COUNTY OF LOS ANGELES
REGISTRAR-RECORDER/COUNTY CLERK
12400 Imperial Highway – P.O. Box 1024, Norwalk, California 90651-1024 – www.lavote.net

DEAN C. LOGAN
Registrar-Recorder/County Clerk

January 27, 2009

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:

APPLICATION FOR FEDERAL FUNDS UNDER THE HELP AMERICA VOTE ACT (HAVA) TO IMPLEMENT THE VOTING ACCESS FOR INDIVIDUALS WITH DISABILITIES (VOTE) GRANT (ALL DISTRICTS) (3 VOTES)

IT IS RECOMMENDED THAT YOUR BOARD:

1. Authorize the Registrar-Recorder/County Clerk (RR/CC) to apply for a Voting Access for Individuals with Disabilities (VOTE) Grant in accordance with the requirements of Title II, Subtitle D, Part 2 of Help America Vote Act (HAVA) Section 261.

2. Delegate authority to the RR/CC or his designee to conduct all negotiations and execute any necessary agreements with the Secretary of State in furtherance of and as may be necessary for the receipt and expenditure of VOTE grant funds, in accordance with the terms and conditions of the grant.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

The purpose of the recommended action is to authorize the RR/CC to apply for a VOTE grant through the California Secretary of State (SOS) who is responsible for oversight of the VOTE grant process and distribution of the funds to counties. The VOTE Grant is a competitive process for federal HAVA Section 261 funds to improve accessibility to and participation in the elections process for individuals with the full range of disabilities in accordance with the requirements of HAVA passed in October 2002.

Los Angeles County is eligible to apply for a maximum amount of $250,000.00 in grant funds which must be fully expended by December 31, 2010. The SOS reserves the

right to adjust the amount awarded and therefore, not every county may receive the maximum amount applied for.

USE OF FUNDING

Any funds received pursuant to this program shall be used by the County in accordance with the VOTE Grant Program and are subject to state and federal audit requirements. The provisions of the VOTE Grant Program allow for expenditures in one or more of the following areas:

1. Polling Place Accessibility - Make polling places, including the path of travel, entrances, exits and voting areas of each polling facility, accessible to individuals with the full range of disabilities;
2. Equal Opportunity - Provide the same opportunity for access and participation (including privacy and independence) to individuals with the full range of disabilities as for other voters;
3. Accessibility Training - Train elections officials, poll workers and election volunteers on how best to promote the access and participation of individuals with disabilities; and
4. Access Information - Provide individuals with disabilities with information about the accessibility of polling places.

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 by effectively applying for and managing available grant resources.

Goal No. 6: Community Services: Improve the quality of life for residents of Los Angeles County's unincorporated communities by offering a wide range of Department coordinated services responsive to each community's specific needs.

FISCAL IMPACT/ FINANCING:

Approval of the recommended action will allow Los Angeles County to apply for $250,000.00 in additional federal funds to implement HAVA Section 261. There is no net County cost during the application or acceptance phases of these grant funds.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

The Help America Vote Act (HAVA) of 2002 federally mandates certain voting standards and improvements be implemented. The HAVA VOTE grant will provide funds to Los Angeles County to meet those federal mandates.

IMPACT ON CURRENT SERVICES OR PROJECTS:

Approval of the recommended action will allow the RR/CC to enhance voter services by improving accessibility to and participation in the elections process for individuals with disabilities.

Respectfully submitted,

Dean C Logan

DEAN C. LOGAN
Registrar-Recorder/County Clerk

DCL:KC:bj

Attachments

c: Chief Executive Office
County Counsel

DEBRA BOWEN | SECRETARY OF STATE | STATE OF CALIFORNIA
MANAGEMENT SERVICES | CONTRACT SERVICES
1500 11th Street, Room 460 | Sacramento, CA 95814 | Tel (916) 653-5974 | Fax (916) 653-8324 | www.sos.ca.gov

REQUEST FOR APPLICATION
VOTE GRANT PROGRAM
RFA #08-021

December 9, 2008

You are invited to review and respond to this Request for Application, entitled 08-021 – VOTE Grant Program. In submitting your application, you must comply with the instructions detailed within this Request for Application.

The Voting Access for Individuals with Disabilities (VOTE) Grant Program Request for Application is being issued in accordance with the requirements of Title II, Subtitle D, Part 2 Section 261 of the Help America Vote Act (42 U.S.C. 15461). Please note, this grant was previously entitled Elections Assistance for Individuals with Disabilities (EAID).

