

## Exhibit A

### **SCOPE OF WORK**

The purpose of this Agreement is to provide the County of Humboldt with reimbursement of funds used to provide outreach and education services to voters as part of the Voter's Choice Act (VCA) implementation plan.

#### **1) GENERAL USES**

Any funds received shall be used by the County for reimbursement of expenses related to implementation of the VCA for any Primary and/or general Election(s) incurred after January 1, 2022, and prior to May 31, 2023, for one or more of the following purposes, except as otherwise provided below:

- a. Advertisement, Printing, Translation, and Design of Education and Outreach Materials.
  - i. Development, production, translation, and transcription into Braille, audio, or CD/DVD format, of materials to be printed or posted online to educate or inform voters concerning the VCA;
  - ii. Development of translations into languages mandated by Elections Code Section 14201, and/or section 201 of the Federal Voting Rights Act;
  - iii. Procurement of services to assist voters with language needs at vote centers and through the toll-free hotline;
  - iv. Development of a website to educate voters on the VCA;
  - v. Public advertising of information on the VCA, including advertising on social media, newspapers, television, and radio;
  - vi. Mailers to disseminate information to registered voters on the VCA;
  - vii. Printing of education materials such as flyers and posters;
  - viii. Translation of advertisements, mailers and education materials related to the VCA;
  - ix. Development of accessible advertisements, mailers and education and outreach materials related to the VCA;
  - x. Contracting services for VCA related education and outreach activities when the following requirements are fulfilled:
    1. The service provider shall deliver itemized invoices to the county elections official that outline the cost of each item, and the date when each service was completed.
    2. Services provided by this vendor shall only be related to VCA education and outreach activities.
- b. Educational workshops, Election Administration Plan (EAP) related public hearings or to inform voters of the VCA voting methods, election locations, dates and times.

- i. Stipends to community-based organization staff to educate or inform voters concerning the VCA at an educational workshop.
  - ii. Translators for speakers of a language other than English to participate in the workshop;
  - iii. Translation services to translate EAPs into the Section 203 and Election Code 14201 required languages.
- c. Community input meetings with the Language Accessibility Advisory Committee (LAAC), Voting Accessibility Advisory Committee (VAAC) and other groups.
  - i. Translators for speakers of a language other than English to participate in the meeting.

## **2) EXPENDITURE GUIDELINES**

Claims for reimbursement by the county must be submitted no later than June 30, 2023.

The Secretary of State shall establish the criteria and processes for submitting claims under this Program. Such criteria shall include requirements that all claims:

- a. Include a standard invoice sheet
- b. Include the Agreement Number
- c. Include the total amount of the claim
- d. Contain a sheet that summarizes each expenditure
- e. Include an invoice number
- f. Include invoices and other supporting documentation that itemize activities performed for each reimbursement request
- g. Include English and in-language digital samples or transcription of outreach materials, including but not limited to, radio, newspaper advertisements, social media advertisements, mailers, flyers and posters, workshop/event advertisements.
- h. Include minutes or highlights with the date, time, and location of LAAC and VAAC meetings for each election

## **3) ITEMS NOT REIMBURSEABLE**

The following is a partial list of items that are not reimbursable. This list is 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 an expenditure is reimbursable or not.

- a. Catering, food, or beverages.
- b. General purpose equipment, including but not limited to, office equipment and furnishings, modular furniture, and component parts that are not for the explicit use of facilitating electronic connections as defined and reproduction and printing equipment that is not a component of a voting system, ballot on demand system, or electronic poll book system.

- c. Facility rental unless this is for the siting of vote centers.
- d. General office supplies.
- e. Gas (except travel reimbursements).
- f. Parking fees (unless travel reimbursements).
- g. Gifts, tags, pins, buttons, shirts, or other promotional items for poll workers.
- h. Invitations.
- i. The cost of purchasing any real property.
- j. Light bulbs.
- k. Staff salaries of County employees not conducting one of the activities allowable.

#### **4) CONTRACT BUDGET**

The contract amount shall not exceed a total contract budget of \$25,000, with the budgeted amount allocated for VCA counties holding a Primary Election and/or General Election. State funding can be used for outreach activities as allowed in Section 1) - General Uses above. Any allotted, but unused budgeted amount from a Primary Election will be available for use in the General Election for activities by that county as allowed in Section 1) - General Uses above.

#### **5) REPORT**

The County agrees to provide the Secretary of State with a summary report on its activities under this agreement following each election for which funds are expended that include: a narrative of the education and outreach activities hosted, performed, or commissioned by the County including dates, locations and activities performed. The Secretary of State's office will provide a template for counties to use for this report.

Report Acceptance: The Secretary of State's office shall be the sole judge of the acceptability of the education and outreach report produced by the County as a result of the Agreement. Should the report produced by the County fails to meet the minimum SOS conditions, requirements, applicable standards, specifications, or guidelines, the SOS shall notify the County within 10 business days after receipt of the deliverable by identifying the specific inadequacies and/or failures in the services performed or products produced by the County.

Reports shall be submitted to the Secretary of State within 90 days of both the Primary Election and General Election.

#### **DOCUMENTS AND DELIVERY**

Reports pursuant to Section 5 shall be provided in an accessible format compatible with the Secretary of State standard applications (currently, Microsoft Office and Adobe). One (1) electronic copy is to be submitted to [voterschoice@sos.ca.gov](mailto:voterschoice@sos.ca.gov) and [aalbornoz@sos.ca.gov](mailto:aalbornoz@sos.ca.gov).

**6) PROGRAM REPRESENTATIVE**

The Secretary of State Program Representative for the contract during the term of the Agreement is updated to be:

Erin Leight  
[eleight@soc.ca.gov](mailto:eleight@soc.ca.gov)  
(916) 261--6812