

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY  
AND RECORD OF ACTION**

February 6, 2024

**FROM**

**STEPHENIE SHEA, Registrar of Voters**

**SUBJECT**

Grant Revenue Agreement with the Secretary of State for the Use of the Help America Vote Act Section 101 Polling Place Accessibility Training Program Funds

**RECOMMENDATION(S)**

1. Approve State Grant Revenue **Agreement No. 24-135** (23G26136) with the State of California Secretary of State, allowing reimbursement to the Registrar of Voters in an amount not to exceed \$138,021.44 under the Polling Place Accessibility Training Program for expenditures incurred to ensure the accessibility of polling places to comply with the Help America Vote Act of 2002 by making polling places accessible for individuals with disabilities, effective upon execution by both the State of California - Department for General Services and the County through June 30, 2025.
2. Authorize the Registrar of Voters or Assistant Registrar of Voters to execute necessary documentation required by the State to receive the grant funds and any nonsubstantive subsequent amendments to the Agreement referenced in Recommendation No. 1, subject to review by County Counsel.
3. Direct the Registrar of Voters or Assistant Registrar of Voters to transmit State Revenue Agreement No. 23G26136 and related amendments to the Clerk of the Board within 30 days of the execution.

(Presenter: Stephenie Shea, Registrar of Voters, 387-2100)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Operate in a Fiscally-Responsible and Business-Like Manner.**

**Pursue County Goals and Objectives by Working with Other Agencies.**

**FINANCIAL IMPACT**

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost) as all grant expenses will be reimbursed by the State. State Revenue Agreement No. 23G26136 (Agreement) contains a maximum reimbursement amount of \$138,021.44 to the Registrar of Voters (ROV) in connection with specified Help America Vote Act (HAVA) program expenditures through June 30, 2025. Approval of the necessary budget adjustments to the ROV's 2023-24 budget is not requested at this time but will be included in a future recommended budget.

**BACKGROUND INFORMATION**

The Agreement will allow the ROV to be reimbursed for expenditures incurred during the grant period, which is effective upon execution by both the State and the County through June 30, 2025, in connection with HAVA Section 101 for the "improvement of the administration of

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elections". The grant funding is intended to reimburse ROV for expenses incurred for staff members who attend a regional accessibility training program and for polling place accessibility supplies and improvement expenses. The objective is to make polling places, including the path of travel, entrances, exits, and voting areas of each polling facility accessible to individuals with disabilities by enhancing access and participation including privacy and independence. The grant covers expenses in connection with assessing accessibility, equipment and activities to improve physical accessibility, training materials/programs, educational and informational materials and costs associated with the acquisition or deployment of remote accessible vote by mail system.

**PROCUREMENT**

Not applicable.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Jolene Grider, Deputy County Counsel, 387-5455) on December 8, 2023; Finance (Elias Duenas, Administrative Analyst, 387-4052) on December 19, 2023; and County Finance and Administration (Valerie Clay, Deputy Executive Officer, 387-5423) on December 20, 2023.

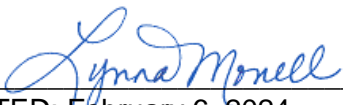
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Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

Moved: Joe Baca, Jr. Seconded: Curt Hagman  
Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: February 6, 2024



cc: ROV - Shea w/agrees for sign  
Contractor c/o ROV w/agree  
File - w/agree  
MA 02/14/2024