

RESOLUTION OF THE PLUMAS COUNTY BOARD OF SUPERVISORS
APPROVING THE AGREEMENT BETWEEN
THE COUNTY OF PLUMAS AND THE CALIFORNIA SECRETARY OF STATE
UNDER THE TERMS OF THE HELP AMERICA VOTE ACT OF 2002

COUNTY OF PLUMAS
HAVA - Section 303 Funds

WHEREAS, the Help America Vote Act of 2002 has been enacted to improve election administration, and provide equal access voting opportunities for all voters; and

WHEREAS, the Secretary of State has been delegated the responsibility for the administration of the Help America Vote Act of 2002, and the purpose of this agreement is to provide the County of Plumas with federal funds, administered by the U.S. Election Assistance Commission, to assist the County in, or reimburse the County for, complying with the requirements of provisions of this Agreement and all requirements of state and federal law, regulations and procedures. Section 303(a) of HAVA requires that each state election official implement a single, uniform, official, centralized, interactive computerized statewide voter registration list, defined, maintained, and administered at the state level, that contains the name and registration information of every legally registered voter in the state.

WHEREAS, the Secretary of State has established procedures to require the County to certify by resolution the approval of its application before submission of said application to the Secretary of State;

NOW, THEREFORE, BE IT RESOLVED that the Plumas County Board of Supervisors

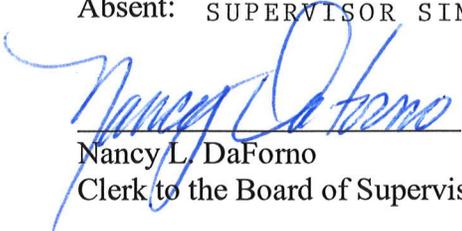
1. Authorizes the County to enter into an Agreement with the California Secretary of State; and
2. Certifies the County understands the assurances and certification in the Application form; and
3. Certifies the County has reviewed and understands the Application and procedures; and
4. Appoints the County Elections Officer to conduct all negotiations, execute and submit all documents including, but not limited to Applications, State of California Standard Agreement, payment requests etc., which may be necessary for the completion of the aforementioned project.

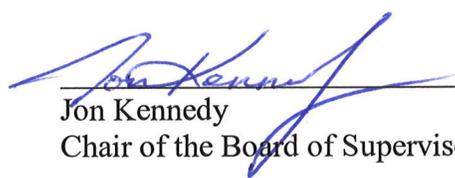
I, the undersigned, hereby certify that the foregoing Resolution Number 2014 - 7949 was duly adopted by the Plumas County Board of Supervisors following a roll call vote:

Ayes: SUPERVISORS THRALL, GOSS, SWOFFORD, KENNEDY

Noes: NONE

Absent: SUPERVISOR SIMPSON


Nancy L. DaForno
Clerk to the Board of Supervisors


Jon Kennedy
Chair of the Board of Supervisors

Date: 3/4/14

**EXHIBIT A
SCOPE OF WORK****A. NAME OF PROJECT**

This project shall be known as VoteCal Statewide Voter Registration System Project ("VoteCal").

B. PURPOSE OF AGREEMENT

The purpose of this Agreement is to provide the County of Plumas ("County") with federal funds ("HAVA funds"), CFDA Number 90.401, administered by the U.S. Election Assistance Commission ("EAC"), to assist the County in, or reimburse the County for, complying with the requirements of Section 303 (a) of the Help America Vote Act of 2002 (P.L. 107-252) ("HAVA"), subject to the provisions of this Agreement and all requirements of state and federal law, regulations and procedures. Section 303(a) of HAVA requires that each state election official implement a single, uniform, official, centralized, interactive computerized statewide voter registration list, defined, maintained, and administered at the state level that contains the name and registration information of every legally registered voter in the state.

The provisions of this Agreement are to be interpreted to further this purpose and County compliance with the mandates of HAVA Section 303(a).

The California Secretary of State's development of statewide voter registration system is known as VoteCal. The total VoteCal solution encompasses the VoteCal system, the remediating Election Management Systems ("EMS") modified to interface with the VoteCal system, and the new and revised voter registration business processes required to support VoteCal and HAVA compliance. Accordingly, VoteCal will impact county and state business processes, county and state voter registration systems, and a diversity of stakeholders, most significantly county elections officials and their staff and the Secretary of State ("SOS") Elections Division and Information Technology ("IT") Division staff.

This Agreement defines the types of County support activities necessary for the implementation of VoteCal and for which HAVA funds will be provided.

The VoteCal project team may establish recommendations or requirements for particular support activity events or sessions, such as: whether County participation is mandatory; the minimum number of staff required to participate; the maximum number of staff eligible to participate; the types of County staff recommended to participate (e.g., elections, IT, etc.); and, in some cases, the specific (individual) County staff to participate. The VoteCal project team will base such recommendations and requirements on factors such as the specific focus of the event, the number of such events planned, County or staff awareness of the project and SOS and county schedule and budget constraints.

