**VOTER’S CHOICE ACT (VCA)**

**Election Administration Plan**

**Voter Contact – General**

Napa County has been primarily vote by mail since 2008 and is currently over 90% vote by mail. Napa County will expand its existing voter education program with a primary focus on outreach to senior citizens, younger voters, minority language groups, voters with disabilities, geographically isolated locations and other underserved communities to explain Voter Choice Act conversion to vote by mail, new ballot delivery options and Conditional Voter Registration (CVR).

1. Media Outreach
	1. Napa Local TV Station
	2. KVON/KVYN
	3. Napa Register/St Helena Star/Calistoga Tribune/American Canyon Eagle/Yountville Sun/Napa Valley Market Place
	4. County Facebook/Twitter/
		1. Lake Berryessa News page
		2. Napa Patch
		3. Next Door
	5. PSA’s
	6. ROV social media sites
2. Community Presence
	1. Community Events
		1. Earth Day
			1. April 22 (annual event)
			2. Oxbow Commons – McKinstry St, Napa
		2. Napa Town & Country Fair
			1. 2nd week of August (annual event)
			2. Napa Valley Expo - 575 Third St, Napa
		3. NVUSD Family Festival
			1. April (annual event)
			2. NVUSD Education Center - 2425 Jefferson St, Napa
		4. Napa County Health & Wellness Fair
			1. April (annual event)
			2. Napa County South Campus – 2751 Napa Valley Corporate Dr, Napa
		5. Farmers Markets
			1. Dates to be determined as needed
			2. Locations in various municipalities throughout the county
		6. Home & Garden Shows
			1. Dates to be determined as events arise
			2. Napa Valley Expo - 575 Third St, Napa
		7. Art & Craft Fairs
			1. Dates to be determined as events arise
			2. Napa Valley Expo - 575 Third St, Napa
		8. BottleRock
			1. Memorial Day Weekend (annual event)
			2. Napa Valley Expo - 575 Third St, Napa
		9. Fourth of July Events
			1. July 4 (annual event)
			2. Oxbow Commons – McKinstry St, Napa
	2. Community Forums
		1. Municipal Council Meetings
			1. Dates to be confirmed with various municipalities
			2. Contact City/Town Councils to get on Agendas
		2. Board of Supervisor Meetings
			1. Work with Clerk of Board and Analyst to get on Agenda
				1. Sept. 12, 2017 – Study Session
		3. School Board Governing body
			1. Dates to be confirmed with various governing boards
		4. District Office for Congress, State Senate and State Assembly
			1. Dates and locations to be determined
	3. Other Venues
		1. Election Division Town Hall Meetings
			1. Meeting Locations and Dates to be determined by our office including the following
				1. Pacific Union College

1 Angwin Ave, Angwin

* + - * 1. Napa Valley College – Napa Campus

2277 Napa-Vallejo Hwy, Napa

* + - * 1. Napa Valley College – Upper Valley Campus

1088 College Ave, St Helena

1. Napa County Election Division will mail out three pre-election mailers describing VCA and CVR:
	1. Mailer to 10,000 remaining polling place voters at least 15 days before ballots arrive
	2. Mailer to all voters after ballots received
	3. Mailer to all voters who have not cast ballots 10 days before election
2. Drafts of all materials being used to educate the voters on the transition to Vote Centers
	1. See Appendix I
3. Community partners involved in Outreach Plan
	1. City/Town Clerks
	2. Board of Supervisors
	3. Leadership Napa Valley
	4. On The Move (OTM)
	5. Community Foundation
	6. League of Women Voters
	7. CANDO
	8. CANV
	9. Community Leaders Coalition
	10. Voter’s Choice Coalition
4. Additional Communities we intend to target
	1. High Schools
	2. Vulnerable Populations
		1. Homeless Outreach
		2. Voices (OTM)
		3. Rianda House
		4. Napa Senior Center
		5. Napa Solano Area Agency on Aging
		6. Commission on Aging
	3. Underserved Communities
		1. Remote locations on ballot delivery options
		2. Thrive (OTM)

**Voter Contact – Language Minority Communities**

Napa County Election Division will reach out to the identified (subdivision (c) of section 14201 and Section 203 of the Federal Voting Rights Act of 1965) language communities to educate these communities about the Election Administration Plan and how voting will change in the upcoming elections.

1. Methods used to determine language minorities
	1. 2016 Federal Census Community Survey Data
2. Spanish, Tagalog and Chinese
3. Media Outreach used
	1. Napa Local TV Station
	2. KVON/KVYN
	3. Napa Register/St Helena Star/Calistoga Tribune/American Canyon Eagle/Yountville Sun/Napa Valley Market Place
		1. Others to be determined after meeting with language communities
	4. County Facebook/Twitter/
		1. Lake Berryessa News page
		2. Napa Patch
		3. Next Door
	5. PSA’s
	6. ROV Social Media sites
4. Bilingual Education Workshops
	1. Time, date and location to be determined after meeting with language communities
5. Community Events
	1. Time, date and location to be determined after meeting with language communities
	2. Bi-National Health Fair
		1. Annual event, date varies
		2. Kaiser Permanente – 3285 Claremont Way, Napa
	3. Dia de la Familia
		1. July (annual event)
		2. 924 Napa St, Napa
6. 1-2 bilingual vote center works at each Vote Center
7. Draft materials being used to educate language minority communities about transition to Vote Centers
	1. See Appendix II
8. Community Partners
	1. Puertas Abiertas
	2. Hispanic Chamber of Commerce
	3. UpValley Family Centers
	4. Mariposa
	5. Hispanic Network
	6. Ethnic Markets
	7. Asian Americans Advancing Justice
	8. NALEO
	9. Additional groups to be determined after meeting with language communities
		1. Chinese
		2. Tagalog
		3. Spanish

