

# **EXHIBIT 6**

# National Voter Registration Act and Senate Bill 35

Training for County Elections Officials

# National Voter Registration Act (NVRA)

- ◉ Signed into law in 1993
- ◉ Established that the right to vote is a fundamental right
- ◉ States that it is the duty of federal, state and local governments to promote voting
- ◉ Requires governmental agencies to offer voter registration
  - Known as “Motor Voter”- voter registration offered at all DMV offices
  - Also reaches people who may not visit DMV
  - Must offer voter registration at any public assistance agency
  - Must offer voter registration at any agency primarily serving people with disabilities

# NVRA Goals

- Make it easy for U.S. citizens to register to vote
- Remedy past discrimination
  - In voting and in voter registration
  - Safeguards against “purging” voter rolls
- Increase voter registration in underserved and disabled communities
- Offices like yours can empower individuals who are left out of our democracy

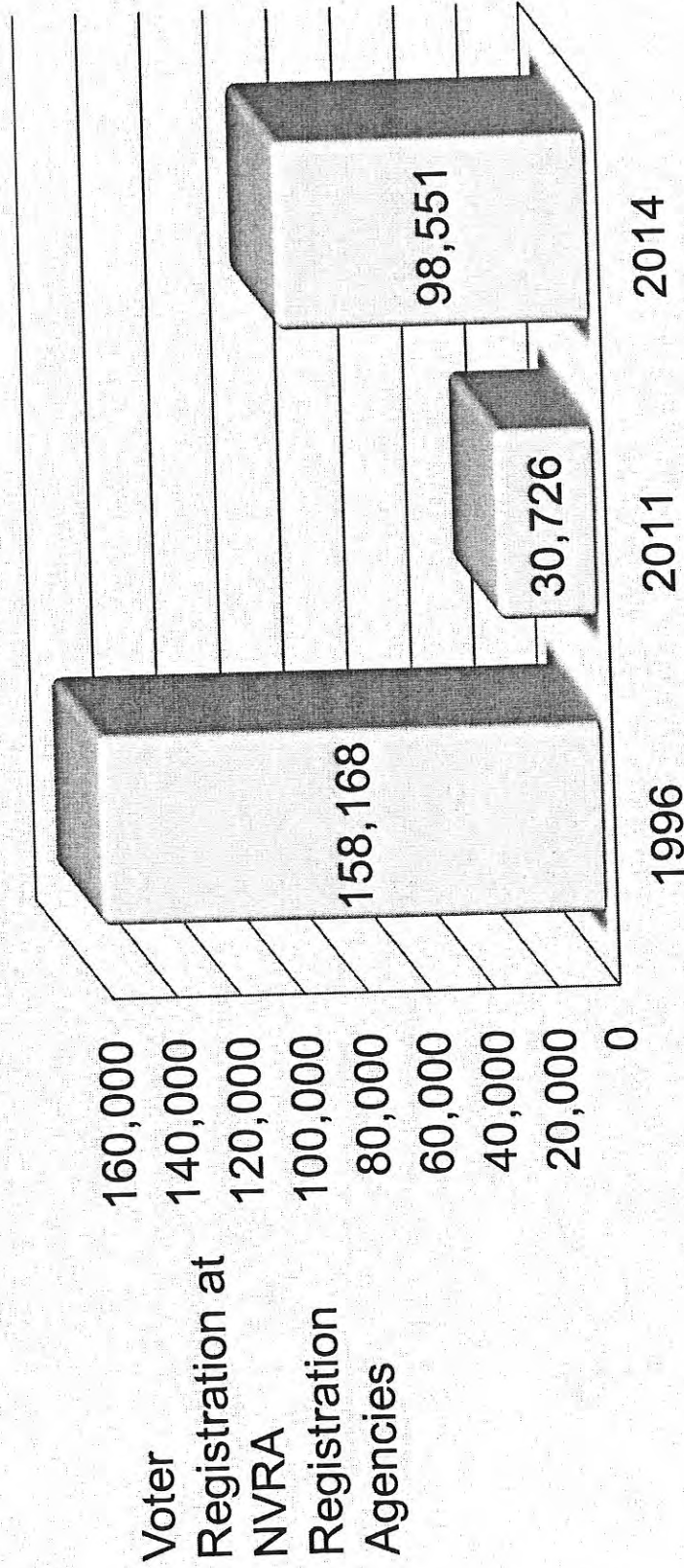
# What's Going on in California (Senate Bill 35)

- California Law (SB 35)
  - Effective January 2013
  - Codifies the NVRA into California law and adds new requirements
  - Election Code sections 2400-2408
  - Creates a 3-part team – places requirements on County Elections Officials, NVRA agencies, and the Secretary of State (SOS) Office.
- Puts into place voter registration accountability
  - You and the NVRA agencies play a big role in this

# Why Voter Registration Matters

- California has 6.8 million unregistered eligible voters
  - In 2014, California ranked 28<sup>th</sup> in the nation for voter registration
- People can't vote unless they are registered
  - In 2014, California ranked 43<sup>rd</sup> in the nation for voter participation
- Californians with disabilities and those who are low-income are more likely to be unregistered

## Voter Registrations at NVRA Agencies



Thanks to the hard work of people like you, SB 35 is proving to help increase voter registration in California. Since 2013, voter registration at non-DMV voter registration agencies has increased dramatically.

