



COUNTY OF LOS ANGELES
REGISTRAR-RECORDER/COUNTY CLERK
12400 IMPERIAL HWY. – P.O. BOX 1024, NORWALK, CALIFORNIA 90651-1024

Conny B. McCormack
Registrar-Recorder/County Clerk

September 14, 2004

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**ACCEPT HELP AMERICA VOTE ACT GRANT FUNDS FOR
VOTER OUTREACH AND POLLWORKER RECRUITMENT PROGRAM
AND APPROVE 2004-05 APPROPRIATION ADJUSTMENT
(ALL DISTRICTS) (4 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Accept \$2.5 million in Help America Vote Act (HAVA) grant funds to conduct and improve voter education and pollworker recruitment and training, per the California Secretary of State approved Program Plan (Attachment I), for the November 2, 2004 General Election.
2. Approve the attached appropriation adjustment (Attachment II) of \$2.5 million in federal HAVA funding.
3. Delegate authority to the Registrar-Recorder/County Clerk (RR/CC) or her designee to conduct all negotiations and execute the State of California Standard Agreement with attachments, payment requests, etc, that may be necessary for the completion of the aforementioned project.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

The purpose of the recommended action is to secure the appropriation of \$2.5 million to fund expenditures in voter outreach and voting systems education as well as pollworker recruitment and training in accordance with HAVA requirements. The \$2.5 million estimated cost consists of \$0.3 million in Salaries and Employee Benefits, \$2.0 million in Services and

Supplies, and \$0.2 million in Fixed Assets. All costs will be off-set by federally funded HAVA revenue. There is no net County cost. The budget adjustment is necessary because the HAVA grant funds specific to this program were not established at the time the budget was adopted. Approval of the recommended actions will allow Los Angeles County to receive \$2.5 million in federal funds to provide enhanced voter education and outreach and improved pollworker recruitment and training.

On July 16, 2004, California Secretary of State Kevin Shelley released the Voter Education and/or Pollworker Training Assistance Grant Program Request for Application. By way of this application process, the Secretary of State is allocating HAVA grant funds to counties based on submitted Program Plan and eligibility. Grant funds must be used for voter outreach and pollworker training. Applicants are required to prepare a Voter Education and/or Pollworker Training Assistance Grant Program (Program Plan) that describes the proposed use of grant funds in one or more of the following four categories: 1) Use of voting systems; 2) Improved pollworker training; 3) New HAVA voting requirements; and 4) Permanent absentee voting. Grant funds cannot be used to supplant previously planned activities.

The maximum amount of the grant award is based on the number of eligible voters per county as reported in the most recent Secretary of State's Report of Registration. Using these criteria, Los Angeles County is eligible for \$2.5 million in federal HAVA grant funds. The funds must be expended by the November 2, 2004 General Election.

Implementation of Strategic Plan Goals:

The recommended action supports the County's Strategic Plan as follows:

Goal No. 1: Service Excellence: To reliably and consistently provide the registered voters of Los Angeles County with easy access to critical election services and information.

Goal No. 4: Fiscal Responsibility: Strengthen the County's fiscal capacity. Effectively manage available resources by realigning appropriation and revenues to appropriately fund new HAVA related voting requirements.

FISCAL IMPACT/ FINANCING:

The requested \$2.5 million appropriation adjustment is fully funded by HAVA grant funds in the amount of \$2.5 million. This requested action would not increase net County cost.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The RR/CC submitted the grant application to the Secretary of State on August 10, 2004. The primary focus is on educating the County's 3.7 million registered voters on the use of the new InkaVote optical scan voting system, and HAVA voter requirements and voting options (by mail, early voting via Touchscreen system and election day on new InkaVote system). With heightened news coverage about voting systems and their effectiveness/accuracy, the need for enhanced voter education and outreach is paramount.

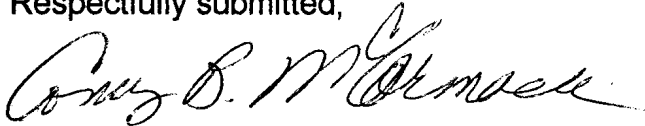
A portion of the grant application focuses on pollworker training and communication by procuring fixed assets and supplies to expand the capacity to conduct more training classes closer to the election with smaller class sizes and enable instantaneous communication with pollworkers by providing cell phones to each precinct.