**Voter Contact – Voters with Accessibility Needs**

Napa County Election Division will work with community organizations to educate the disabled community about the Election Administration Plan and how voting will change in the upcoming elections. Disability Rights of California is providing “train the trainer” session for our regular staff to train our vote center workers on best practices in working with voters with accessibility needs.

1. Media Outreach used
	1. Napa Local TV Station
	2. KVON/KVYN
	3. Napa Register/St Helena Star/Calistoga Tribune/American Canyon Eagle/Yountville Sun/Napa Valley Market Place
	4. County Facebook/Twitter/Nixel
		1. Lake Berryessa News page
		2. Napa Patch
		3. Next Door
	5. PSA’s
	6. ROV Social Media sites
2. Education Workshops
	1. Time, date and location to be determined after meeting with accessibility needs communities
3. Napa County Election Division will be rolling out the ICX Voting System from Dominion Voting Systems. The ICX is a touchscreen ballot marking device that will accommodate voters with accessibility needs.
	1. At least 3 ICX machines at each Vote Center
	2. Napa County will assure that all 8 Vote Center locations meet ADA standards and provide any needed equipment to bring location to standards
	3. Waiting for certified method for accessible independent ballots
4. Draft materials being used to educate the communities with accessibility needs about the transition to Vote Centers
	1. See Appendix III
5. Community Partners
	1. North Bay Regional Center
	2. Health and Human Services
		1. People Empowering People (Napa County HHS)
		2. Napa County Veterans Services
	3. Napa State Hospital
	4. Yountville Veterans Home
	5. Disability Rights California
	6. Voter’s Choice Coalition
6. Napa County Election Division will also have the following available
	1. Toll Free phone line
	2. TTY phone line
	3. Sample Ballot information in large font
	4. Audio ballot information
	5. Accessible PDF files
	6. Other – to be determined after meeting with disabilities communities
		1. Waiting for certified method for accessible independent ballots

**Vote Center and Ballot Drop-off Location Information**

1. 8 Vote Centers
	1. 29 Days prior to each election
		1. Napa County Election Division
			1. Monday – Friday, 8 am – 5 pm and 7am—8pm on Election Day
				1. Two weekends (Saturday, Sunday and holiday) prior to election, 8:30 am – 4:30 pm
	2. 10 Days prior to each election including weekends and holiday
		1. South Campus Location
			1. 2751 Napa Valley Corporate Dr, Napa
			2. 8:30 am – 4:30 pm and 7 am – 8 pm on Election Day
	3. 3 days prior to each election and Election Day
		1. American Canyon High School
			1. 3000 Newell Dr, American Canyon
			2. 8:30 am – 4:30 pm and 7 am – 8 pm on Election Day
		2. Yountville Art Room
			1. 6516 Washington St, Yountville
			2. 8:30 am – 4:30 pm and 7 am – 8 pm on election day
		3. Napa Valley College Upper Valley Campus
			1. 1088 College Ave, St Helena
			2. 8:30 am – 4:30 pm and 7 am – 8 pm on election day
		4. Calistoga Firehouse
			1. 1113 Washington St, Calistoga
			2. 8:30 am – 4:30 pm and 7 am – 8 pm on election day
		5. Pacific Union College
			1. 1 Angwin Ave, Angwin
			2. 8:30 am – 4:30 pm and 7 am – 8 pm on election day
		6. Crosswalk Community Church
			1. 2590 1st St, Napa
			2. 8:30 am – 4:30 pm and 7 am – 8 pm on election day
2. 7 Drop-off Locations
	1. Indoor Locations—business hours
		1. Napa City Hall
			1. 955 School St, Napa
		2. American Canyon City Hall
			1. 4381 Broadway St #2, American Canyon
		3. Yountville Town Hall (Veterans Home)
			1. 6550 Yount St, Yountville
		4. St Helena City Hall
			1. 1480 Main St, St Helena
		5. Calistoga City Hall
			1. 1232 Washington St, Calistoga
		6. Pacific Union College
			1. 1 Angwin Ave, Angwin
	2. Outdoor Location—12 hours per day, 7 days a week
		1. Napa County Election Office Alley
3. Map of locations of Vote Centers and drop-off locations
	1. See Appendix IV
4. Security and contingency plan that will be implemented to minimize or avoid a disruption of the election process
	1. See Appendix V
5. Security and contingency plan that will be implemented to ensure the continuation of the election process in case a disruption occurs
	1. See Appendix V

**Vote Center Ballot Security and Privacy Plans**

1. Layout of Vote Centers ensures the casting of a private ballot
	1. See Appendix VI
2. Methods and standards used to ensure the security of voting
	1. See Appendix V
3. Drop off security plan
	1. See Appendix VII

**Budget**

1. See Appendix VIII