



Los Angeles County Registrar-Recorder/County Clerk

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Registrar-Recorder/County Clerk

Vote Center Placement Project Grassroots Community Meetings Scope of Work for Partner Organizations

Exciting changes are coming to the way we vote in Los Angeles County. Beginning in 2020, the County will implement a new voting experience, which includes a ballot marking device, electronic pollbooks, an interactive sample ballot, and a new tally system through the Voting Solutions for All People (VSAP) Project. To ensure accessibility and convenience, vote centers will replace polling places. Voters can cast their ballot at any vote center throughout the County over an 11-day voting period.

The County seeks to engage the public in this critical process of identifying the most suitable locations when vote centers are implemented in 2020. To achieve this goal, the Los Angeles County Registrar-Recorder/County Clerk (RR/CC) will rely heavily on the knowledge, support and networks of partner organizations who will host and facilitate community meetings throughout the County.

The meetings will give voters of Los Angeles County further updates on progress on the future voting experience, including vote centers. They will also provide an opportunity for the public to suggest additional vote center locations and collect comments on potential sites included in a database. There will also be an open question and answer session facilitated by RR/CC representatives.

Outlined below are important details that selected Community Based Organizations must agree to in order to join this project. Organizations must review this information to determine if it has the capacity and resources to support the task at hand.

Scope of Work

Organizations will be expected to execute the following tasks:

1. Identify a coordinator who will serve as the main contact person and liaison between selected partner organizations, the RR/CC and PlaceWorks.
2. Attend a mandatory in-person training about VSAP, the presentation content, messaging and outreach.
3. Conduct robust public outreach with an emphasis on assigned focus area(s) and the intent of drawing a minimum of 30 attendees to the community meetings.
4. Build partnerships with other community organizations to assist in outreach efforts to further boost attendance.
5. Select the meeting venue, arrange and manage all meeting logistics including set up and breakdown.
6. Facilitate the meeting(s) by delivering a presentation that will be provided by the RR/CC.
7. Provide staff members or volunteers who can provide language assistance based on the needs of the community. Please see attached table of language requirements for your reference. These individuals must be able to communicate fluently in these languages and assist with sign-in and general questions.
8. Submit a reporting packet after the meeting to include a report on outreach efforts, meeting notes and/or outcomes, sign-in sheets and photos.

Outreach Activities

Since the project requires extensive public outreach and engagement, the RR/CC will rely heavily on its community partners to help spread the word about the meetings. Organizations will be expected to conduct robust outreach to encourage community members to attend meetings. The RR/CC will also conduct Countywide outreach through existing networks and lines of communication.

The RR/CC and PlaceWorks will provide digital outreach materials that organizations can customize to reflect the meeting details. A set of printed meeting materials will also be provided in 13 languages.

Immediately after the training, organizations will be required to submit an outreach plan to identify the tasks that they will conduct for outreach, any partner organizations (see below) and their roles.

Project Partners

Organizations are encouraged, but not required, to partner with other organizations to conduct outreach and assist at the meeting(s). Organizations may identify meeting partners or do the project entirely on their own. Organizations may NOT delegate tasks related to arrangement of venue logistics, meeting facilitation or presentation without the explicit permission from the RR/CC.

Meeting partners must either be compensated for their efforts or sign a waiver indicating that they are willing to forego compensation. It is recommended that organizations sign an agreement with each meeting partner, specifying services to be rendered, compensation and/or waiver of compensation. While this is not a requirement, collaboration is encouraged.

Venue Identification and Costs

Organizations will be responsible for identifying and contracting with a venue in the central part of your assigned focus area. The meeting venue must meet accessibility standards. The RR/CC must approve your proposed venue.

The RR/CC expects that you will be able to find a venue that will charge little or nothing for venue use, allowing organizations to allocate the stipend to other parts of the effort. The RR/CC will assist organizations by providing an official letter from the Department Head requesting for a fee reduction or waiver. Please inform the RR/CC as soon as possible to avoid delays in the process.

Facilitation and Presentation

As part of the meeting, the organization will identify a presenter(s) who will run the meeting. The presenter will open the meeting, allow for introductions as appropriate, introduce the subject and presentation and facilitate questions.

The RR/CC and PlaceWorks will produce a customizable PowerPoint presentation for your use. The presenter will be expected to familiarize him or herself with the presentation, customize it as necessary, present it at the meeting and answer questions about it. The organization may use creative ways to encourage participation and interest among the attendees.