County Counsel and the Chief Administrative Office have reviewed and approved this Board letter. The Grant Management Statement is attached hereto as Attachment III.

IMPACT ON CURRENT SERVICES (OR PROJECTS):

Approval of the recommended actions will allow the RR/CC to enhance voter education and pollworker's knowledge of new HAVA requirements throughout Los Angeles County prior to the November 2, 2004 General Election.

Respectfully submitted,



CONNIE B. McCORMACK
Registrar-Recorder/County Clerk

CBM:NU:rl

Attachments (3)

c: Chief Administrative Office
County Counsel
Auditor-Controller

**HELP AMERICA VOTE ACT OF 2002
VOTER EDUCATION AND/OR POLLWORKER TRAINING
ASSISTANCE GRANT PROGRAM**

**COUNTY OF LOS ANGELES
REGISTRAR-RECORDER/COUNTY CLERK
PROGRAM PLAN**



COUNTY OF LOS ANGELES

REGISTRAR-RECORDER/COUNTY CLERK

12400 IMPERIAL HWY. - P.O. BOX 1024, NORWALK, CALIFORNIA 90651-1024/(562) 462-2716

CONNIE B. McCORMACK
REGISTRAR-RECORDER/COUNTY CLERK

August 6, 2004

TO: EACH SUPERVISOR

FROM: Conny B. McCormack, Registrar-Recorder/County Clerk *CBC*

HELP AMERICA VOTE ACT (HAVA) GRANT APPLICATION

Several weeks ago the California Secretary of State's office (SOS) announced that counties will be eligible to apply for federally funded HAVA grants aimed at improving the election process in conjunction with the November 2004 General Election. On July 29th the SOS clarified that the focus of these grants is on conducting voter education and pollworker training activities. The SOS determined that the size of the grants will relate to the number of eligible voters. The County is eligible for a maximum grant of \$2.5 million.

The grant application deadline is August 11th. The SOS indicated their office will assess the grant applications within nine days of receipt or by August 20th at the latest and will allow amendments to any defective applications through August 27th. A signed agreement between the SOS and the Board of Supervisors will be required prior to disbursement of any funds.

Through multiple conversations with key staff at the SOS office, we and other County Registrars developed and shared a range of grant expenditure categories that we feel confident the SOS will support. Our office has been coordinating the grant application process with the CAO's office to assure all appropriate steps are taken regarding funding authorization and docketing the grant on the Board agenda.

Attached is a copy of the HAVA grant application as submitted. It reflects a balanced approach between anticipated expenditures for voter education and enhancement of pollworker training and communication. If you have questions, please contact me.

c: CAO

Attachment



COUNTY OF LOS ANGELES
REGISTRAR-RECORDER/COUNTY CLERK

12400 IMPERIAL HWY. – P.O. BOX 1024, NORWALK, CALIFORNIA 90651-1024 / (562) 462-2716

CONNOR B. McCORMACK
REGISTRAR-RECORDER/COUNTY CLERK

August 5, 2004

TO: Secretary of State Kevin Shelley

FROM: Conny B. McCormack, Registrar-Recorder/County Clerk *CMB*

VOTER EDUCATION AND/OR POLLWORKER TRAINING ASSISTANCE GRANT PROGRAM – APPLICATION FOR HAVA FUNDS

This application responds to your proposal to allocate a specified amount of Help America Vote Act (HAVA) federal funds to counties for Voter Education and/or Pollworker Assistance and HAVA compliance. Your office initially established grant criteria via posting on your website on July 16, 2004 with an August 2, 2004 grant application deadline. Subsequently, on July 29, 2004 supplemental information regarding requirements was provided via a memo to counties which also included an extension of the application deadline to August 11, 2004. Conversations with your key staff and the July 29th memo clarified that grants will be provided “for new or expanded projects and initiatives that will enhance your current pollworker training and voter education programs” and will not be provided to supplant or backfill items in our current budgets.

Executive Summary

Los Angeles County’s grant application takes a balanced approach among the eligible categories, combining enhancements to voter education with pollworker and HAVA compliance issues. With regard to voter education and outreach, we propose a significant multi-media paid advertising campaign in advance of the November 2, 2004 General Election. The focus is on educating voters on how to use the new InkaVote optical scan voting system in order to minimize voter error due to unfamiliarity with the new system. For 35 years (1968-2003) voters in Los Angeles County (the County) used the Votomatic punch card system. As a result, in the past only a small percentage of voters faced the challenge of learning how to vote on the system.

