimbursable. The list is provided only for the purpose of providing guidance. The Secretary of State shall be the sole determiner of whether or not an expenditure is reimbursable.

- 1) Administrative costs;
- 2) Batteries;
- 3) Blackberries (hand held computers);
- 4) Braille business cards;
- 5) Cable TV;
- 6) Cassette players;
- 7) Cassette tapes (except those used for voter education);
- 8) Catering;
- 9) Computers;
- 10) Other office equipment, including but not limited to fax machines and copiers, unless prior approval has been obtained from the granting agency;
- 11) Office supplies, including but not limited to paper, pens and post-it notes;
- 12) Concrete paving for parking lots and spaces;
- 13) Concrete ramps;
- 14) DREs /other voting equipment (can be purchased with other HAVA funds);
- 15) Emergency exit signs;
- 16) Facility rental;
- 17) Permanent modifications or improvements to private or non-governmental structures, including, but not limited to private residences and places of worship;
- 18) Food;
- 19) Gas (except travel reimbursements for purposes listed in footnote)¹;
- 20) Gift bags, pins, buttons, shirts or other promotional items for poll workers, voters or County staff;
- 21) Invitations;
- 22) Laptops or tablet computers;
- 23) Light bulbs;
- 24) Modifications to mobile voter education vehicle, unless that vehicle is used as a polling place;
- 25) Parking fees (except travel reimbursements for purposes listed in footnote)¹;
- 26) Parking lot improvements;
- 27) Photographers;

¹Travel reimbursements for election officials performing accessibility assessments, for consultants advising election officials on accessibility issues, poll worker training, or voter education, for trainers conducting poll workers training or voter education or outreach activities:

- 28) Scanners;
- 29) Staff salaries of County employees not conducting one of the activities allowable in this Agreement;
- 30) Trailers;
- 31) Transportation to polling sites;
- 32) Vehicles – purchase, rental, or operating expenses (except rental vehicles used for purposes listed in footnote1.)

If you have any questions about this polling place accessibility training contract, please feel free to contact me at (916) 653-0296, or via email at chris.reynolds@sos.ca.gov, or Kaye Kaufman at (916) 657-2376, or via email at kaye.kaufman@sos.ca.gov.

Training Schedule

[Note: Information on the specific locations and exact dates for training sessions will be determined soon. Once the locations and dates have been confirmed, the SOS will notify counties via CC/ROV.]

January 10 – 12 (location TBD)

January 24 – 26 (location TBD)

January 30 – February 2 (Southern California)

Feb 6 – 10 (Southern California)

February 14 – 16 (location TBD)

February 22 – 23 (Sacramento area)

February 28 – March 1 (location TBD)

Time Sensitive: Provide to Secretary of State no later than December 9, 2011.
Template for reporting attendance at polling place accessibility surveyor training, and reporting anticipated expenditure of accessibility training contract funds:

Confirmation of attendance at SOS-sponsored polling place accessibility surveyor training

County: _____

Date: _____

Contact person: _____

Contact information: (phone) _____

(email) _____

Yes, county staff will attend SOS-sponsored polling place accessibility surveyor training

County staff attended training session in 2010, will not be sending staff to training in 2012, but wishes to apply for HAVA 261 funding

Name of staff expected to attend training:

1. _____

2. _____

(Note: In order to be eligible for reimbursement of expenses under this contract, the county either must have had at least one person attend the training in 2010, or have at least one person attend the training in 2012. The county may change staff person(s) expected to attend training without notifying the SOS. Space in each session is limited, and sign-ups will be accepted on a first-come basis. Counties may request training for more than two persons. Once all county reservations for two or fewer people have been confirmed, county requests for additional trainees will be accommodated as space allows.)

Sample County Funding Request:

| | | |
|---|-------------------------|----------------------------|
| County: | | |
| Contact person and contact information: (phone) _____ (email) _____ | | |
| Amount of funding requested: \$ _____ | | |
| Description of anticipated activity | Anticipated expenditure | Target date for completion |
| (e.g., county staff attendance at SOS-sponsored accessibility training – 2 staff) | \$200 | 04/15/2012 |
| (e.g., survey kits and equipment) | \$600 | 04/15/2012 |
| (e.g., modifying supplies for polling places – ramps, cones, signs) | \$2,200 | 12/31/2012 |

(Note: The above is a sample funding request. The county may change the use of funds with notice to SOS. Please use the form below to apply for funds, or create your own form if more space is needed)

Projected expenditures of accessibility training contract funds

| | | |
|---------------------------------------|-------------------------|----------------------------|
| County: | | |
| Contact person: | | |
| Contact information: | | |
| (phone) _____ (email) _____ | | |
| Amount of funding requested: \$ _____ | | |
| Description of anticipated activity | Anticipated expenditure | Target date for completion |
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