DEPARTMENT: Elections

RECOMMENDED ACTION AND JUSTIFICATION:

Ratify and approve the grant application for $6,500 maximum allotment for counties with populations of eligible voters under 15,000. This grant is under the Help America Vote Act (HAVA) funding for California Counties to conduct and improve voter education and enhance pollworker education and training for the November 2, 2004 General Election.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Board of Supervisors has previously approved the application of grants of funding when available.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Forfeit the opportunity to purchase items and conduct additional voter outreach and pollworker training. Prevent the Elections Department from having funds which will allow us to better meet HAVA requirements in the areas specified under this grant.

<table>
<thead>
<tr>
<th>Financial Impact?</th>
<th>( ) Yes</th>
<th>( ) No</th>
<th>Current FY Cost: $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budgeted In Current FY?</td>
<td>( ) Yes</td>
<td>( ) No</td>
<td>( ) Partially Funded</td>
</tr>
<tr>
<td>Amount in Budget:</td>
<td>$</td>
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<td>Additional Funding Needed:</td>
<td>$</td>
<td></td>
<td></td>
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<td>Source:</td>
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<tr>
<td>Internal Transfer</td>
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<tr>
<td>Unanticipated Revenue</td>
<td>4/5's vote</td>
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<tr>
<td>Transfer Between Funds</td>
<td>4/5's vote</td>
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<td>Contingency</td>
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<td>( ) General ( ) Other</td>
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</table>

List Attachments, number pages consecutively

1 - 9 Help America Vote Act (HAVA) Grant Application

CLERK’S USE ONLY:

Res. No.: ______ Ord. No.: ______
Vote - Ayes: ______ Noes: ______
Absent: ______
Approved: ______
( ) Minute Order Attached ( ) No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date: ______

Attest: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California

By: ______
Deputy

COUNTY ADMINISTRATIVE OFFICER:

Requested Action Recommended
No Opinion
Comments:

CAO: ______
August 10, 2004

As Chairman of the Board of Supervisors, County of Mariposa County, I approve the HAVA (Help America Vote Act) GRANT APPLICATION and approve Marjorie J. Wass as County Clerk to submit such application by the date required (August 11, 2004). This will be ratified at the first scheduled Board Meeting following this approval.

The Secretary of State does not deem this a contract and is not requiring Board Resolution to submit such application. A contract will be entered upon approval of funds and will require as resolution at that time.

Doug Balmain
Acting Chairman of the Board of Supervisors

8-10-04
Date
Applicant Information Sheet

Name of County

Mariposa County

Address: 4982 10th Street, P.O. Box 247, Mariposa, CA 95338

Telephone Number: 209-966-2007  Fax Number: 209-966-6496

E-mail Address: coclerk@mariposacounty.org

Contact Person’s Information

Name: Marjorie J. Wass  Title: County Clerk

Address: 4982 10th Street, P.O. Box 247, Mariposa, CA 95338

Telephone Number: 209-966-2007  Fax Number: 209-966-6496

E-mail Address: mjwass@mariposacounty.org
Application Funding Request
Voter Education and/or Pollworker Training
Assistance Grant Program

County Name and Address:

Marjorie J. Wass
Mariposa County Treasurer/Tax Collector/County Clerk
4982 10th St., P.O. Box 247
Mariposa, CA 95336

Total Amount of Funding Request: $6,500

Secretary of State Use Only:

Date Received: ____________

Date Reviewed: ____________

Amount Awarded: $ ________

Signed: [Signature] Date: August 9, 2004
(County Elections Official or Authorized 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]  [Date]
Marjorie J. Wass
Signature (County Elections Official)

[Printed Name]
Marjorie J. Wass
Printed Name (County Elections Official)

[Name of County]
Mariposa
Name of County
Executive Summary of Projects

Mariposa County is applying for the HAVA grant funds allocated by the Secretary of State’s office to assist counties in improving voter education and pollworker training for the upcoming November 2, 2004 General Election.

Our efforts will be directed at all four categories in the Program Plan described in the following pages as Categories A through D.

We plan to publish flyers in our local newspaper, as well as instructional posters to be placed in and outside each polling place. This methodology will serve to educate our county’s voting population and instruct voters on how to make their vote count. We will enhance our procedures to educate both the voters and pollworkers through posters, flyers demonstrating the various ways they may exercise their right to vote. We plan a program of education through all of the above methods. We also plan on an “Awareness Campaign” for those who will be 18 years old by Election Day, that they may register to vote now and will then be able to vote on Election Day.

We seek to enhance and improve our pollworker training program with each election. The addition of the grant monies will give us the means to improve our current training resources and materials. The equipment we have requested on our Program Plan will aid us in implementing these projects. The Program Plan that follows will detail the supplies and equipment needed to achieve these goals.