Conversely, we anticipate up to one million of the County’s 3.7 million registered voters will cast their first ballot using InkaVote in conjunction with the November 2, 2004 Election. Although InkaVote was initially introduced to the County’s voters during the statewide March 2, 2004 Primary Election, voter turnout for that election was only 38%. Voter turnout for this November’s election is anticipated to be between 70-75%, or almost double that of the Primary

Election in the County. While InkaVote was deliberately designed as an incremental change from the punch card system in order to minimize voter confusion, at the Primary election a number of voters were challenged by the need to clearly mark their choices on the ballot card with ink in the assigned spaces.

Similar to the launch of the “Got Chad?” campaign following the November 2000 election (when the need for voters to double check their ballot cards became apparent), the emphasis in the new InkaVote advertising campaign is “Got Dots?” The goal is to encourage each voter to examine his/her voted ballot after removing it from the InkaVote device to assure ink dots are marked by all selected choices. Our overriding goal is to assure that voters are successful in clearly marking their choices in order to retain a high level of confidence that the final election results reflect our voters’ intentions.

Almost 75% of the state’s voters will confront new voting systems since the last General election in November 2002. The Counties surrounding Los Angeles are all using different voting systems now. With the heightened news coverage about voting systems and their effectiveness/accuracy, the need for a focused advertising campaign is paramount. Clarity is crucial and especially in Los Angeles County where voters have a choice of three options to cast a ballot: 1) “early voting” is offered in advance of election day via electronic touchscreen voting at 17 locations countywide, 2) InkaVote is the optical scan system available at 5,000 voting precincts on election day, or 3) voters may vote via the absentee/mail InkaVote system.

In recognition of the importance of pollworker training and communication, a significant portion of this grant application is focused on enabling instantaneous communication with pollworkers by providing cell phones to each precinct. Having this tool will greatly assist pollworkers in resolving voter registration and HAVA compliance issues. Additionally, given the chilling Homeland Security revelations uncovering specific terrorists threats anticipated in conjunction with the November election, providing cell phones with text messaging will allow simultaneous and instantaneous communication with all 5,000 voting precincts in the event of an emergency (whether terrorist, fire, earthquake, etc.) Additionally, by providing roving troubleshooters with electronic poll books they will have additional capacity to assist pollworkers and voters to locate their correct voting precinct and learn their voter registration status on the spot. The grant application also contains fixed assets and supplies to expand the capacity to conduct more pollworker training classes closer to the election with smaller class sizes to improve retention of information. As absentee voting is anticipated to reach record-breaking statistics, purchasing additional absentee ballot scanners will streamline processing.

The specifics cost figures associated with the requested categories are provided in the attached spreadsheet within expected ranges of expenditures, similar to the Secretary of State’s submittal using ranges in the financial component of California’s HAVA State Plan. Providing minimum and maximum ranges per each category assures flexibility among the categories. In no event will expenditures exceed the \$2.5 million maximum grant allowed for a County the size of Los Angeles.

Program Plan

A. Use of Voting Systems – Educating voters on county-specific voting technologies.

1. Who are you targeting for voter education?

We will target the County's existing 3.7 million registered voters as well as new voters who register to vote between now and the deadline for registration (October 18, 2004).

2. Why are you targeting these voters?

Existing voters: 1.8 million voters cast ballots in the March 2004 Primary Election. Recent Presidential election statistics indicate that 50+% more voters are likely to cast ballots in the November General election than voted in the March Primary Election. This translates into up to one million additional voters who have never voted using InkaVote. InkaVote's deliberate "punch card look and feel" design makes it especially important to draw voters' attention to the fact that they must mark and not punch their ballots.

New voters: The Presidential General Election always elicits the highest voter turnout and involves the largest percentage of first-time voters of any election in the four-year cycle. New voters typically need more coaching and assistance in learning how to use any voting system.

Absentee (mail) voters: Newly designed, graphics-intensive instructions will be included with each mail ballot issued to minimize the number of voters who punch holes in the ballot card rather than mark it with an ink pen.

3. How will you educate voters?

- Paid multi-media advertisements to draw attention to the new voting system and how to use it
- Deployment of additional temporary outreach staff to community events
- Re-designed, more eye-catching sample ballot booklet information
- Pollworkers demonstrating the voting system to voters
- Absentee/vote-by-mail instructions
- Website information

Additionally, we will utilize the extensive community partnership network that we have developed through our Community Voter Outreach Committee (CVOC) to maximize exposure at numerous community events.