Note that all grant agreements entered into with the State of California will include by reference General Terms and Conditions (307) that may be viewed and downloaded at Internet site www.ols.dgs.ca.gov/Standard%20Language/default.htm. If you do not have Internet access, a hard copy can be provided by contacting the person listed below. Additionally, all grant agreement awarded in accordance with this Request for Application will include additional Grant Agreement Additional Provisions specific to these grants, which may be viewed and downloaded to Internet site www.sos.ca.gov/elections/hava/vote-grant-rfa-contract-provisions.pdf.

In the opinion of Secretary of State, this Request for Application is complete and without need of explanation. However, if you have questions, or should you need any clarifying information, the contact person for this RFA is:

Contract Services
Secretary of State
(916) 653-5974
Contract.Services@sos.ca.gov

Please note that no *verbal* information given will be binding upon the State unless such information is issued in writing as an official addendum.

Voting Access for Individuals with Disabilities (VOTE) Grant Program Request for Application

1. Introduction

The California Secretary of State has been awarded grant funds from the United States Department of Health and Human Services, Administration for Children and Families, Administration on Developmental Disabilities, Voting Access for Individuals with Disabilities (VOTE) under Section 261 of the Help America Vote Act (HAVA). These funds provide for improving accessibility to and participation in the elections process for individuals with the full range of disabilities. As California's Chief Elections Officer, the Secretary of State (SOS) will oversee the VOTE grant process to distribute funds to counties.

a. VOTE Grant Program

The California SOS has developed the VOTE Grant Program and is distributing this Request for Application (RFA) to County Elections Officials. The SOS invites County Elections Officials to submit their applications to improve accessibility and participation for individuals with the full range of disabilities. The VOTE Grant Program is a **competitive** process. County Elections Officials can only submit one application for their respective county.

The requirements for the VOTE Grant Program set forth below must be followed. All funding and expenditures are subject to state and federal audit requirements.

b. Use of Grant Funds

Some portion of the grant funds must be used for one or more of the following activities:

1. Polling Place Accessibility - Make polling places, including the path of travel, entrances, exits, and voting areas of each polling facility, accessible to individuals with disabilities.
2. Equal Opportunity - Provide the same opportunity for access and participation (including privacy and independence) to individuals with disabilities as for other voters.
3. Accessibility Training - Train elections officials, poll workers, and election volunteers on how best to promote the access and participation of individuals with disabilities.
4. Access Information - Provide individuals with disabilities with information about the accessibility of polling places.

The applicant is required to prepare an Accessibility Program Plan (Attachment B) that describes the proposed use of grant funds in one or more of the four categories above, timelines for completion and cost associated with each category.

Disability Advocacy Organization Involvement
The applicant is encouraged to work with and get the endorsement and support of one or more Disability Advocacy Organizations in their county. For purposes of this application, the SOS defines a Disability Advocacy Organization as: (1) either a local non-profit, (501(c)3) organization or a local satellite of a statewide or national non-profit (501(c)3) organization and (2) must have experience representing the constituency to be served by the plan or program.

Reimbursable and Non-Reimbursable Items
Funding will be granted for items approved for reimbursement under the terms of the final contract. The contract will include a List of Reimbursable and Unreimbursable Items (Attachment D). Applicants should thoroughly review this list and select and include in their plans only those items approved for reimbursement.

c. Maximum Amount of Application

County Elections Officials can apply for a maximum amount of $250,000. The SOS reserves the right to adjust the amount awarded and therefore, not every county may receive the maximum amount they apply for.

2. Application Submission Requirements and Information

a. KEY DATES

Event	Date
Release of RFA	December 9, 2008
Submission Due Date for Applications	January 30, 2009, 4 p.m.
Anticipated Notice of Award Date	April 1, 2009
Anticipated Grant Start Date	June 1, 2009
Anticipated Grant End Date	December 31, 2010.

b. Submission of Application

The application, including all required documents must be received by 4:00 p.m., January 30, 2009, addressed to:

PROJECT:	**RFA #08-021 – VOTE Grant Program**
NAME:	**SECRETARY OF STATE**
ATTN:	**CONTRACT SERVICES**
ADDRESS:	**1500 11th STREET, ROOM 460**
	SACRAMENTO, CA 95814

Applications may not be sent via fax or email. Each applicant (County Elections Official) may submit only one application.

c. Requirements – VOTE Grant Program Application

The applicant must complete the following attached documents. The documents are required to be submitted together by the application deadline identified above. In the event an application lacks the required documents or the documents are incomplete the application will be rejected:

Attachment A — Applicant Information Sheet: Applicant contact information.