Source: Secretary of State

# Who Must Offer Voter Registration?

- Public Assistance Agencies
  - County Health/Human Service Offices (CalFresh, CalWORKS, Medi-Cal)
  - In-Home Supportive Services (IHSS)
  - Woman, Infant, and Children (WIC) Offices
  - Covered California (California's Health Benefit Exchange/HBEX)



# Who Must Offer Voter Registration? (cont'd)

- Disability Service Agencies
  - Dept. of Rehabilitation – Vocational Rehabilitation Services
  - Dept. of Rehabilitation – Independent Living Centers
  - Dept. of Developmental Services – Regional Centers
  - Dept. of Social Services – Office of Deaf Access Contractors
  - State and County Mental Health Providers

# Who Must Offer Voter Registration? (cont'd)

- ◉ DMV Offices
- ◉ Armed Forces Recruitment Offices
- ◉ Board of Equalization District Offices
- ◉ Franchise Tax Board District Offices

# The Core of the NVRA/SB 35

## - SOS

- ◎ SOS Must
  - Coordinate with County Elections Officials, NVRA agencies, and state agencies
  - Monitor and assist with implementation
  - Publish monthly reports with voter registration numbers from NVRA agencies and each of their offices and sites
  - Publish biennial voter registration reports for the U.S. Election Assistance Commission (EAC)
  - Prepare training materials

# Training Resources on SOS Website



**Alex Padilla**  
California Secretary of State

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## Training Information and Resources

The Secretary of State provides National Voter Registration Act (NVRA) resources and training materials for county elections officials, NVRA agency coordinators and NVRA agency staff. Elections officials and NVRA agencies can use these materials to train agencies in their county and their staff that provide public assistance or serve people with disabilities. The NVRA requires annual training of agency staff and training of new staff as they come on board. Follow the links below to find the appropriate training for your staff. The tools and resources included in these links, once reviewed, will satisfy the annual training requirements.

- [Training and Resources for County Elections Officials](#)
- [Training and Resources for NVRA Agency Coordinators](#)
- [Training and Resources for NVRA Agency Staff](#)

Choose the link you wish to view



# Training Resources - County Elections Officials

www.sos.ca.gov/elections/voter-registration/nvra/training/resources-county-elections-officials/

COVR - NVRA Rpt IT Service Desk Elections MockElection Admin Prod MockElectionAdmin

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**Alex Padilla**  
California Secretary of State

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## Resources for County Elections Officials

The Secretary of State provides National Voter Registration Act (NVRA) training materials for county elections officials. This includes information related to SB 35 which codified many best practices in the state. Elections officials use the materials to train other government officials in county offices that provide public assistance or serve people with disabilities.

### Training

- NVRA/SB35 Slideshow: (PDF) | (PDE)
- [NVRA Basics - Quick Reference Sheet](#)
- [Training Frequently Asked Questions](#)

### Resources

- [California's NVRA Manual \(2013\)](#)
- [NVRA Voter Preference Forms](#)
- [Public Service Announcements](#)
- [ACLU Toolkit - How to Comply with the National Voter Registration Act](#)
- [Disability Rights California - Voting Publications](#)

# The Core of the NVRA/SB 35 - County Elections Officials

- County Elections Officials Must
  - Designate an NVRA Coordinator
  - Place known NVRA agencies, and their offices and sites, on the County Roster
  - Track the Voter Registration Cards (VRCs) provided to NVRA agencies, and each of their offices and sites *from outside 3rd party groups*
  - Report to SOS:
    - On monthly basis – the number of voter registrations from NVRA agencies, and each of their offices and sites
    - On biennial basis – voter registration numbers for the EAG
  - Assist NVRA agencies with training, upon request

# County Elections Officials: Tracking

Place known NVRA Agencies on County Roster

- NVRA agencies will contact your office to introduce themselves
- They should identify their NVRA Coordinator
- They should identify each of their offices and sites within the county
- You must place them, and each of their offices and sites, on your County Roster of NVRA agencies
- If you know of NVRA agencies within your county that have not contacted your office, please reach out to them

