

## SCOPE OF WORK

### A. PURPOSE OF AGREEMENT

The purpose of this Agreement is to provide the County of Sonoma with federal reimbursement funds (HAVA funds), CDFR Number 90.404, administered by the U.S. Election Administration Commission (EAC) to comply with the requirements of HAVA Section 101 for additional costs associated with the national emergency related to coronavirus. The funds are to be spent “to prevent, prepare for, and respond to coronavirus, domestically or internationally, for the 2020 Federal election cycle,” subject to the provisions of this Agreement and requirements of state and federal law, regulation and procedures. The provisions of this Agreement are to be interpreted to further this purpose.

### B. CONTACTS

The program representatives during the term of Agreement will be:

For County: Deva Marie Proto (707) 565-6800

For State: Kathy Chaney (916) 695-1657

### C. USE OF FUNDS

The funds are to be spent to prevent, prepare for, and respond to coronavirus for the 2020 Federal election cycle. In accordance with EAC guidance, the funds can be used for election related costs incurred after March 28, 2020, in conducting election activities in the face of the coronavirus pandemic. Such costs include, but are not limited to, increased vote by mail, expanded early voting, improving the safety of voting in-person, and staff and election worker salaries and benefits.

Allowable costs are for those costs that are in addition to normal election costs and do not supplant funds already allocated under state or local budget authority to cover the costs. Allowable costs do not include costs that are currently paid with state or local election jurisdiction funds, as part of the normal conduct of elections. Allowable costs include:

#### 1. Vote by Mail

Increased costs related to all aspects of voting by mail are allowable to the extent that they represent expenditures incurred as a result of the pandemic. The funds can be used to cover the costs of the increase in vote

by mail ballots needed due to the pandemic that are not already covered by state or local funds. Allowable uses under this section include:

- a. Additional printing costs,
- b. Additional mailing and postage costs,
- c. Additional envelope costs, and
- d. Ballot tracking costs.

## 2. Equipment

Increased costs related to equipment needs for processing increased vote by mail ballots and meeting the in-person voting requirements are allowable. Allowable costs under this section include:

- a. Automated sorters,
- b. Ballot scanners,
- c. Automated openers,
- d. Signature verification systems,
- e. Acquisition of additional voting equipment, including high speed or central count tabulators
- f. Electronic pollbooks,
- g. Ballot on demand systems,
- h. Drop boxes,
- i. ADA equipment and peripherals,
- j. Additional laptops and mobile IT equipment, and
- k. Software licenses.

## 3. Staffing

Staffing costs, including permanent and temporary staffing, are allowable. This includes salaries and benefits associated with the portion of work as a result of the pandemic. Allowable costs under this section include:

- a. Staff time associated with planning, training, and response,
- b. Temporary elections office staffing,
- c. Overtime salary and benefit costs for elections staff and workers, and
- d. Additional staff or election worker time needed for processing, tabulation, signature verification, voter hotlines, etc.

## 4. Security

Additional security costs incurred due to the pandemic are allowable. These costs may be related to physical security and/or cybersecurity. Allowable costs under this section include:

- a. Costs associated with election offices working remotely while planning and conducting the election due to the pandemic are allowable such as securing systems that enable remote access, ensuring Virtual Private Network and other remote access systems are fully patched, enhancing system monitoring to receive early detection and alerts on abnormal activity, implementing multi-factor

- authentication, ensuring all machines have properly configured firewalls as well as anti-malware and intrusion prevention installed,
- b. Installation and security for drop-boxes, and
- c. Security cameras or systems for additional election facilities.

## 5. Training

Increased costs related to specialized training of staff and election workers due to coronavirus are allowable. Allowable costs under this section include:

- a. Training election workers and staff on proper cleaning processes,
- b. Training election workers and staff on proper voting location set up and configuration,
- c. Training election workers and staff on how to determine, set and maintain proper physical distancing,
- d. Training election workers and staff on proper usage and disposal of personal protective equipment, and
- e. Training of poll workers on sanitization procedures for in-person voting and voting equipment.

## 6. Supplies

Increased costs associated with cleaning and disinfection of election offices, polling location areas and associated voting equipment are allowable.

Similarly, costs associated with providing clean and safe election offices and polling locations for voters and election workers is allowable. Examples of allowable costs include:

- a. Cleaning supplies for polling locations,
- b. Protective masks, gloves and face shields for staff and poll workers,
- c. Hand sanitizer and dispensers,
- d. Electronic wipes,
- e. Pre- and post-election deep cleaning of polling places,
- f. Barrier supplies and construction, and
- g. Table covers/protectors.

## 7. Outreach and Communication

Costs related to voter education and outreach are allowable. The outreach and communication information must be on voting procedure changes, rights or technology. Items intended to “get out the vote” or merely encourage voting are not allowable. Allowable costs under this section include:

- a. Public communication of changes in registration, voting locations, ballot return options, or voting procedures, including information on coronavirus precautions being implemented during the voting process,
- b. Development, procurement, and dissemination of communication to voters about changes in registration, voting locations, ballot return options, or voting procedures, including information on coronavirus precautions being implemented during the voting process, and

- c. Public communication encouraging voters to use early voting, where voter crowds may be smaller throughout the day.

8. Facilities

Unanticipated costs for polling locations and election facilities are allowable costs.

- a. Leasing of new polling places when existing sites must be closed,
- b. Leasing of additional election facilities to facilitate physical distancing for election workers,
- c. Additional costs or fees charged by existing sites due to coronavirus,
- d. Costs associated with moving a location from one site to another, and
- e. Additional costs associated with delivery, set up and configuration of polling locations due to coronavirus.

9. Other Costs

The above costs are presumed to be allowable. However, the above costs are not meant to be exhaustive.