



Colusa County Clerk-Recorder/Registrar of Voters

DRAFT Election Administration Plan

Election Code § 4005(a)(10)(I)

Hall of Records
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Approved:

INTRODUCTION

OVERVIEW

Voting laws have changed significantly, and with them, so have voting procedures. The Voters Choice Act (VCA) was introduced with SB 450 and was approved by lawmakers in 2016 allowing test counties to hold elections by all mailed ballot while additionally collaborating with Voter Assistance Centers starting in 2018. This act subsequently allowed all remaining counties to use the VCA model by 2020.

This new way of holding elections has many benefits for voters. First, and foremost, is the ease of access to voting. Voters decide when, where and how they vote, and the timeframe within which voters may vote has been significantly expanded. In the VCA model, voters may use the services of the Voter Assistance Center regardless of where they live starting up to ten days prior to the election. They may also fill their mail ballots out at home and return to any vote center, drop in the USPS mail, or return to any ballot drop box located within the County. In summary, this voting model provides extended voting options with ease of access.

Colusa County's goal is to increase voting participation by providing increased flexibility with multiple options for voters. Voters can vote from home, vote at a vote center for ten days prior to and on Election Day, or return their mail ballot to a drop box for weeks in advance of the election. Additionally weekend voting will be available in the vote center, and voters can vote by mail without requesting a ballot.

A Voting Accessibility Advisory Committee (VAAC) and a Language Accessibility Advisory Committee (LAAC) are required under the VCA. Colusa County did not have either of these committees. As Colusa County has approximately 10,000 registered voters, they qualify for a joint committee. This joint committee was established June 23, 2023, and the first meeting was held on June 28, 2023. As these committees did not previously exist, this is an additional benefit of establishing the Voters Choice Act. The committees provide meaningful inclusion of perspectives, and give feedback to the Elections Division. They also help with outreach in their communities. The Colusa County Clerk-Recorder/Registrar of Voters will also hold community outreach meetings.

The Colusa County Clerk-Recorder/Registrar of Voters must prepare a draft Election Administration Plan (EAP) every 4 years, as needed which provides information to the voters about the VCA. It describes the vote-by-mail (VBM) process, the Voter Assistance Centers and the ballot drop box locations, and technology to be used. It also outlines our voter outreach plan.

Community Outreach Meeting Dates and Times:

Language and Voter Accessibility Advisory Committee –August 1, 2023

Public Hearing – August 1, 2023 Colusa County Board Chambers

VOTE-BY-MAIL

All voters will be mailed a ballot at least 29 days before the election along with a return envelope with pre-paid postage. Voters with disabilities, overseas voters, military personnel and their spouses may use our Remote Accessible Vote-By-Mail System (RAVBM). This lets voters access and mark their ballot in a screen-readable format on a computer. Though designed for use by these groups, RAVBM is now available to any voter who wishes to use it.

VOTER ASSISTANCE CENTER AND BALLOT DROP BOX LOCATIONS

The VCA requires certain considerations when choosing locations for Voter Assistance Centers and ballot drop boxes; among these are areas of historically low vote by mail usage, low-income communities, language minority populations, and accessibility.

We used data from past elections, habits of our voters, census records, and knowledge of the area to pick the best locations for our Voter Assistance Centers and drop boxes. We understand that one location may not be able to meet all of the criteria. However, we will make a good faith effort to include as many considerations within each location choice as possible. This way our voters will have convenient and accessible resources and locations. One of our VAC locations was chosen based on the area having the lowest county voter turn-out based on past voter history.

The number of Voter Assistance Centers is determined using the formula laid out in Election Code §4005. There will be drop boxes that are conveniently located and accessible for our voters. California Code of Regulations 20133 gives the Elections Official the Authority to Determination of Drop-off Locations and Number of Drop Boxes.

1. Drop-off locations shall be determined by the county elections official. In determining locations, the elections official shall, at a minimum, consider concentrations of population, geographic areas, voter convenience, proximity to public transportation, community-based locations, security, and available funding.
2. Staffed drop box locations may include, but are not limited to, city offices, public libraries, county offices, assisted living facilities, local businesses, and offices of community organizations.
3. The number of drop-off locations and drop boxes shall be determined by the county elections official.

Note: Authority cited: Section 12172.5, Government Code; and Sections 10 and 3025, Elections Code. Reference: Section 3025, Elections Code.

Our drop boxes will be placed in publicly accessible locations. Colusa County did not previously have an accessible drop box. During our VAC/LAC committee meeting, we established a possible site for a dual drop drive through and accessible drop box.

Voter Assistance Centers: Voter Assistance Centers will have more services available than Polling Places. The key difference is that any voter can go to any Voter Assistance Center in the county and get the same services no matter which precinct they reside in. A voter will also be able to get a replacement VBM ballot/return envelope, drop off a voted VBM ballot, get language assistance, and mark a ballot using ADA accessible devices, register to vote, or vote a conditional provisional ballot.

The Voter Assistance Center staff will have real-time access to the County's Election Management System utilizing a secured virtual private network allowing them to see and update the status of each voter. Each Voter Assistance Center will have at least three accessible ballot marking machines and will be ADA compliant.

Voter Assistance Center Formula:

The Election Code Section 4005 (a)(4)(b) sets the following ratios based on 10,200 registered voters.