Training

Organizations are required to have at least the coordinator and presenter attend the mandatory in-person training to familiarize themselves with presentation content, messaging and outreach materials. *Other members of your organization may also attend the training.*

Tuesday, March 19, 2019
1:00pm-5:00pm
Los Angeles River Center & Gardens
570 W Ave 26 #100, Los Angeles, CA 90065

Timeline

- Organizations should begin setting meeting dates and securing the meeting venue in accordance with accessibility standards immediately after community partner selection.
- The training will be held on **March 19, 2019**.
- Outreach plans are due on **April 2, 2019**.
- Robust outreach efforts should begin immediately following the training.
- Meetings should be scheduled between April 29 to June 16, 2019. Please allow enough time to conduct a comprehensive outreach.
- Reporting packets must be submitted within 2 weeks of the organization's final meeting. PlaceWorks will give instructions on what information to include in the reporting packet.

Stipends

- Organizations will receive a stipend of up to \$2,000 per meeting. PlaceWorks will coordinate the release of stipend checks.
- Eligible expenses include:
 - Facility rental fees (must be pre- approved)
 - Childcare costs
 - Printing costs
 - Refreshments
 - Staff labor
 - Prizes/Giveaways
 - Volunteer labor
 - Payments to subcontractors/partner organizations
- Organizations will receive the full stipend amount after meeting all documentation requirements by PlaceWorks.
- As noted above, any meeting partners must either be compensated for their efforts or sign a waiver indicating that they are willing to forgo compensation. The following information provides guidance regarding meeting partner compensation:
 - * Organizations are responsible for paying funds to meeting partners. PlaceWorks will make all approved payments to organizations and they will make payments to partners.
 - * The RR/CC suggests the following compensation for specific tasks that might be performed by meeting partners. This guidance must be shared with meeting partners, but it is up to the organizations and their partners to agree on final compensation:
 - Outreach: Canvassing, Distributing flyers, Pop-up Events, or Phone banking: \$250
 - Attendance at training meeting (organizations must also attend): \$100
 - General and/or language staff support at community meeting: \$100/person
 - Assistance developing post-meeting reports: \$100

Vote Center Placement Project (VCP) Grassroots Community Meetings Focus Area and Language Requirements			
Focus Area ID	Focus Area	Simultaneous Translation	Language Assistance
1	Cities: Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, Long Beach, Norwalk, Paramount Unincorporated LA County: Cerritos, Long Beach, Lakewood	Hindi	Spanish
2	Cities: Calabasas, Hidden Hills Unincorporated LA County: Lake Manor, Santa Monica Mountains, West Chatsworth, West Hills LA Neighborhoods: Canoga Park, Chatsworth, Winnetka, Woodland Hills	N/A	Spanish
3	Cities: Lancaster, Palmdale Unincorporated LA County: Acton, Agua Dulce, Anaverde, Bouquet Canyon, Del Sur, Desert View Highlands, Elizabeth Lake, Leona Valley, North Lancaster, Palmdale, Quartz Hill, White Fence Farms	Spanish	N/A
4	LA Neighborhoods: Adams-Normandie, Angelino Heights, Chinatown, City Central, County Club Park, Downtown, East Hollywood, Echo Park, Elysian Park, Hancock Park, Harvard Heights, Historic Filipinotown, Hollywood, Hollywood Hills, Jefferson Park, Koreatown, Little Bangladesh, Little Tokyo, Los Feliz, Melrose, Pico-Union, Silverlake, Temple-Beaudry, Thai Town, University Park, Victoria Park, Westlake, Wholesale District, Wilshire Center	Tagalog Korean	Spanish Thai
5	Cities: Lakewood, Long Beach, Signal Hill LA Neighborhood: Wilmington	Khmer	Spanish
6	Cities: Agoura Hills, Calabasas, Malibu, Westlake Village Unincorporated LA County: Santa Monica Mountains	N/A	N/A
7	Cities: Lancaster, Palmdale Unincorporated LA County: Angeles National Forest, East Lancaster, Hi Vista, Lake Los Angeles, Littlerock/Juniper Hills, Littlerock, Llano, Pearblossom, Roosevelt, Southeast Antelope Valley, South Edwards, Sun Village	N/A	Spanish
8	Cities: Alhambra, Arcadia, Pasadena, San Gabriel, San Marino, South Pasadena, San Marino, Sierra Madre, Temple City Unincorporated LA County: Altadena, Angeles National Forest, Northeast San Gabriel, San Pascual LA Neighborhoods: Highland Park	N/A	N/A
9	Cities: Avalon, Carson, Lomita, Palos Verdes, Rancho Palos Verdes, Rolling Hills, Rolling Hills Estates, Torrance Unincorporated LA County: Academy Estates, La Rambla, West Carson, Westfield LA Neighborhoods: Harbor City, Harbor Gateway, Harbor Pines, San Pedro, Wilmington	N/A	Spanish
10	Cities: Santa Clarita Unincorporated LA County: Agua Dulce, Bouquet Canyon, Canyon Country, Castaic, Lake Hughes, Newhall, Placentia Canyon, Sand Canyon, San Francisquito Canyon, Saugus, Stevenson Ranch, Valencia, Val Verde, West Antelope Valley	N/A	N/A

