

# Voter's Choice Act County Election Administration Plan (EAP) Comprehensive Review Checklist



## Voter's Choice Act Comprehensive Election Administration Plan Checklist

This Comprehensive EAP Checklist is intended for people who want to know about details to look for in the county's Election Administration Plan (EAP). The Voter's Choice Act requires your county's election office to describe, in an EAP, what the new way to vote will look like. This checklist is a comprehensive, detailed list of everything that should be in that EAP.

The EAP may be a long document. You can choose to focus on what matters to you most. Visit your county website for instructions on how to provide public comment. When you review your county's plan think about some of these things:

- Does the EAP explain the county's plan to accomplish the requirements in this checklist?
- Do the plans work for your community?
- Do you have ideas as to how to improve the plan?
- Are there better locations or potential problems with locations for Vote Centers and Ballot Drop Boxes?
- Does the list of Vote Centers and Drop Boxes reflect the criteria noted on the last page of this checklist?
- Do you have other ideas about Voter Education and Outreach?
- Do you know of any media outlets (especially ethnic and in-language media) to add to the plan?

For a simple tool for public comment view our EAP Public Comment Guide available at [www.voterschoice.org](http://www.voterschoice.org)

The Elections Office's is required to have an Election Administration Plan (EAP) that:

- Describes how the media, including social media, newspapers, radio, and TV, will be used to inform the public about the elections and promote the toll-free voter assistance phone number.
- Describes the media plans for non-English language communities in your county.
- Describes the media plans to inform voters of accessibility options and how to request such options.
- Describes the community presence the elections office will have for voter education.
- Describes the accessible information that will be available on the elections official's accessible website.
- Describes the methods used to identify language minority communities.
- Describes the plans to educate the public about the Voter's Choice Act.
- Describes the plans to educate language communities. This plan must include at least one voter education bilingual workshop for each language community required in your county. For a list of the required languages, contact your county elections office.
- Describes the plans to educate the disability community. This plan must include at least one voter education workshop for voters with disabilities and advocates.
- Provides the projected budget for voter education outreach activities that includes money to be spent and comparison to previous elections outreach budgets.

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- Describes the plan for at least one English Public Service Announcement (PSA) to inform voters of the upcoming election and promote the toll-free voter assistance phone line. PSAs must be accessible for voters who are deaf or hard of hearing, and for voters who are blind or visually impaired.
- Describes the plan for Language PSAs, in media serving the language communities required in your county, to provide information on the upcoming election, and promote the toll-free voter assistance phone line.
- Describes the plan for two direct contacts with voters. These direct contacts must be in addition to other required voter contacts like delivery of sample ballots and vote by mail ballots.
- Describes how a voter with disabilities may request an accessible Vote by Mail or replacement ballot.
- Describes the methods and standards used to ensure security of voting at Vote Centers.
- Provides estimates of short and long-term cost savings of Vote Centers.
- Notes the availability of a toll-free, accessible voter hotline that will operate at least 29 days before election that is BOTH accessible to voters with hearing disabilities AND capable of providing assistance to voters in the languages required in your county.
- Provides the number of Vote Centers and Ballot Drop Box locations to be established.
- List the total number of Vote Center and Ballot Drop Box locations with a note as to whether drop off locations are inside or outside.
- Provides a map of each Vote Center and Ballot Drop Box location.
- Provides the hours of operation of each Vote Center and Ballot Drop Box location.
- Describes the security and contingency plans to ensure prevention of disruption of the Vote Center process.
- Describes the security and contingency plans to ensure continuation of an election in the event of disruption.
- Provides the number of Election Board members (Vote Center staff.)
- Provides the number of bilingual Election Board members and languages spoken.  
Note: The elections office must solicit public input regarding which Vote Centers should have bilingual staff.
- Describes the services provided to voters with disabilities. (Voting systems and materials must be available in accessible formats to permit voters with disabilities to read/hear and mark ballots privately and independently.)
- Provides the type and number of accessible voting machines (there must be at least 3 in every Vote Center).
- Provides the type and number of reasonable modifications at each Vote Center.
- Describes how the layout, design and placement of equipment of each Vote Center ensures casting of private and independent ballots.

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**When determining the Vote Center and Ballot Drop Box locations, the elections office is required to take into account the following criteria. When you review the EAP think about these criteria as they relate to the locations proposed and the communities impacted.**

- Proximity of Vote Center and Ballot Drop Box locations to public transportation.
- Proximity of Vote Center and Ballot Drop Box locations to communities with historically low vote by mail usage.
- Proximity of Vote Center and Ballot Drop Box locations to population centers.
- Proximity of Vote Center and Ballot Drop Box locations to non-English language communities.
- Proximity of Vote Center and Ballot Drop Box locations to voters with disabilities.
- Proximity of Vote Center and Ballot Drop Box locations to communities with low rates of household vehicle ownership.
- Proximity of Vote Center and Ballot Drop Box locations to low-income communities.
- Proximity of Vote Center and Ballot Drop Box locations to eligible voters not registered and who need access to same day registration.
- Proximity of Vote Center and Ballot Drop Box locations to geographically isolated populations, including Native American reservations.
- Access to accessible and free parking at Vote Center & Ballot Drop Box locations.
- Distance and time a voter must travel by car or public transportation to Vote Center or Ballot Drop Box locations.
- Need for alternate methods for voters with disabilities for whom Vote by Mail ballots are not accessible to cast a ballot.
- Traffic patterns near Vote Center and Ballot Drop Box locations.
- Need for mobile vote centers in addition to the number of Vote Centers required.