Days Before Election	Number of registered voters per Voter Assistance Center	Number of Voter Assistance Centers
10	50,000	2

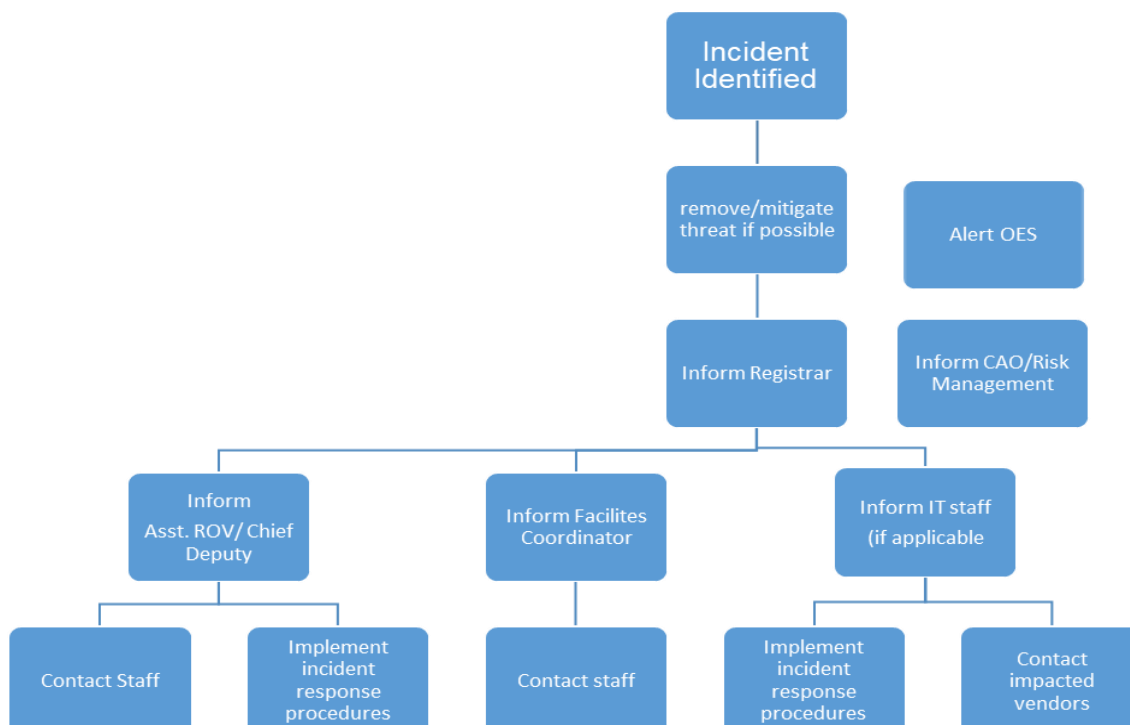
SECURITY

Backup plans will be in place using open communication as well as extra staffing and equipment. Colusa County will ensure security through set protocols including secure storage, tamper- evident seals, and strict chain of custody tracking.

Vote centers will also help ensure security by utilizing background checked staff who are experienced in election processes.

Our elections servers are stand-alone and do not interact with any other server.

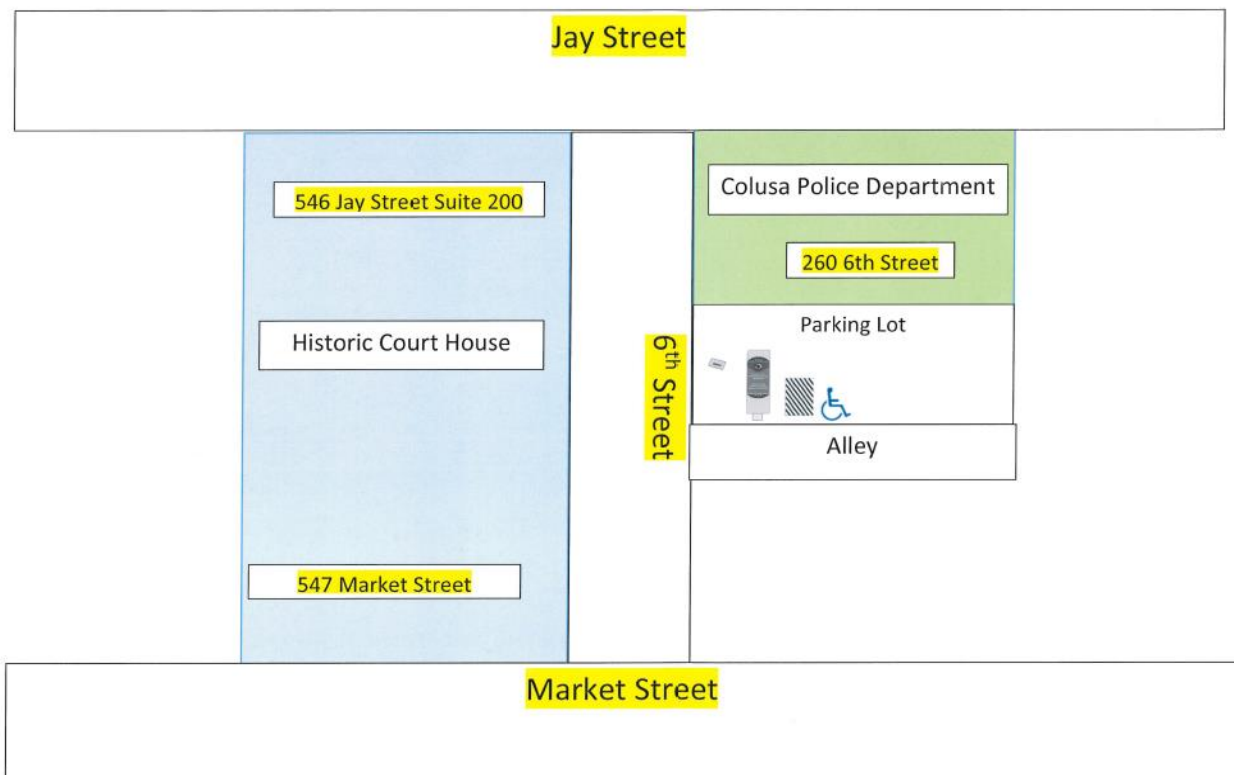
Having fewer vote centers will result in increased security as their will not be as many issues with chain of command of ballots and proper training of procedures that are used infrequently.