4. What media will you use to educate voters?

- Our plan involves an extensive, multi-media approach to saturate, to the extent possible, the vast Los Angeles media marketplace during the month of October. We will place voting system education advertisements in print, cable television and radio markets including materials translated into the six foreign languages we support due to the federal Voting Rights Act.
- Advertisements are also planned for public transportation venues (bus placards) and freeway billboards.
- The sample ballot booklet, which is mailed to every registered voter, will spotlight the “Got Dots?” theme on the cover and interior pages devoted to an explanation of how to use the new InkaVote system.
- Posters, brochures, bookmarks and demonstration InkaVote devices will be distributed to City Halls, elected officials’ local offices, CVOC organizations, libraries, etc.
- CVOC partners will assist in reaching a wide range of voters. We will provide them with printed information brochures and other election materials including InkaVote demonstration devices.
- Pollworker training for the Nov. Election will highlight the need to provide a voting system demonstration to each voter prior to issuing the voter’s ballot.

5. How many voters do you propose to reach?

Our goal is to reach all 3.7 million currently registered voters, plus reach out to register and educate new voters.

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

The focal point will be to inform voters of the County’s new paper-based voting system, InkaVote. A portion of the grant funds will be devoted to publicizing the option for voters to vote prior to election day using electronic touchscreen voting or to vote by mail using an absentee ballot. Touchscreen voting occurs during the early voting period at 17 designated sites countywide and is completely self-selected by voters.

7. Please describe or provide samples of proposed voter education materials.

Enclosed are “Got Dots?” poster and materials, sample ballot pages, etc. Other materials are in development.

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

Our overriding goal of Section A of grant funds is to assure that voters are successful in clearly marking their choices in order to retain a high level of confidence that the final election results reflect the voters' intentions. The bulk of advertising expenditures will occur in October 2004. Fixed assets, including several vehicles, and election supplies (brochures, banners, etc.) are detailed on the attached spreadsheet including 3,000 additional disability access voting booths to replace deteriorated and out of compliance (measurements) disabled voting booths. A team of temporary employees responsible for voter outreach and InkaVote system education will be hired to spread the message. Cost estimates are provided in the form of ranges among categories.

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

A short voter survey will be conducted on election day with a random sample of voters. Additional Precinct Coordinators/Troubleshooters will be hired to assist in conducting this survey as well as monitoring HAVA compliance and pollworker performance (as described in B and C below). Voters will be asked if they remember hearing or seeing advertisements regarding how to use the new InkaVote system. Where necessary they will be prompted by being shown samples of billboard, bus placard, and print advertisements to determine whether a recognition factor exists on election day.

B. Improved pollworker training – Improving county training of pollworkers.

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

Pollworker recruitment will consist of a combination of traditional telephone contact and outreach to organizations, colleges, high schools, government employees, corporations, etc. Pollworker recruitment begins by calling Precinct Inspectors and Clerks who worked during recent elections and continues until all designed positions are filled. Due to the ongoing shortage of available pollworkers that has reached crisis proportions, we formed a Specialty Recruiting Unit to augment the core 50% of pollworkers who repeatedly volunteer to serve from election to election. Specialty recruitment focuses on encouraging a wider range of volunteers including government workers (County and City employees), multi-lingual, student (both high school and college) and corporate participation. Additionally, CVOC partners continue to assist with recruitment and placement of bilingual and multilingual pollworkers. Temporary staff, including persons fluent in the six federal Voting Rights Act (VRA) languages, will be hired to focus their recruitment efforts on signing up bilingual and multilingual pollworkers to meet VRA targeting requirements.

Pollworker recruitment advertisements may be used to augment other recruiting methods described above.

2. Please describe your plans for training pollworkers for the November 2, 2004 election, including disabled voter and minority voter training.

We routinely schedule approximately 300 pollworker training classes at approximately 90 locations throughout the County in the four weeks leading up to a countywide election. Grant funds will enable us to hire additional training staff and thus increase the number of scheduled training classes, reduce class sizes and conduct classes closer to election day for maximum efficacy. Smaller class sizes increases the likelihood that individual questions can be asked and answered thereby assuring better prepared pollworkers. Also, with grant funds, we will also be able to schedule specialty pollworker training classes for minority language groups and on-site training at corporations committed to allowing their employees to serve and on campus to bring training to the students who have signed up to serve.