Focus Area ID	Focus Area	Simultaneous Translation	Language Assistance
11	Cities: Azusa, Claremont, Diamond Bar, Glendora, La Verne, Pomona, San Dimas, Walnut Unincorporated LA County: Angeles National Forest, Claremont, Covina, East Covina, Glendora, La Verne, Padua Hills, Pomona	N/A	Spanish
12	Cities: Azusa, Covina, City of Industry, Diamond Bar, Glendora, La Puente San Dimas, Walnut, West Covina, Unincorporated LA County: Avocado Heights, Azusa, Charter Oak, Hacienda Heights, North Whittier, Rowland Heights, San Jose Hills, Valinda, Walnut, West Puente Valley LA Neighborhoods: Highland Park	N/A	Spanish
13	Cities: San Fernando Unincorporated LA County: Kagel, Lopez Canyons LA Neighborhoods: Arleta, Granada Hills, Lake View Terrace, Mission Hills, North Hills, Pacoima, Panorama City, San Valley, Sylmar	Spanish	N/A
14	Cities: Santa Clarita Unincorporated LA County: Oat Mountain, Stevenson Ranch, Twin Lakes LA Neighborhoods: Chatsworth, Granada Hills, North Hills, Northridge, Porter Ranch	N/A	N/A
15	Cities: Alhambra, Commerce, El Monte, Montebello, Monterey Park, Pico Rivera, Rosemead, San Gabriel, South El Monte, Temple City, Whittier Unincorporated LA County: East Los Angeles, El Monte, Northeast San Gabriel, Sunrise Village, Whittier Narrows	Chinese Vietnamese	Spanish
16	Cities: Hawthorne, Huntington Park, Inglewood, Vernon Unincorporated LA County: Athens-Westmont, Florence-Firestone, View Park, Windsor Hills LA Neighborhoods: Century Palms, City Central, Cove, Exposition Park, Figueroa Park Square, Gramercy Place, Green Meadows, Harbor Gateway, Harvard Park, Hyde Park, Leimert Park, Manchester Square, South Park, Vermont Knolls, Vermont Square, Vermont Vista, Watts, West Vernon	N/A	Spanish
17	Cities: Malibu, Santa Monica Unincorporated LA County: Santa Monica Mountains, West Los Angeles LA Neighborhoods: Bel Air, Beverly Crest, Brentwood, Century City, Mandeville Canyon, Mar Vista, Pacific Palisades, Palisades Highlands, Palms, Rancho Park, Venice	N/A	N/A
18	Cities: Burbank Unincorporated LA County: Universal City LA Neighborhoods: Hollywood Hills, North Hollywood, Shadow Hills, Sherman Oaks, Studio City, Sun Valley, Toluca Lake, Toluca Terrance, Toluca Woods, Valley Village	Thai	Spanish
19	Cities: Arcadia, Baldwin Park, Bradbury, Duarte, City of Industry, El Monte, Irwindale, Monrovia, Rosemead, South El Monte, Temple City, West Covina Unincorporated LA County: Avocado Heights, Bassett, Bradbury, Duarte, Hacienda Heights, Monrovia, North Whittier, Pellissier Village, Whittier Narrows	N/A	Spanish Chinese
20	LA Neighborhoods: Encino, Lake Balboa, Northridge, Reseda, Reseda Ranch, Tarzana, Van Nuys, Winnetka, Woodland Hills	Farsi	Spanish