BALLOT DROP BOXES

Elections Code 4005 (a)(1)(A) provides that at least two ballot drop off boxes are required for every 15,000 registered voters. These boxes will be located throughout the county during regular business hours starting at least 28 days before the election. Colusa County will have three-drop boxes that will be outside and open to the public 24 hours a day. These boxes will be secure, accessible, and easy to identify. One of the drop box locations will be placed in Colusa. This box will be a dual box with both a drive through option and an accessible option. The other two boxes will be located in Maxwell and Arbuckle respectively. Stonyford, Venado, Spring Valley, Ladoga, Princeton and Wescott have previously been designated as Vote by Mail Precincts as they have less than 250 voters.

Colusa Drop Box Location:



VOTING TECHNOLOGY

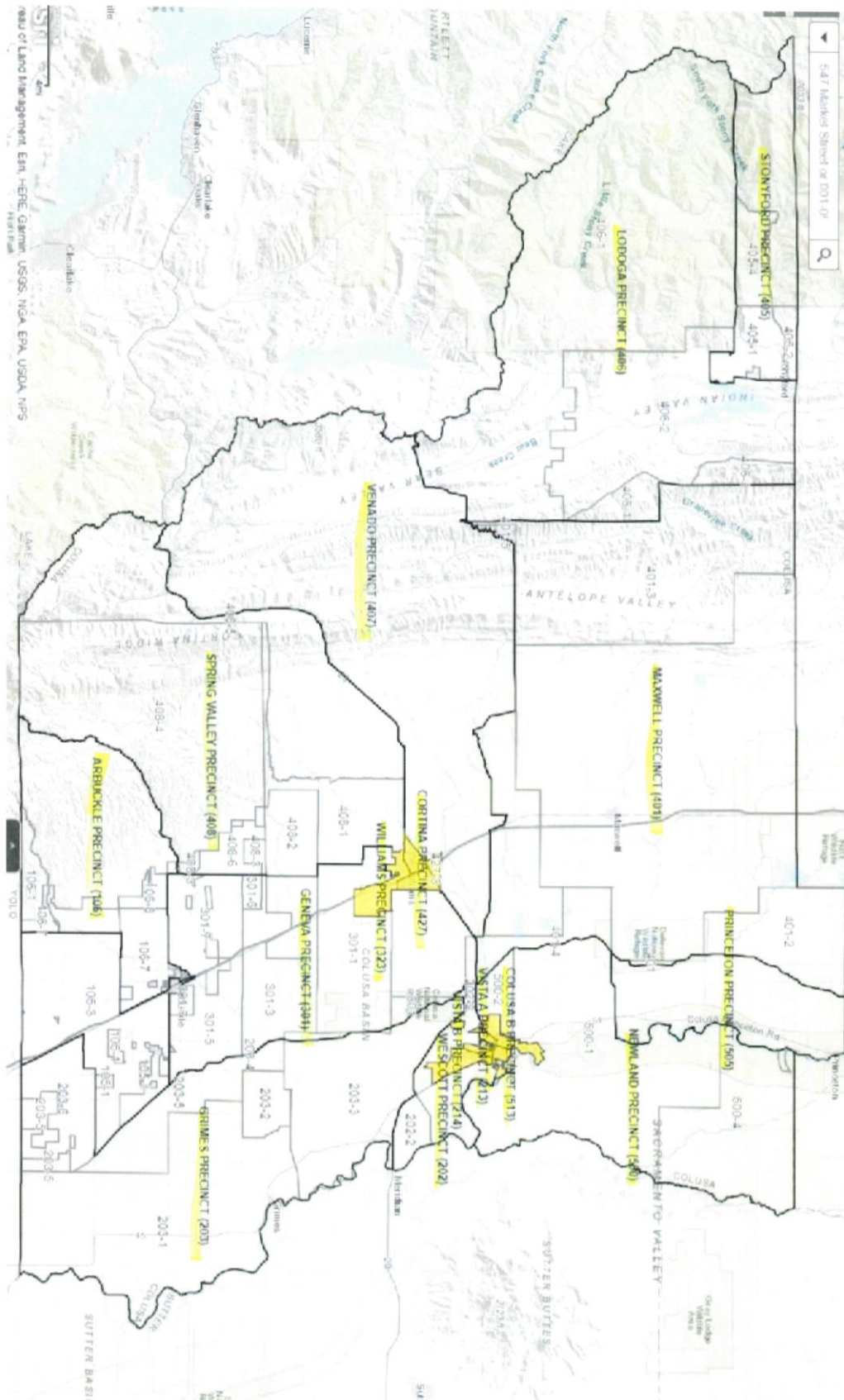
The Colusa County Clerk-Recorder/Registrar of Voters will use the Image Cast Voting System by Dominion Voting Systems, as it has since 2018. Each Voter Assistance Center will have at least three accessible ballot marking machines and will be ADA compliant. There will also be at least one Ballot on Demand (BOD) printer (a.k.a. Mobile Ballot Printer) at each Voter Assistance Center location.