## County Elections Officials: Tracking (cont'd)

- Finding NVRA “Public Assistance” Agencies in Your County
  - County Social Services Departments (CalFresh, CalWORKS, Medi-Cal)  
<http://www.cdss.ca.gov/foodstamps/pg839.htm>
  - In-Home Supportive Services (IHSS)  
<http://www.cdss.ca.gov/agedblinddisabled/pg1785.htm>
  - Women, Infants, and Children (WIC)  
<http://www.cdph.ca.gov/programs/wicworks/pages/CAMD-WICNetworkDirectory.aspx>



# County Elections Officials: Tracking (cont'd)

- Finding NVRA "Disability Service" Agencies in Your County
  - Department of Rehabilitation – offices offering vocational rehab services  
<http://www.rehab.cahwnet.gov/DOR-Locations/index.asp>
  - Independent Living Centers (ILC)  
<http://www.rehab.cahwnet.gov/ILS/ILC-List.html>
  - Regional Centers (RC)  
<http://www.dds.ca.gov/RC/RCList.cfm>
  - Contractors with the Office of Deaf Access  
<http://www.cdss.ca.gov/cdssweb/entres/pdf/ODA/DeafAccessProgram.pdf>
  - State and county mental health providers and contractors  
<http://www.dhcs.ca.gov/services/mh/Documents/CMHDA.pdf>

# County Elections Officials: Tracking (cont'd)

- ◉ Request and Review Inventory Sheets of Existing VRCs from NVRA Agencies
  - NVRA agencies, and each of their offices and sites, should submit Inventory Sheets to your office
  - The Inventory Sheets will contain the serial numbers of the agencies' (offices and sites) current stock of VRCs
  - Please review the Inventory Sheets to confirm
    - that the serial numbers of the listed VRCs are on record at your office
    - that they correspond to the agency, and each of their offices and sites

## County Elections Officials: Tracking (cont'd)

- Provide VRCs to NVRA Agencies
  - When NVRA agencies, and each of their offices and sites, request VRCs from your office, the serial numbers must be documented by your office
  - The tracking must be done **by agency and by each of their offices and sites**
  - The tracking of serial numbers is a vital step in the disbursement and tracking process
  - This ensures the agency, and each of their offices and sites, are credited for complying with the NVRA when VRCs are returned by their participants

# County Elections Officials: Reporting to SOS

- Must report by the 10<sup>th</sup> of each month: report NVRA agencies' voter registration numbers
  - One-page summary of NVRA category totals
    - PA/DA/AF/Other/Undistinguished
  - A spreadsheet report containing a list of the NVRA agency offices and sites in the county with voter registration totals for each site
    - HHS, HBEX, IHSS, WIC, ILC, RC, FTB, etc.
- Review monthly spreadsheet report to ensure:
  - All NVRA offices and sites are listed
  - All duplicate offices and/or sites are removed
- The monthly SOS spreadsheet reports can be found at [www.sos.ca.gov/elections/voter-registration/nvra/reports](http://www.sos.ca.gov/elections/voter-registration/nvra/reports)

## County Elections Officials: Reporting to SOS (cont'd)

- Biennially: report voter registration numbers for EAC report

The biennial EAC reports can be found at [www.sos.ca.gov/elections/voter-registration/nvra/reports](http://www.sos.ca.gov/elections/voter-registration/nvra/reports)

- If you need assistance with tracking or reporting, contact the SOS office
- Counties are responsible for providing a backup to the NVRA coordinator in order to ensure reports arrive to SOS by the 10<sup>th</sup> of the month

# The Core of the NVRA/SB 35 - NVRA Agencies

- NVRA Agencies Must:
  - Offer voter registration
  - Designate an NVRA Coordinator, at each site:
    - Register agency and all of its offices and sites with the County Elections Official
    - Order VRCs from County Elections Officials, and print Voter Preference Forms from SOS website in all required Voting Rights Act languages
    - Mail completed VRCs to the County Elections Official daily
  - Train staff annually
  - Train new staff

# Training Resources - NVRA Agency Coordinators

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## Training and Resources for NVRA Agency Coordinators

The Secretary of State provides National Voter Registration Act (NVRA) training materials for NVRA agency coordinators. These coordinators are tasked with ensuring compliance of NVRA within their agency's offices/sites. This includes ordering/tracking of voter registration cards, annual training of staff and coordination of NVRA responsibilities with their local county elections official. The below training materials will help coordinators complete annual training and will satisfy the annual requirement provided by the NVRA.