With grant funds we will be able to produce a “What’s New?” training video for pollworkers to augment the standard training video. Videos will be distributed to all 5,000 Precinct Inspectors with their election supplies to encourage them to watch it with their precinct pollworker team the weekend before the election as a last-minute refresher. Grant funds will cover production and reproduction costs of this valuable training tool.

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

Written pollworker training materials (“Inspector’s Guide and Checklist” and “What to do if...”) contain detailed instruction on the use of provisional ballots and required postings at polling places.

In addition to diagrams in the written training materials, each pollworker training class will include a demonstration of the preferred polling place set-up for the benefit of “visual learners.” Trainers standard protocol focuses a significant amount of time on the processing of voters who are not on the precinct roster and proper use of provisional voting. A “Count Me In” Provisional Poster is also provided to each precinct for prominent posting in the polling place. A new “Got Dots?” poster will be posted inside each voting booth to remind voters to check to make sure their ballots are properly marked.

Grant funding will allow hiring additional temporary staff before the election to handle the barrage of telephone inquiries from pollworkers immediately prior to the election. This has been an area of weakness in the past that is sorely needed as election day approaches.

- 4. Please provide copies of any training 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.**

We will provide materials from March 2004 election and any new materials available at the time of the grant application submission.

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

The overriding goal is to deploy the best educated pollworkers possible to assist voters. Cost estimates are provided on the attached spreadsheet and include fixed assets (vehicles, laptop computers, cell phones, audio-visual (AV) equipment, etc.) to conduct more training classes simultaneously and the ability to hire and equip more temporary trainers and more Precinct Coordinators/Troubleshooters on election day. Cost estimates are provided in the form of ranges among categories.

- 6. How do you plan to measure pollworker training and recruitment success, how will you evaluate project success and what reporting statistics will you provide?**

Precinct Coordinators/Troubleshooters (PC/T) will be pre-assigned at a more effective, smaller ratio of one to each 12-15 polling locations on election day (previously PC/Ts were responsible for between 20-30 polling places on election day). PC/Ts will be trained to telephone each of their assigned Precinct Inspectors prior to Election Day (providing them with a last-minute contact to assure that our Inspectors have not dropped out without notifying us thereby providing an extra level of assurance that polling places will open on time.)

On election day, PC/Ts will rove their assigned poll locations. At each location, they will check off an Inspector "grade card" that rates each location on compliance with key required actions, including proper handling of provisional voting, posting of materials, display of multilingual materials and HAVA compliance. These surveys will be analyzed in concert with a post-election "Inspector Report Card" program during which all precinct voting rosters will be analyzed/graded according to the number of correctly-processed items. These procedures will enable us to evaluate our success in training, report results and modify future training protocols accordingly.

- 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.

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

All voters are targeted. Due to our successful process launched at the March Primary election that uses the precinct voting rosters to identify 1) first time voters who need to show identification under HAVA and 2) pended voters who neglected to check the citizenship and/or over 18 age boxes, we do not anticipate problems with such HAVA voters. These voters are identified on precinct rosters and either show identification (if a first-time registrant) or take an oath (for citizenship/age) prior to voting as HAVA mandates.

2. Why are you targeting these voters?

As stated above, all voters are targeted.

3. How will you educate voters?

- Pollworker training will emphasize the correct handling of exceptions. Hands-on precinct roster training assists pollworkers in recognizing the new HAVA categories of voters as explained above.
- In addition to HAVA posters provided by the SOS, additional posters will be provided for display in all polling places regarding provisional voting and use of the InkaVote system
- The sample ballot booklet will contain a HAVA information page and include information on provisional voting
- We will print and distribute, at multiple locations and through CVOC partners, brochures explaining HAVA provisions
- Our website contains information about HAVA, provisional voting, and voting system options

4. What media will you use to educate voters?

Written materials, including posters, sample ballot booklet, brochures, posters and our website.

5. How many voters do you propose to reach?

The goal is to reach all voters through one media or another.

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

A HAVA poster will be posted in each polling place. Written materials will be provided as explained in # 4 above. Pollworkers will be provided with designated provisional balloting materials and trained to issue to each provisional voter a receipt that includes an 800-number to access information about whether the voter's provisional ballot was counted and if not why not.