As in past elections, the county will use the Remote Accessible Vote by Mail (RAVBM) system for the UOCAVA (Military and Overseas) voters. The RAVBM 5.10a system will allow any voter who requests to vote an accessible ballot at home to do so. Ballots will be read with the RAVBM system by the voting system's tabulation scanners.

VOTING HISTORY

In the November 8th, 2022 General Election, there were six (6) all mail ballot precincts which are less than 250 registered voters. There were 8 polling locations. Colusa County had 10,147 registered voters at the time with 5,617 registered voters voting for a 55.36% turnout. Of the 5,617 voters, 599 cast their ballot from the all mail precincts, 4,483 voted by mail and 535 came to a polling place. Of the 10,147 registered voters, .05 percent voted at a polling location. Interestingly 5 of the 6 VBM precincts had the highest voter turnout in the County.

Precinct	Registered Voters	Voters Cast	% Turnout
427-Cortina	563	153	27.18%
323-Williams	601	243	40.43%
324-Valley Ranch	810	336	41.48%
512-Colusa A	699	350	50.07%
106-Colusa B	1,164	617	53.01%
213-Vista A	924	491	53.14%
203-Grimes	298	161	54.03%
105-Arbuckle A	986	541	54.87%
505-Princeton (Vote by Mail)	209	128	61.24%
214-Vista B	869	556	63.98%
301-Geneva	306	196	64.05%
500-Newland	764	492	64.40%
401-Maxwell	739	492	66.58%
406-Ladoga (Vote by Mail)	184	125	67.93%
408-Spring Valley (Vote by Mail)	171	120	70.18%
202-Wescott (Vote by Mail)	119	84	70.59%
513-Colusa B	551	390	70.78%
407-Venado (Vote by Mail)	71	51	71.83%
405-Stonyford (Vote by Mail)	119	91	76.47%
ELECTIONWIDE - Total	10,147	5,617	55.36%



FISCAL IMPACT

Other counties in the state used this VCA model in 2018. They found that on a county-by-county basis, there was an increase in one-time costs and an increase in election specific costs in their election administration to start using the VCA model. These one-time costs, were experienced in the March 2020 Primary Election and were reimbursed through Grant Funding.

Colusa County is anticipating a cost savings by going to a VCA model. The one time funding was already utilized to purchase all required voting equipment except for two additional drop boxes and an additional ballot on demand printer. The Elections Department currently has twenty (20) ICX accessible voting machines. The VCA voting model requires six (6) machines and we would have an additional two (2) for backup. This would leave 12 machines that we would be able to disperse. The Department is currently paying subscription services, warranties, licensing costs, and upgrades on operating systems on all of these machines. Reducing the number of machines by 60% would result in a substantial cost savings. Colusa County would also be able to consolidate staffing. One vote center would be in the Elections Office, and one would be located in the Williams Library. There would be an additional three drop box locations; one located in front of the Elections Department and one in Maxwell and one in Arbuckle. The county will set up internet and network services for the EIMS applications to connect with the server at the Library. There will be savings on poll workers, extra election help, and overtime pay, due to the consolidation of Vote Centers.

On February 5, 2019, the County approved contract C19-021 (State #18G30103) for the purchase of a new modern certified voting system with state matching funds on a dollar for dollar basis up to the maximum amount of \$152,500. On October 8, 2019 the County approved Amendment No. 1 (C-19-181) with the Secretary of State. The amendment eliminated the dollar for dollar matching funds and increased the contract from \$152,500 to a maximum amount of \$312,942.50 which included \$7,942.50 funding to either replace or enhance the county Election Management System used by the county to track voter registration due to Colusa County qualifying as a small rural County that is operating fewer than 50 precincts.

Election Code §19402(a)(3) (AB 1824) provided full funding for election equipment instead of the dollar for dollar match reimbursement of funds most other counties were required to contribute.

The following voting system components were already purchased: Ballot on Demand Equipment, Remote Accessible Vote by Mail System, VBM Drop Box, and Voting System Equipment. The county's reimbursement claim was submitted in Fiscal Year 2019/2020.

CONCLUSION

The California VCA can be a significant improvement to the voting process. This process of holding elections provides many benefits and opportunities to the county's voters. The new election model has the potential to increase voter participation, provides expanded voter timelines, makes it easier for voters to vote, with one uniform process for all voters, by allowing all voters to vote at any center for 10 days including weekends, or by mail, or by utilizing multiple drop boxes, and makes it easier for those voting conditionally. In the previous voting model, multiple polling locations were clustered together in areas of dense population, while the more rural areas were excluded from in person voting. This voting model condenses polling places into fewer locations, but alternatively, it allows opportunity for voters to vote for 11 days instead of one, and it allows the previous vote by mail precincts, to vote in person, if they choose, therefore allowing continuity and uniformity of voting processes for all voters.