Focus Area ID	Focus Area	Simultaneous Translation	Language Assistance
21	<p>Cities: Beverly Hills, Culver City, West Hollywood</p> <p>Unincorporated LA County: Franklin Canyon, Miracle Mile</p> <p>LA Neighborhoods: Alsace, Baldwin Hills, Beverly Crest, Beverlywood, Brookside, Cadillac-Coming, CarthayCentury City, Cheviot Hills, Cloverdale, Cochran, Country Club Park, Crenshaw District, Crestview, Exposition, Faircrest Heights, Hollywood, Hollywood Hills, Lafayette Square, Longwood, Miracle Mile, Melrose, Park La Brea, South Carthay, Sycamore Square, Regent Square, Reynier Village, St. Elmo Village, Victoria Park, Wellington Square</p>	Russian	Farsi
22	<p>Cities: Carson, Compton, Gardena, Long Beach, Paramount,</p> <p>Unincorporated LA County: Athens Village, East Gardena, East Rancho Dominguez, Rancho Dominguez, Rosewood, West Carson, West Rancho Dominguez, Willowbrook</p> <p>LA Neighborhoods: Century Palms, Cove, Harbor Gateway</p>	Spanish	N/A
23	<p>Cities: Culver City, El Segundo, Hawthorne, Inglewood</p> <p>Unincorporated LA County: Ladera Heights, Lennox, Marina del Rey</p> <p>LA Neighborhoods: Baldwin Hills, Del Rey, Hyde Park, Marina Peninsula, Palms, Playa Del Rey, Playa Vista, Venice, View Heights, Westchester, Windsor Hills</p>	N/A	Spanish
24	<p>LA Neighborhoods: Arleta, Encino, Lake Balboa, North Hills, North Hollywood, Panorama City, Sherman Oaks, Sun Valley, Valley Glen, Van Nuys</p>	N/A	Spanish
25	<p>Cities: Alhambra, Commerce, Monterey Park, South Pasadena</p> <p>Unincorporated LA County: City Terrace, East Los Angeles</p> <p>LA Neighborhoods: Boyle Heights, El Sereno, Highland Park, Lincoln Heights, Mt. Washington, Wholesale District, University Hills</p>	Spanish	N/A
26	<p>Cities: Glendale, La Cañada Flintridge,</p> <p>LA Neighborhoods: Atwater Village, Eagle Rock, Echo Park, Elysian Park, Elysian Valley, Glassell Park, Highland Park, Los Feliz, Mt. Washington, Silverlake</p>	Armenian	Spanish
27	<p>Cities: El Segundo, Gardena, Hawthorne, Hermosa Beach, Inglewood, Lawndale, Manhattan Beach Palos Verdes Estates, Redondo Beach, Torrance</p> <p>Unincorporated LA County: Del Aire, El Camino Village, Harbor Gateway, Lennox, Hawthorne, Wiseburn</p> <p>LA Neighborhoods: Harbor Gateway</p>	Japanese	N/A
28	<p>Cities: Burbank, Glendale, La Cañada Flintridge Pasadena, Santa Clarita</p> <p>Unincorporated LA County: Angeles National Forest, Altadena, Kagel, La Cresenta, Lopez Canyons</p> <p>LA Neighborhoods: Lakeview Terrace, Sunland, Sun Valley, Tujunga</p>	N/A	Armenian
29	<p>Cities: Cerritos, La Habra Heights, La Mirada, Norwalk, Santa Fe Springs, Pico Rivera, Whittier</p> <p>Unincorporated LA County: East La Mirada, East Whittier, Hacienda Heights, Los Nietos, Rowland Heights, South Whittier, West Whittier</p>	N/A	Spanish

Focus Area ID	Focus Area	Simultaneous Translation	Language Assistance
30	Cities: Bell, Bell Gardens, Compton, Cudahy, Downey, Huntington Park, Lynwood, Maywood, Paramount, South Gate, Vernon Unincorporated LA County: Bandini Islands, East Rancho Dominguez, Florence-Firestone, Lynwood, Walnut Park, Willowbrook LA Neighborhoods: Watts	Spanish	N/A

Additional Meetings

In addition to the Focus Area-specific meeting listed above, the RR/CC may choose to host meetings to engage special interest groups throughout the County.

- Additional meetings may be scheduled as engagement needs arise