Each page in every precinct roster contains codes next to each voter and an explanation of these codes for voters who fall under HAVA provisions with instructions to the pollworkers and to the voters of what is required to process the voter in accordance with the new federal requirements.

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

Samples of a precinct roster page and provisional ballot kit (signs, envelopes, information on free access number to call, etc.) are enclosed.

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

The overriding goal is to educate voters about HAVA and their rights. As mentioned in the introduction, providing cell phones to each voting precinct will greatly enhance the ability for two-way communication between pollworkers and election headquarters to resolve voter registration questions and any HAVA or other legal issues that may arise. Providing PC/Ts with electronic poll books will provide another level of assurance that problem resolution can occur swiftly. To accommodate expected record-high absentee voting, purchasing additional scanners will speed up absentee ballot processing. Cost estimates are provided in the attached spreadsheet in the form of ranges among categories.

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

The same election day survey instrument that PC/Ts will use to measure voters' exposure to the InkaVote system will contain questions designed to determine whether voters who fall under HAVA requirements were handled properly and whether the provisional balloting process was followed correctly by pollworkers.

Applicant Information Sheet

Name of County: Los Angeles
Registrar-Recorder/County Clerk
Address: 12400 East Imperial Highway
Norwalk, CA 90650
Telephone: (562) 462-2716
FAX: (562) 929-4790
Email: dwright@rrcc.co.la.ca.us

Contact Person:

Name: Deborah R. Wright
Title: Executive Liaison Officer
Address: Registrar Recorder/County Clerk
12400 East Imperial Highway
Norwalk, CA 90650
Telephone: (562) 462-2877
FAX: (562) 929-4790
Email: dwright@rrcc.co.la.ca.us

**Application Funding Request
Voter Education and/or Pollworker Training
Assistance Grant Program**

County Name and Address:

Secretary of State Use Only:

Registrar-Recorder/County Clerk
County of Los Angeles
12400 East Imperial Highway
Norwalk, CA 90650
Attn: Deborah R. Wright

Date Received: _____

Date Reviewed: _____

Amount Awarded: \$ _____

Total Amount of Funding Request:

\$2,584,940

Signed: *Craig B. McManis* Date: 8-11-04
(County Elections Official or Authorized Representative)

Acknowledgment of Funding Award

I, Conny B. McCormack, certify that I am authorized to speak for the County and that the Program Plan for which funds are being sought will comply with the Program Plan Requirements as set forth in the Application for Voter Education and/or Pollworker Training Assistance Grant Program.

Signed: _____

Date: _____

County Representative

Certification

I certify that grant funds will only be used for improving county voter education and/or county pollworker training and agree to provide, upon request of grantor, receipts and such other records of expenditures that demonstrate allowed use of funds. I also certify that I will provide the California Secretary of State a well documented and detailed report that outlines and evaluates the failures and successes of my county's Voter Education and/or Pollworker Training Program by December 31, 2004.

Signature (County Elections Official)

Date

Conny B. McCormack_____
Printed Name (County Elections Official)

Los Angeles County_____
Name of County

Voter Education and Pollworker Training Assistance Grant Program

Cost Estimate - By Project

Item	Cost Each	Unit =	# Units	Minimum	%	Maximum	%
A. Use of Voting Systems - Educating voters on InkaVote / Touchscreen							
<i>1. InkaVote Optical Scan Voting System (polling place and absentee voting)</i>							
<u>Advertising Space / Media Ads</u>							
Radio Ads				18,000		\$ 60,000	
Cable Television Ads				105,000		\$ 350,000	
Print (newspaper) ads				45,000		\$ 150,000	
Bus / public transportation ads				27,000		\$ 90,000	
Freeway billboards				45,000		\$ 150,000	
Subtotal				\$ 240,000	15.3%	\$ 800,000	30.9%
<u>Voter Education Outreach Materials</u>							
Posters for polling places	\$ 2.00		5,000	10,000		\$ 10,000	
"How to Use InkaVote" video production				5,000		\$ 5,000	
Video reproduction & distribution	\$ 1.00	videotape	2,500	2,500		\$ 2,500	
Brochures (InkaVote)	\$ 0.10		200,000	20,000		\$ 20,000	
Giveaways for Outreach events				15,000		\$ 15,000	
Subtotal				\$ 52,500	3.3%	\$ 52,500	2.0%
<u>Service Center Support</u>							
Large delivery truck	40,000		1	\$ -		\$ 40,000	
Voter Outreach mobile vans	20,000		2	\$ 40,000		\$ 40,000	
Retrofit voting booths for handicap access	6.00		5,000	\$ 30,000		\$ 40,000	
Heavy-duty hand trucks w/ safety straps	200		2	\$ 400		\$ 400	
Subtotal				\$ 70,400	4.5%	\$ 120,400	4.7%