SECTION 1 – VOTER EDUCATION AND OUTREACH PLAN

GENERAL REQUIREMENTS

1-A Use of the media, including social media, newspapers, , for purposes of informing voters of the availability of a vote-by-mail ballot in an accessible format and the process for requesting such a ballot

§4005(a)(10)(I)(i)(II), §4005(a)(10)(I)(i)(VIII)

Colusa County Clerk-Recorder/Registrar of Voters will provide information about obtaining a VBM ballot in an accessible format and the process for requesting such a ballot using the following outlets and methods:

1. Newspapers including the Pioneer Review, Appeal Democrat and the Sun Herald.
2. Social Media (Facebook/Instagram)
3. Department Website [Elections | Colusa County, CA - Official Website \(countyofcolusa.org\)](https://www.colusa.org/elections)
4. Outreach to various other community organizations, including local Chambers of Commerce.
5. County Departments
6. Public Service Announcements will be distributed to all outlets listed above and any others that may become available

1-B Community Presence to Educate Voters on the Voter's Choice Act

§4005(a)(10)(I)(i)(III)

Colusa County Clerk-Recorder/Registrar of Voters will establish a community presence to provide information directly to the voters and through special interests groups, committees and organizations. The goal is to work with our community partners and provide them with resources so that they can disseminate the information through their networks to reach voters we haven't reached directly. This will effectively increase our influence and allow us to reach more voters. Voters will be able to learn about the Voter Assistance Center model through the following options in addition to those listed in 1-A.

1. Department's VAAC and LAAC
 - a. Information and materials will be developed for VAAC and LAAC members so that they will be able to present them within their communities. These materials will be available in languages as provided for by Election Code §14201.

2. Presentations to various audiences:
 - a. Community meetings
 - b. County Board of Supervisors
 - c. City Councils
 - d. School Boards
 - e. Philanthropic organizations
 - f. Student groups/organizations/classrooms

1-C Use of Resources for Voter Education and Outreach

§4005(a)(10)(I)(i)(VII)

Colusa County Clerk-Recorder/Registrar of Voters will spend/allocate the necessary resources to ensure voters are adequately educated and informed about the Voter Assistance Center model. This education is vital to the success of the model and will keep processes running efficiently and promote a better voter experience.

1-D Direct contacts with voters providing information on the upcoming election and promoting the toll-free voter assistance hotline

§4005(a)(10)(I)(i)(X)

Colusa County Clerk-Recorder/Registrar will ensure all election materials mailed to the voters will contain and promote the toll-free voter assistance hotline 1-877-458-0501 and encourage voters to call should they have any questions or concerns.

The County will send 2 direct contacts to voters with information about the Voters' Choice Act along with contact information. These contacts will be in the form of direct mailings to registered voters.

1-E Postage-paid postcard for requesting materials in an alternate language or an accessible format for VBM

§4005(a)(8)(B)(iii)

Colusa County currently falls under counties designated by Section 203 of the Voting Rights Act and will send all elections communications out in English and Spanish.

EDUCATION AND OUTREACH WITH THE LANGUAGE MINORITY COMMUNITIES

§4005(a)(10)(I)(i)(I)

Colusa County Clerk-Recorder/Registrar of Voters established a joint Language Accessibility Advisory Committee (LAAC) with a Voter Accessibility committee on June 23, 2023 and had our first meeting on June 28, 2023. We will continue outreach for additional members to widen representatives from organizations within language minority communities. This committee will advise and assist the Colusa County Clerk-Recorder/Registrar of Voters with implementation of the Voter Assistance Center model in accordance with federal and state regulations. This implementation will include minority language communications where available.

1-F Inform Voters of the Upcoming Election and Promote the Toll-Free Voter Assistance Hotline with Media Serving Language Minority Communities

§4005(a)(10)(I)(i)(I)

Information promoting the voter toll-free assistance hotline will be provided on all pre-election mailings sent out to voters, including but not limited to address confirmation mailings and voter information packets. There will also be press releases sent to local media outlets, as well as posted on the internet through the departmental website and social media platforms.

1-G Identifying Language Minority Voters

§4005(a)(10)(I)(i)(V)

Colusa County Clerk-Recorder/Registrar of Voters uses information from the census to identify language minority voters. Under the Voter Assistance Center model, all locations will have facsimile ballots in both Spanish and English as required by Election Code §14201.

1-H Voter Education Workshop for Minority Language Voters

§4005(a)(10)(I)(i)(VI), §4005(a)(I)(i)(VI)(ia)

Colusa County Clerk-Recorder/Registrar of Voters will work with our LAAC representatives to determine the best time, place, location and format of a voter education workshop in each of the languages required by Election Code §14201 and Section 203 of the Voting Rights Act, which are Spanish. The locations and times of these workshops will be posted across our social media platforms, our departmental website, and any other communications as determined effective by LAAC.