### Training

- [NVRA/SB35 Slideshow: \(PPT\) | \(PDF\)](#)
- [NVRA Agency Video: Open Captioned | Open Captioned-Audio Described](#)
- [NVRA Basics - Quick Reference Sheet](#)
- [Training Frequently Asked Questions](#)

### Resources

- [California's NVRA Manual \(2013\)](#)
- [NVRA Voter Preference Forms](#)
- [Voters with Disabilities](#)
- [Voting Rights for Californians with Criminal Convictions or Detained in Jail or Prison](#)
- [NVRA Voter Registration Agency Guidance Letters](#)
- [Public Service Announcements](#)
- [ACLU Toolkit - How to Comply with the National Voter Registration Act](#)
- [Disability Rights California - Voting Publications](#)
- [Disability Etiquette](#)

# Training Resources - NVRA Agency Staff



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## Training and Resources for NVRA Agency Staff

The Secretary of State provides National Voter Registration Act (NVRA) training materials for NVRA agency staff. These staff are front line staff who assist participants with their agency's application processes. The NVRA requires these staff to be trained annually on the procedures and requirements of the NVRA. The below training materials will help satisfy the annual requirement provided by the NVRA.

### Training

[NVRA/SB35 Slideshow: \(PPT\) | \(PDF\)](#)

[NVRA Agency Video: Open Captioned | Open Captioned-Audio Described](#)

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[Disability Rights California - Voting Publications](#)

[Disability Etiquette](#)



## The Core of the NVRA/SB 35 - NVRA Agencies (cont'd)

- ◉ NVRA Agencies Must Also:
  - Incorporate online NVRA services into benefits enrollment websites
  - If the agency offers web-based enrollment, they must offer an opportunity to register to vote online and provide an online Voter Preference Form.
- Currently done by:
  - C-IV, Cal-Winn, LEADER Online Benefits Enrollment
  - Dept. of Rehabilitation – Vocational Rehabilitation Services
  - Covered California
  - Board of Equalization

# State Agency NVRA/SB 35 Instructions

## - Public Assistance Agencies

- Many state agencies have provided specific NVRA/SB 35 instructions to their programs/staff
  - Dept. of Public Health – Women, Infants, and Children Program (November 2011)
  - Dept. of Social Services – County Welfare Departments (CalFresh, CalWORKS) (February 2013)
  - Dept. of Health Care Services – Medi-Cal (July 2014)
  - Covered California (October 2014)
  - In-Home Supportive Services (June 2015)

# State Agency NVRA/SB 35 Instructions

## - Disability Service Agencies

- ◎ Many state agencies have provided specific NVRA/SB 35 instructions to their programs/staff
  - Dept. of Rehabilitation – Vocational Rehabilitation Services (January 2013)
  - Dept. of Rehabilitation – Independent Living Centers (October 2013)
  - Dept. of Developmental Services – Regional Centers (March 2013)
  - Dept. of Social Services – Deaf Access Program (December 2012)
- ◎ State agency instructions can be found at:  
<http://www.sos.ca.gov/elections/voter-registration/nvra/voter-registration-agencies/nvra-agency-guidance-letters/>

# NVRA Agencies: Tracking

- ◎ Tracking
  - Puts into place voter registration accountability
  - Ordering VRCs – When NVRA agencies request VRCs from County Elections Offices, the serial numbers are tracked by the county
  - The tracking of serial numbers is a vital step in the disbursement and tracking process.
  - This ensures the agency is credited for complying with the NVRA when VRCs are returned by agency participants
  - The tracking must be done by agency and by each of their offices and sites

## NVRA Agencies: Tracking (Step-By-Step Instructions)

- Establish a relationship with their county elections official's NVRA Coordinator
  - This person handles bulk VRC distribution to outside agencies and organizations and will ensure the serial numbers are recorded by the county
  - Confirm the agency's site is listed on the county election official's roster of NVRA agencies
  - Confirm that the county elections official tracks voter registrations from each of the agency's offices and sites

## NVRA Agencies: Tracking (Step-By-Step Instructions) (cont'd)

- Inventory existing supply of VRCs at each of the agency's sites
- Inventory Sheet – Record the serial number ranges on each supply –  
e.g. English VRCs 37 EN 15000-15999; Spanish VRCs 37 SP  
20000-20999; etc.
- More than one site? Create a separate Inventory Sheet listing the  
serial numbers at each site
- Send their Inventory Sheet(s) to the county's NVRA Coordinator
- County Elections Offices can be located on the SOS website at  
<http://www.sos.ca.gov/elections/voting-resources/county-elections-offices/>

## NVRA Agencies: Tracking (Step-By-Step Instructions) (cont'd)

- ◉ Need to order more VRCs?
  - Contact the county elections official's NVRA Coordinator
  - Order new supplies of VRCs from the county elections official's NVRA Coordinator as needed
  - Agencies should always identify themselves as an NVRA agency when placing an order

# NVRA Agencies: Accountability

- ◎ Accountability
  - County elections officials report NVRA agency's voter registration numbers to the SOS once a month
  - Check SOS website for the NVRA monthly spreadsheet report to ensure your agency's sites and registration numbers are correctly listed
  - The SOS NVRA monthly spreadsheet reports can be found at [www.sos.ca.gov/elections/voter-registration/nvra/reports/](http://www.sos.ca.gov/elections/voter-registration/nvra/reports/)