Voter Education and Pollworker Training Assistance Grant Program

Cost Estimate - By Project

Item	Cost Each	Unit =	# Units	Minimum	%	Maximum	%
Staffing Costs -							
Temporary Outreach Personnel							
Special Deputy (6 to 10 persons)	480	Weekly wage	72	34,560		\$ 57,600	
Election Assistant II (6 to 10 persons)	600	Weekly wage	72	43,200		\$ 72,000	
Outreach Uniforms				3,000		\$ 3,000	
Equipment and Supplies							
Automobiles (transport outreach staff/supplies)	15,000	Automobile	2 to 3	30,000		\$ 45,000	
Laptop Computers	2,500	laptop	4	10,000		\$ 10,000	
Digital Camera, 5.0 megapixel & peripherals				400		\$ 400	
Voter Outreach 800 access number				15,000		\$ 15,000	
Wireless microphones for presentations				15,000		\$ 15,000	
Screen (projector)	375		4	1,500		\$ 1,500	
AudioVisual Carts	325		4	1,300		\$ 1,300	
Portable DVD players	500		10	5,000		\$ 5,000	
Subtotal				\$ 158,960	10.1%	\$ 225,800	8.7%
2. Touchscreen (early voting only)							
Equipment and Supplies							
Banners for Early Voting sites				9,000		9,000	
Signs, easels, flyers & brochures				28,640		28,640	
Subtotal				\$ 37,640	2.4%	\$ 37,640	1.5%
SUBTOTAL Category A: Use of Voting Systems				\$ 559,500	35.6%	\$ 1,236,340	47.8%

Voter Education and Pollworker Training Assistance Grant Program

Cost Estimate - By Project

Item	Cost Each	Unit =	# Units	Minimum	%	Maximum	%
B. Improved pollworker training: Training regarding compliance with HAVA, including posting of information							
<u>Equipment and Supplies</u>							
Automobile (van) (2 to 4)	20,000	van	2 to 4	\$ 40,000		\$ 80,000	
Laptop Computers	2,500	laptop	4	\$ 10,000		\$ 10,000	
Wireless microphones	1,500		4	\$ 6,000		\$ 6,000	
Speakers	300		4	\$ 1,200		\$ 1,200	
DVD VCR's	1,500		4	\$ 6,000		\$ 6,000	
Screen (projector)	375		4	\$ 1,500		\$ 1,500	
A/V carts	325		4	\$ 1,300		\$ 1,300	
"What's New" P/W training video production				\$ 5,000		\$ 5,000	
Video reproduction & distribution	1	videotape	5,000	\$ 5,000		\$ 5,000	
Advertisements (pollworker recruitment)				\$ 20,000		\$ 50,000	
Posters for polling places	2		5,000	\$ 10,000		\$ 10,000	
Portable DVD players	500		10	\$ 5,000		\$ 5,000	
DVD duplicator	2,000		1	\$ 2,000		\$ 2,000	
Subtotal				\$ 113,000	7.2%	\$ 183,000	7.1%
<u>Staffing Costs - Additional Temp Training Staff</u>							
Election Assistant II (3 to 6 staff persons)	600	Weekly wage	72	\$ 43,200		\$ 86,400	
Additional 50 - 75 Troubleshooters	300	Election Day Pay	50	\$ 15,000		\$ 22,500	
Subtotal				\$ 58,200	3.7%	\$ 108,900	4.2%
SUBTOTAL Category B: Pollworker Training				\$ 171,200	10.9%	\$ 291,900	11.3%