1-I Public Service Announcement for Minority Language Citizens

§4005(a)(10)(I)(i)(IX)

Colusa County Clerk-Recorder/Registrar of Voters will use Public Service Announcements to inform voters in minority language communities of the upcoming election and the toll-free assistance hotline. The PSAs will be distributed through minority language mediums as available. Colusa County Clerk-Recorder/Registrar of Voters will work with local agencies and groups that are comprised of, or support and provide services for, language minority groups to determine the best and most effective methods to deliver this information to those individuals.

EDUCATION AND OUTREACH WITH DISABILITY COMMUNITIES

Colusa County Clerk-Recorder/Registrar of Voters established a joint Voting Accessibility Advisory Committee (VAAC) with LAAC to advise and assist with accessibility for voters with disabilities. We will continue to reach out to representatives from organizations and groups that serve the disability community to increase representation.

1-J Website has publicly available accessible information

§4005(a)(10)(I)(i)(IV)

Information on the Colusa County Elections website is accessibly formatted and is publicly available. This will include this Election Administration Plan and other information about VCA. The website also has links and information about registering to vote and other resources that are available.

The information on the website will include, but will not be limited to:

1. An explanation that all voters will receive a vote-by-mail ballot and a return envelope with pre-paid postage
2. The availability of Voter Assistance Centers to provide assistance, including voting on accessible ballot marking devices
3. Contact information for agencies that can provide a ride to a Voter Assistance Center for voters with disabilities
4. The method to request and use the Remote Accessible Vote-By-Mail system (RAVBM)

1-K A description of how the county elections official will educate and communicate the provisions of this section to the public, including: the disability community, organizations and individuals that advocate on behalf of, or provide services to, individuals with disabilities. The county elections official shall hold at least one voter education workshop to increase accessibility and participation of eligible voters with disabilities.

§4000(a)(10)(I)(i)(VI), §4005(a)(10)(I)(i)(VI)(ib)

Information regarding Voter Assistance Centers, the voter hotline and voting options (including how to sign up for RAVBM) will be distributed to the disability community through the following mediums:

1. Newspapers
2. Social Media
3. Departmental Website
4. Workshops/presentations – coordinated with members of the disability community and those that represent those voters.
5. Public Service Announcements broadly distributed through county agencies and other outlets
6. Mailers

Colusa County Clerk-Recorder/Registrar of Voters will work with local agencies and groups that support and provide services for persons with disabilities to determine the best and most effective methods to deliver this information to the affected groups.

OUTREACH BUDGET AND ALLOCATIONS

Voter education and outreach will be critical to the implementation of the Voter's Choice Act in Colusa County. Although many of our voters are already familiar with the vote by mail process and have been using it for years, we will make significant increases to our outreach allocations over the previous Presidential Primary in 2020.

SECTION 2 - ELECTION ADMINISTRATION PLAN - VOTER ASSISTANCE CENTER MODEL

GENERAL

2-A Toll-Free Phone Access

§4005(a)(10)(I)(X)

Toll-free telephone support is available during business hours, 8:00am to 5:00pm, Monday through Friday, with the exception of holidays.

Toll-free phone number 1-877-458-0501

BALLOT ACCESS

2-B Access to a Vote by Mail Ballot by Voters with Disabilities

§4005(a)(10)(I)(X)(ii)

The county will deploy two types of equipment to assist voters with disabilities. The first type of accessible equipment is the Image Cast X (ICX) ballot marking device that will be deployed to each Voter Assistance Center. The device is available for voters with disabilities to independently mark a secret ballot using the touchscreen display, the provided audio tactile device or their own assistive technology. The second type of accessible equipment is the internet-based Remote Accessible Vote by Mail (RAVBM) system. The RAVBM system allows voters with disabilities to mark their ballot on an accessible device at home, download, and return the ballot similarly to voting a paper ballot.

Receiving a Vote-by-Mail Ballot by Mail

All registered voters will be mailed a ballot packet each election. The packet will include instructions on how to vote and return the ballot, their voting choices, and an official ballot and return envelope with prepaid postage.

Requesting an Accessible Ballot at a Voter Assistance Center

Any voter who is unable to mark the paper ballot, but is able to travel to the Voter Assistance Center may request to mark their ballot on the Image Cast X ballot marking device. The voter must complete the check-in process to receive a voter activation card that queues up the correct ballot for them to mark.

Requesting a Remote Accessible VBM Ballot

The voter will need to contact the Elections Division to make a request to use this electronic system. Once the request is processed, the voter will receive an email that provides an election specific password from the county and the internet website to access the system.

Requesting a Replacement Ballot

Any voter may request a replacement ballot in one of the following ways:

- Telephone: 530-458-0500 or toll free at 1-877-458-0501
- In person at The Elections Division, 546 Jay Street, Ste 200, Colusa CA 95932
- E-mail: clerkinfo@countyofcolusa.com
- Fax: 530-458-0512
- In person at any Voter Assistance Center within Colusa County