A pollworker questionnaire will be distributed before and after the upcoming November General Election to monitor the success of our training program which will include and emphasize the HAVA laws. We will encourage suggestions for improvement of our current training program. We will also monitor all public comment regarding our outreach through newspaper circulation of instructional flyers.
PROGRAM PLAN
Help America Vote Act (HAVA) Grant Application

The Mariposa County plan is to use the HAVA Grant Funds to enhance voter communication as well as pollworker training in Mariposa County. We will focus on all four categories. Some projects may encompass more than one category.

We will monitor the overall success of these efforts through the distribution of pollworker questionnaires before and after the upcoming November General Election. We will encourage suggestions for improvement of our current pollworker training program.

We shall also monitor our voters' responses to our outreach efforts through local newspaper publishing of election informational flyers.

Mariposa County is eligible for a grant up to $6,500. The following requests come to a total of $6,620.43.

CATEGORY A:
Use of Voting Systems - Educating Voters on County Specific Voting Technologies

We will target all voters in Mariposa County through publication of voter informational flyers to be published in Mariposa's only local newspaper of general distribution, the Mariposa Gazette. We will create a series of flyers that will be published on a weekly basis, to inform voters about their options for insuring they are aware and understand their options for voting in the General Election. These flyers will cover Absentee, Provisional, Mail Ballot and Polling Place information.

Mail Ballot Precinct voters and Absentee voters will receive an instructional insert in their ballot envelope. The 'insert' will instruct them in how to complete the Identification Envelope to insure their vote is not rejected.

Posters will be displayed at each polling place, and at the elections office, that will explain Provisional voting in current HAVA compliant language.
New precinct signs will be created for all Polling locations. All signs and posters will be in a prominent place, visible inside each polling place, as well as on display boards located outside each polling place.

Posters will be placed in each polling booth with instructions regarding our optical scan voting equipment. We will prepare flyers and posters on proper voting procedures.

**CATEGORY B:**
**Improved Pollworker Training – Improving county training of pollworkers.**

Mariposa County plans to update its current Ballot Statement to simplify the task of balancing election night reporting of materials and ballots done by pollworkers. The current training program for pollworkers will be rewritten, and training materials will be improved and clarified.

New Pollworker Training manuals will be created with additional resources to make immediately available the information they need to comply with new HAVA requirements such as the ‘free access’ process in provisional voting.

While Mariposa has had no problem with retention of its current Pollworker force, with the new HAVA requirements and additional training requirements we do not wish to lose any of our current force. We hope to encourage these dedicated individuals to return for future elections. We wish to present them with election ‘tote bags’ as well as specially designed election pins in recognition of their service to the election office and to their community.

**CATEGORY C:**
**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.**

Improved pollworker training will include thorough instruction, posters and handouts identifying the process necessary to implement the HAVA law regarding voters who will be required to provide identification and who will
need to vote a provisional ballot at the polls. This will be a prominent point in pollworker instruction and in voter outreach.

The pollworkers will receive an “example” Provisional Ballot envelope. They will be distributed along with a copy of the Election Code 14310, Article 5 regarding voting a provisional ballot as well as a newly designed ‘Provisional Ballot Free Access Card’ instructing the voter as to how he/she may contact the elections office to verify if their ballot was counted, and if not the reason why. A unique access number will be assigned to each Provisional Ballot envelope so that a voter may call with assurance their identity will remain confidential. Again our outreach and education efforts will extend to both the pollworker and the voter by means of using all resources mentioned under section A and B.

Updated and accurate election procedure manuals will be distributed at the pollworker training classes. All HAVA regulations will be thoroughly reviewed for implementing identification checking and provisional ballot requirements, as well as other HAVA requirements.

New display boards will be placed outside each polling place in a prominent location with all HAVA required posters, precinct signs and other election related postings.

Instructional posters will be placed inside each polling booth with information regarding marking one’s ballot as well as use of our optical scan voting equipment.

Public notices placed in our local newspaper will be utilized to educate our local voters.

**CATEGORY D:**
**Permanent Absentee Voting – Educate voters about the ability to vote-by-mail through permanent absentee voting (“PAV”).**

Mariposa County plans to improve the efficiency of the Absentee process. We will place flyers in the local newspaper explaining the absentee ballot process, as well as how to become a permanent absentee voter. We will also have this information printed inside our Sample Ballot Booklets.
We will have posters at the polling places to alert those who are not already aware, that all voters are eligible and may choose to vote an Absentee Ballot. Our target will be those voters who are not currently voting absentee.

By increasing our number of Permanent Absentee Voters we will be able to process a larger number of ballots and have them prepared for counting at the close of polls on Election Night. This may serve to cut down on the number of Absentee Ballots turned in at the polls and required to be processed during the canvass.

All Absentee, as well as Mail Ballot Precinct voters, will receive an instructional insert in their ballot envelope. The ‘insert’ will contain information on how to complete the Identification Envelope to insure their vote is not rejected.
## Cost by Category

<table>
<thead>
<tr>
<th>Category</th>
<th>Item</th>
<th>Description</th>
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<td>A</td>
<td>Display Boards</td>
<td>Voter Education</td>
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<tr>
<td>A &amp; C</td>
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**Total Requested Expenditures** $6,620.43