County will be reimbursed only for participation in specific SOS-approved support activities.

The VoteCal project team will publish supplemental information prior to a SOS-approved support activity event or session providing additional details about the event to participants. This supplemental information may include, but is not limited to, event-specific information such as: event schedule and agenda (if applicable); type and number of staff requested and/or eligible to participate in the event; participants' responsibilities before, during and after the event; and, the type and extent of expenses that may be reimbursed for participation in the event.

The SOS-approved events will correspond to tasks planned, managed and conducted by members of the integrated VoteCal project team, which is comprised of the following four (4) solution teams: the SOS; the VoteCal system integrator, CGI Technologies and Solutions, Inc. ("CGI"); the DFM Associates ("DFM") EMS Remediation Services contractor; and, the Data Information Management Systems, LLC ("DIMS") EMS Remediation Services contractor. The VoteCal Project Director (or designee) will be the project contact for any questions about the County participation in any of the VoteCal support activities described herein.

EXHIBIT A SCOPE OF WORK

County support activities may include:

1. VoteCal Advisory Group Activities and Meetings. Attendance and participation in specific activities assigned to members of VoteCal advisory group(s) established to support the project's efforts. Members of such advisory groups will provide county or other stakeholder perspective and feedback on specific VoteCal topics, questions and concerns submitted to the advisory group by the VoteCal project team and, in some cases may forward county concerns to the project team for consideration. One such VoteCal advisory group has been established as of the time of this Agreement, the VoteCal Business Process Committee ("BPC"). The BPC is comprised of staff representing counties initially proposed by the SOS in conjunction with the California Association of Clerks and Elections Officials ("CACEO") in order to create a county advisory body membership representative of the diversity of California's county election officials' offices. The invited counties agreed to participate in the BPC with an understanding that the county representative designated by each member county is expected to represent the interests of California counties similar to their own county, not exclusively the needs of their specific county. The primary purpose of the VoteCal BPC is to evaluate project questions and concerns submitted by the VoteCal project team and to provide feedback and recommendations to the project team.

As a condition of participation in any VoteCal advisory group, County's staff will be expected to comply with all SOS and VoteCal Project policies related to confidentiality, privacy, use of the Internet and e-mail, sexual harassment, and political activities.

2. Requirements, Design and Solution Walk-through Sessions. The total VoteCal solution encompasses the VoteCal system, the remediated EMSs modified to interface with the VoteCal system, and the new and revised voter registration business processes required to support VoteCal and HAVA compliance as part of establishing single, statewide voter registration business process. In order to obtain and effectively manage county stakeholder input concerning the VoteCal solution, the project team will conduct walk-through, review and discussion sessions ("walk-through sessions") with designated county stakeholders at key points during the project. During the Planning and Design phases, these walk-through sessions may include, but not limited to: reviewing the VoteCal system requirements and high-level vision for modifying voter registration-related business processes and counties' EMSs to support those requirements; Fit-Gap analyses to assist in identifying the detailed requirements for revising the Data Information Management System (DIMS) and Election Information Management System (EIMS) EMSs to interface with VoteCal; VoteCal-EMS data standardization requirements and design; and, detailed design for remediating DIMS and DFM EMS respectively. One such Walk-through session was the VoteCal Solution Walk-through held on September 9th – 13th 2013, where selected counties received a multi-day presentation of VoteCal Solution and VoteCal plans. Walk-through sessions with county stakeholders may also extend into the Development and later project phases if needed.

These walk-through sessions may extend through the second quarter of calendar year 2015. To the extent feasible, County participants in such sessions will be expected to represent the interests of California counties similar to their own and not solely the needs of their respective counties.

These sessions will be designed to both provide information to and gather questions and feedback from county elections and IT staff participants. Participants may be asked to review project material in preparation for or as a follow-up to these sessions. The duration of each session will depend upon the information to be covered and will generally range from one (1) to five (5) business days. Most sessions will be conducted at the SOS main office in Sacramento; however, some sessions may be conducted elsewhere in the Sacramento area or in regional locations (e.g., at locations in northern, southern, eastern and western California). For a specific walk-through session, the VoteCal project team: will propose which counties shall be requested to participate; may specify the maximum number of staff from each proposed county to attend; and, in some cases, may propose the specific county staff participants.

EXHIBIT A SCOPE OF WORK

If the County is selected to participate in a walkthrough sessions, County's employee representatives attending such sessions will be expected to comply with all SOS and VoteCal Project policies related to confidentiality, privacy, use of the Internet and e-mail, sexual harassment, and political activities.

County participants may be required to travel to participate in up to five (5) consecutive business days per session, which may also require overnight stays depending upon the location of the particular walk-through.