VOTER ASSISTANCE CENTER ESSENTIALS

2-C Security of the Voting Process at Voter Assistance Centers

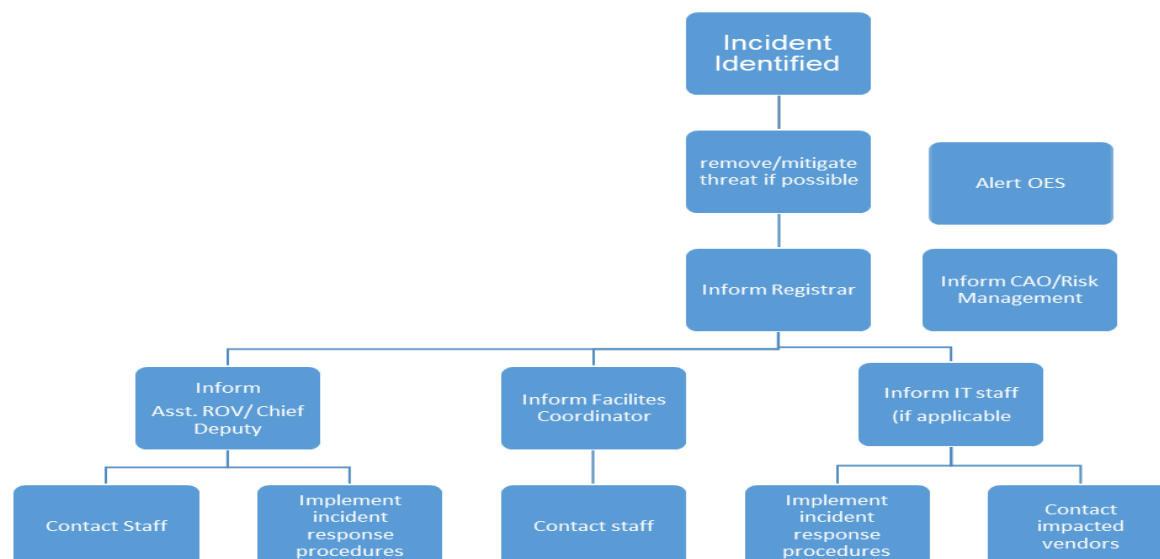
Secure Voter Assistance Center Voting

§4005(a)(10)(I)(X(iv))

All voting conducted at the Voter Assistance Centers follow California State law, Voting System Use Procedures, Secretary of State Security Standards, and the county's Dominion Voting System & Security Procedures. With this in mind, all Voter Assistance Center equipment will be secured with tamper evident seals, locked cabinets and assigned to specific Voter Assistance Center locations. When deployed, two election staff will maintain the chain of custody while the materials are in the field.

Security and Contingency Plans

§4005(a)(10)(I)(iv)(VIII)



Preventing Disruption, Continuing Voter Assistance Center Operations

§4005(a)(10)(I)(iv)(VIII)(ia), §4005(a)(10)(I)(iv)(VIII)(ib)

All Voter Assistance Center staff, field inspectors, and call center staff will be required to attend a mandatory training. The training will cover the following areas: setup of the Voter Assistance Center, processing voters, operation of the voting equipment, end of day closing procedures, daily securing the equipment and what to do in case of an emergency. All staff will be provided written procedures to reference and emergency procedures will be included.

Every election, the county provides a notification letter and list of facilities being used to the planned outage coordinator for PG&E. In the event of a power failure, the power agency is asked to contact the Colusa County Clerk-Recorder/Registrar of Voters or the Assistant County Clerk Registrar of Voters/Chief Deputy Clerk-Recorder immediately to provide information on the outage. During the outage period, all voting system equipment shall be run under battery power until electrical services are restored. The county has purchased uninterruptable power supply (UPS) battery backups to be provided to Voter Assistance Center locations to power equipment until electrical services can be restored.

The Sheriff-Coroner, District Attorney, California Highway Patrol and Police Departments in the cities of Colusa and Williams, will be furnished with a list of all Voter Assistance Center locations. It is requested that should an issue arise, that the agency contact the Colusa County Clerk-Recorder/Registrar of Voters or the Assistant County Clerk Registrar of Voters/Chief Deputy Clerk-Recorder immediately to provide information on the disruption. Voter Assistance Center staff will contact the call center to inform them of any disturbance encountered. The call center will provide direction and dispatch a field inspector to assist as needed. Dependent on the nature of the problem, the need may arise for the Colusa County Clerk-Recorder/Registrar of Voters to have Voter Assistance Center staff redirect voters to an alternate location until the issue is resolved.

In the event of a major emergency, the Colusa County Clerk-Recorder/Registrar of Voters will be in contact with the Secretary of State's Office to make sure that media updates are provided to the public.

If a natural disaster occurs that affects a Voter Assistance Center, it may need to close. The Voter Assistance Center staff will follow end of day closing procedures to secure all equipment in accordance with state law. If the location is no longer able to be used, notifications and signage will be posted to direct voters to an alternate location. If a ballot drop-off location is affected, signage and notifications will be posted to direct voters to an alternate location.

2-D Voter Assistance Centers: Number to be Established, Locations, and Hours of Operation to the Extent Available at the Time of Publication

§4005(a)(10)(I)(vi)

Total Number of Voter Assistance Centers to be established

§4005(a)(10)(I)(vi)(I)

The Colusa County Clerk-Recorder will establish two Voter Assistance Centers as required by the ratios set forth in the Voter's Choice Act based on current registration numbers. A list of the centers and the days of operation can be found in the Appendix.

Location and Hours of Each Voter Assistance Center

§4005(a)(10)(I)(vi)(III), §4005(a)(10)(I)(vi)(VI)

The factors being used in determining Voter Assistance Center locations is listed in Elections Code section 4005(a)(10)(B). We are gathering data from past elections, voting habits of our citizens, and knowledge of the area and public transportation routes to assist us in determining the best locations to use as Voter Assistance Centers. An additional factor in the determination of locations includes identifying fully accessible facilities to accommodate voters with disabilities.