Attachment B — Accessibility Program Plan: The applicant shall include a detailed and descriptive Accessibility Program Plan. Describe the proposed use(s) of grant funds in one or more of the four categories, timeline(s) for completion, persons responsible for implementation of each activity or phase(s) of an activity, and cost(s) associated with each category. The Accessibility Program Plan must be in Arial 12 point type and may not exceed five pages.

Attachment C — Certification signed by the County Elections Official: Applicant must certify that grant funds will only be used for improving accessibility and participation by individuals with the full range of disabilities and agree to provide, upon request of grantor, receipts and such other records of expenditures that demonstrate allowed use of funds.

d. Review of Applications

The California SOS VOTE Grant Application Review Committee, which will be comprised entirely of members of the SOS staff, will review and evaluate the applications to determine which contracts will be awarded. A Notice of Intent to Award and contracts will be distributed to County Elections Officials shortly after the Anticipated Award Date of April 1, 2009.

e. Reporting of Grant Funds Received

All County Elections Official's that execute contracts are required to submit invoices to the SOS for reimbursement of funds expended in the course of this program. All expenditures must be specified and well documented.

f. Application Checklist

Make sure your response includes the following completed forms:

- ❑ Attachment A - Applicant Information Sheet
- ❑ Attachment B - Accessibility Program Plan
- ❑ Attachment C - Certification

DEBRA BOWEN | SECRETARY OF STATE | STATE OF CALIFORNIA
MANAGEMENT SERVICES | CONTRACT SERVICES
1500 11th Street, Room 460 | Sacramento, CA 95814 | Tel (916) 653-5974 | Fax (916) 653-8324 | www.sos.ca.gov

ATTACHMENT A
RFA #08-021

VOTE Grant Program
Applicant Information Sheet

Name of County: Los Angeles

Address: 12400 Imperial Highway, Norwalk, California, 90650

Telephone Number: (562) 462-2721 Fax Number: (562) 462-8109

E-mail Address: ebonilla@rrcc.lacounty.gov

Disability Advocacy Organization Information (County is encouraged, but not required, to work with a Disability Advocacy Organization):

Name of Disability Advocacy Organization: _____

Address: _____

Telephone Number: _____ Fax Number: _____

E-mail Address: _____

Contact Person: _____

Fiscal Contact Person's Information:

Name: Ann Smith Title: Admin Services Manager III

Address: 12400 Imperial Highway, Norwalk, California, 90650

Telephone Number: (562) 462-2665 Fax Number: (562) 462-8109

E-mail Address: asmith@rrcc.lacounty.gov

DEBRA BOWEN | SECRETARY OF STATE | STATE OF CALIFORNIA
MANAGEMENT SERVICES | CONTRACT SERVICES
1500 11th Street, Room 460 | Sacramento, CA 95814 | Tel (916) 653-5974 | Fax (916) 653-8324 | www.sos.ca.gov

ATTACHMENT B
RFA #08-021

VOTE Grant Program
Accessibility Program Plan

Applicant is required to complete a detailed and descriptive Accessibility Program Plan. Please be sure your Accessibility Program Plan answers the following questions:

1. What specific activities to improve access to voting or voting information and materials do you intend to make?

2. Why are these activities and improvements necessary? What accessibility problems exist in your county?

3. How did you assess the need for specific activities or improvements in your county?

4. How will these activities and improvements mitigate existing conditions and help people with disabilities have equal access to voting and voting materials?

5. Who do you propose will do the work? Please give the title and job duties of each person responsible for each activity or improvement, including contractors (if applicable).

6. If a contractor will be employed for the purpose of executing a specific activity or improvement, what skills does the person or institution possess that are necessary to execute the proposed activity or improvement?

7. What is the total amount of money requested?

8. What is the cost associated with each category?

9. What is your timeline for completion?

10. What have you done in the last five years to improve polling place accessibility in your county?

11. What percentage of your operating budget have you dedicated to accessibility and why? Please list any limitations or restrictions.

DEBRA BOWEN | SECRETARY OF STATE | STATE OF CALIFORNIA
MANAGEMENT SERVICES | CONTRACT SERVICES
1500 11th Street, Room 460 | Sacramento, CA 95814 | Tel (916) 653-5974 | Fax (916) 653-8324 | www.sos.ca.gov

ATTACHMENT C
RFA #08-021

VOTE Grant Program
Certification

I certify that grant funds will only be used for improving accessibility and participation by people with disabilities and agree to provide to the grantor or the grantor's designee, receipts and such other records of expenditures that demonstrate allowed use of funds.

Dean C Logan — 1-14-09

Signature (County Elections Official or Authorized Signatory) — Date

Dean C. Logan

Printed Name (County Elections Official)

Los Angeles

Name of County