3. VoteCal Solution Training. All counties are expected to participate in VoteCal Solution training. The County is expected to assign elections staff as identified by the VoteCal project team to participate in, but is not limited to, regionally based VoteCal training sessions to learn the usage and operation of the remediated EMS and the revised and new voter registration business processes implemented as part of VoteCal. These regional training sessions will be conducted by EMS remediation services contractor staff and possibly other VoteCal project team members.
4. VoteCal Solution Testing Support. The County may be requested to participate in testing the remediated EMS and the interface between the remediated EMS and the VoteCal system in conjunction with VoteCal project team members and other SOS staff. This testing may also include conducting elements of User Acceptance Testing (UAT) of the VoteCal Solution (formal end-to-end testing) in conjunction with SOS Elections Division staff.
5. Data Conversion and Implementation. County will assign their elections staff (and IT staff as needed) to participate in data conversion, format and accuracy verification, and correction activities prior to upload of County data to the centralized statewide database. VoteCal anticipates that the majority of the work performed in support of this type of VoteCal support activity will take place at the County's office and will include, but not be limited to: reviewing data samples for data format, accuracy and other errors that might occur when County data is converted or migrated into the VoteCal-compliant database structure; correcting such errors when detected; revalidating final versions of County data prior to its upload to VoteCal; and, other support required to support the County's deployment to the remediated EMS and VoteCal.

This type of support may also include County staff attendance and participation in brief, informational and information-gathering workshops, presentations and meetings conducted when needed for purposes of educating project stakeholders about implementing VoteCal, facilitating organizational change, transition planning, and assisting the integrated VoteCal project team to gather as well as disseminate information essential to the successful implementation of VoteCal. The method for and location of this type of VoteCal support activity will vary depending upon the intended audience and purpose of the workshop and meeting (e.g., may be conducted in a county or regional location or within the SOS main office in Sacramento) and may be conducted with "in-person" presenters and attendees or electronically (e.g., via Web-Ex session) or utilizing some mixture of the two.

County may need to modify some in-house voter registration-related procedures to accommodate the single statewide voter registration business process required for VoteCal. While VoteCal will not reimburse County for staff time required to modify existing or develop new procedures, the VoteCal project team may provide County with general guidelines for such modification of procedures where appropriate.

**EXHIBIT A
SCOPE OF WORK**

C. PROJECT CONTACTS

For contract administration purposes, the program representatives during the term of Agreement will be:

For County: Kathleen Williams 520 Main Street Room 102 Quincy, CA 95971	For State: Secretary of State Contract Services 1500 11 th Street Room 460 Sacramento, CA 95814
Phone: (530) 283-6255	Phone: (916) 653-5974

For contract management purposes, the program representatives during the term of Agreement will be:

For County: Kathleen Williams 520 Main Street Room 102 Quincy, CA 95971	For State: Karey Hart, VoteCal Project Contract Manager California Secretary of State 1500 11 th Street Sacramento, CA 95814
Phone: (530) 283-6255	Phone: (916) 653-4630 Fax: (916) 653-5634

For VoteCal Project management purposes, the program representatives during the term of Agreement will be:

For County: Kathleen Williams 520 Main Street Room 102 Quincy, CA 95971	For State: Irene Wei, VoteCal Project Director California Secretary of State 1500 11 th Street Sacramento, CA 95814
Phone: (530) 283-6255	Phone: (916) 651-7288 Fax: (916) 653-5634

D. USE OF FUNDS

Any HAVA funds received pursuant to this program shall be used by County only for County's participation in SOS-approved events associated with the types of support activities described in Exhibit A – Scope of Work. As stated earlier in this Agreement, the VoteCal project will publish supplemental information to participants prior to conducting any SOS-approved event to provide additional event-specific information including information about the type and extent of expenses that may be reimbursed by VoteCal to any county participating in the event. For those expenses that VoteCal designates as reimbursable, the following general guidelines apply:

1. When VoteCal designates that transportation expense is a necessary and appropriate reimbursable expense for transportation to and from an event, rates for transportation expenses may not exceed the rates and conditions established by the California Department of Human Resources ("CalHR") <http://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx> or the normal county reimbursement rate, whichever is lower. Travel shall be inclusive of lodging if County's representatives must stay overnight to participate in a session and depending upon the location of the County and the support activity event or session. Reimbursement for transportation, travel and meal expenses may not exceed the rates and conditions established by the CalHR or the normal County reimbursement rate, whichever is lower. All travel and meal expenses must be substantiated with receipts.

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2. When VoteCal designates that County staff time expense is a necessary and appropriate reimbursable expense for participation in an event, County will be reimbursed the reasonable cost of "fully loaded" staff time (inclusive of payroll taxes and benefit expenses) for the County staff participating in the SOS-approved event. Such reimbursement will be at the employee's normal hourly rate or prorated salary, plus benefit expenses and payroll taxes for the actual hours participating in the event.

No reimbursement will be paid to County for indirect or overhead costs distributed to County for administrative support services that may be associated with this Agreement.