It is our goal to utilize facilities that are well-known to the public.

Upon securing our locations, a list of facilities, with their address and hours of operation, will be provided in Appendix A. This will be updated each election as facilities are confirmed for use.

All locations will be open continuously for a minimum of 8 hours per day and from 7 am to 8 pm on Election Day.

Staffing Voter Assistance Centers

§4005(a)(10)(I)(vi)(IX)

There will be no fewer than two Voter Assistance Center staff at each location. Additional staff will be added where a greater turnout is anticipated.

2-F Services for Voters with Disabilities

§4005(a)(10)(I)(vi)(X)

All Voter Assistance Center staff will be trained to assist voters with disabilities. The voter will go through the check-in process and be given the option to independently mark a secret ballot on either the Image Cast X (ICX) ballot-marking device or a traditional printed ballot. If the voter is unable to independently mark a ballot we do offer an Audio Tactile Interface option that can be utilized by hand if able or by Sip and puff or paddles.

2-G Design and Layout of Voter Assistance Centers

§4005(a)(10)(I)(vi)(XI)

Each facility will be mapped to create a layout for placement of equipment and supplies. The layout will take into consideration the shape of the room, accommodations for persons with disabilities, and the voting booths and accessible ballot marking devices to be placed in a way that does not compromise the voter's right to a secret ballot.

BALLOT DROP BOX ESSENTIALS

Ballot Drop Boxes: Three with exact location to be established, Locations, and Hours of Operation to the Extent Available at the Time of Publication

§4005(a)(10)(I)(vi)

The Total Number Of Drop Boxes To Be Established-3

§4005(a)(10)(I)(vi)(II)

Based on the ratios provided in the Voter's Choice Act, the Colusa County Clerk-Recorder/Registrar of Voters will establish three drop boxes in relation to the number of registered voters in the county.

The Location and Hours of Operation of Each Ballot Drop Box

§4005(a)(10)(I)(vi)(IV), §4005(a)(10)(I)(vi)(VII)

Drop boxes will be placed in well-known locations throughout the county. These boxes will be conveniently located throughout the county during regular business hours starting at least 28 days before the election. These boxes will be secure, accessible, and readily identifiable by the public. When possible, they will be made accessible outside, 24 hours a day. In addition to the drop-off boxes required by the code, we will provide another external 24-hour drop-off box at the Hall of Records in Colusa.

A list of proposed drop box locations, along with address and hours of operation, are provided in Appendix B. This will be updated each election as locations are confirmed for use.

VOTER ASSISTANCE CENTER AND DROP BOX LOCATION MAPS

2-H Location Maps

§4005(a)(10)(I)(vi)(V)

Maps of Voter Assistance Center and drop box locations are provided in Appendix A & B. This will be updated each election as facilities are confirmed for use. The county will also have maps available on the department's website as the Election approaches.

ADDITIONAL CONSIDERATIONS

2-I Estimated Costs and Savings under this Plan

§4005(a)(10)(I)(v), §4005(g)(2)

The implementation will result in ongoing savings due to condensing locations and using less equipment as well as a reduction in labor costs.

2-J Post-Election Activities

Address Significant Disparities in Voter Accessibility and Participation, as Required by Subdivision (g)

§4005(a)(10)(I)(iii)

Following each election, the Colusa County Clerk-Recorder/Registrar of Voters will review comments received from voters and solicit input from community partners on data collected in compliance with Section 4005(g).

Assistance to the Secretary of State with Report to the Legislature

§4005(g)(1)(A)

Provide Election Statistics

The Colusa County Clerk-Recorder/Registrar of Voters will provide data to the Secretary of State, including the information listed in Section 4005(g).

LIST OF APPENDICES

Appendix A - Voter Assistance Center Locations and Hours of Operation

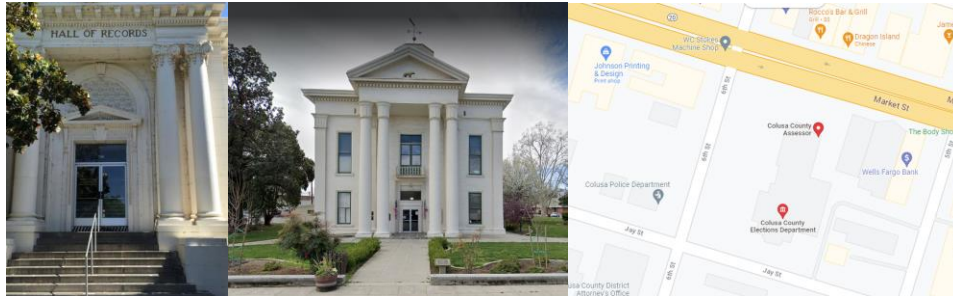
Appendix B - Drop Box Locations and Hours of Operation

Appendix C - Community Partners

Appendix A

Voter Assistance Center Locations and Hours of Operation

Colusa County Historical Records Building 546 Jay St., Ste 200, Colusa CA 95932



Williams Library Building 901 E St., Williams CA 95987



Drop Box Locations and Hours of Operation

Colusa, Arbuckle, Maxwell exact locations TBD 24 hours

List of Community Partners

TBD