Voter Education and Pollworker Training Assistance Grant Program

Cost Estimate - By Project

Item	Cost Each	Unit =	# Units	Minimum	%	Maximum	%
C. New HAVA voting requirements: voter & pollworker education							
Posters for polling places	2		5,000	\$ 10,000		\$ 10,000	
"New Voter" brochure	1		50,000	\$ 25,000		\$ 25,000	
Equipment							
Electronic poll books			50 to 200	\$ 200,000		\$ 350,000	
Absentee voting equipment (scanners)				\$ 100,000		\$ 150,000	
Cell phones for two-way communication with pollworkers	30		4,800	\$ 144,000		\$ 144,000	
Cell activation/service for election day	70		4,800	\$ 336,000		\$ 336,000	
Staff (to insure HAVA compliance and evaluate success)							
Additional 50 - 75 Troubleshooters	300	Election Day Pay	50 to 75	\$ 15,000		\$ 22,500	
Staff to evaluate Election Day surveys (2 to 4)	600	Weekly wage	2 to 4	\$ 9,600		\$ 19,200	
SUBTOTAL Category C: HAVA requirements				\$839,600.00	53.5%	\$ 1,056,700	40.9%
TOTAL				\$ 1,570,300	100.0%	\$ 2,584,940	100.0% *
* Ranges (minimum and maximum expenditures) are provided to assure flexibility among categories.							
In no event will expenditures exceed \$2.5 million maximum grant.							

REQUEST FOR APPROPRIATION ADJUSTMENT

COUNTY OF LOS ANGELES
REQUEST FOR APPROPRIATION ADJUSTMENT

DEPT'S. 710
No.

DEPARTMENT OF Registrar Recorder/County Clerk

Sept. 2, ~~xx~~ 2004

AUDITOR-CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

Fiscal Year 2004-2005

(4 Votes)

SOURCES:

Registrar Recorder/County Clerk
State Reimbursement - Other
A01-RR-11300-8831
\$ 2,500,000.00

USES:

Registrar Recorder/County Clerk
Salaries & Employee Benefits
A01-RR-11300-1000
\$ 280,000.00

Services and Supplies
A01-RR-11300-2000
\$ 2,015,000.00

Fixed Assets Equipment
A01-RR-11300-6030
\$ 205,000.00

\$ 2,500,000.00

This budget adjustment is necessary to appropriate \$ 2,500,000.00 in Help America Vote Act Grant funds (HAVA) to conduct and improve voter education and pollworker training for the November 2, 2004 General Election.

Kathleen Connors
Kathleen Connors, Chief

Finance & Management Division

CHIEF ADMINISTRATIVE OFFICER'S REPORT

REFERRED TO THE CHIEF ADMINISTRATIVE OFFICER FOR—

ACTION

APPROVED AS REQUESTED ✓

AS REVISED

✓ RECOMMENDATION

SEPTEMBER 2 2004
18

[Signature]
CHIEF ADMINISTRATIVE OFFICER

AUDITOR-CONTROLLER BY

[Signature]
9-1-2004
18

APPROVED (AS REVISED):
BOARD OF SUPERVISORS

19

No. 29

BY

DEPUTY COUNTY CLERK

Los Angeles County Chief Administrative Office
Grant Management Statement

Los Angeles County Chief Administrative Office
Grant Management Statement for Grants \$100,000 or More

Department: Registrar-Recorder/County Clerk

Grant Project Title and Description

Voter Education and/or Pollworker Training Assistance Grant Program
Help America Vote Act (HAVA) of 2002 funds for California counties to conduct and improve voter education and pollworker training for the November 2, 2004 General Election.

Funding Agency

Calif. Secretary of State

Program (Fed. Grant #/State Bill or Code #)

HAVA

Grant Acceptance Deadline

Not yet determined

Total Amount of Grant Funding: \$2,500,000.00

County Match: none

Grant Period: upon acceptance through 11/2/04

Begin Date: 8/31/04

End Date: 11/2/04

Number of Personnel Hired Under This Grant:

Full Time: 0

Part Time: up to 30

Obligations Imposed on the County When the Grant Expires

Will all personnel hired for this program be informed this is a grant-funded program?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Will all personnel hired for this program be placed on temporary ("N") items?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is the County obligated to continue this program after the grant expires?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If the County is not obligated to continue this program after the grant expires, the Department will:		
a.) Absorb the program cost without reducing other services	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
b.) Identify other revenue sources (describe below)		
	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
c.) Eliminate or reduce, as appropriate, positions/program costs funded by the grant.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Impact of additional personnel on existing space: n/a

Other requirements not mentioned above:

Department Head Signature

Date: 8/31/04

Conny B. P. [Signature]