



JOHN CHIANG
California State Controller
Division of Accounting and Reporting

August 4, 2011

Drew Bohan, Executive Director
Commission on State Mandates
980 Ninth Street, Suite 300
Sacramento, CA 95814

Re: Proposed Revised Parameters and Guidelines
Permanent Absent Voter II (03-TC-11)
Elections Code Sections 3201 and 3203(b)(2)
Statutes 2001, Chapter 922; Statutes 2002, Chapter 664; and Statutes 2003, Chapter 347
County of Sacramento, Claimant

Dear Mr. Bohan:

The State Controller's Office (SCO) has reviewed the proposed Parameters and Guidelines (P's and G's) for the above-referenced program. The SCO concurs with the staff to adopt the proposed P's and G's with the reimbursable activities approved on July 28, 2006 as follows:

- County election officials shall make an application for permanent absent voter status available to any voter; (Election Code section 3201)
- Include in all absentee ballot mailings to the voter an explanation of the absentee voting procedure and an explanation of Elections Code section 3206. (Election Code section 3203, Subdivision (b)(2))

In addition, the SCO proposes several changes to the Proposed Revised P's and G's. Below are excerpts from the P's and G's indicating our proposed amendments. Additions are underlined and deletions are indicated with strikethrough.

III. PERIOD OF REIMBURSEMENT

Government Code section 17557, subdivision (e), states that a test claim shall be submitted on or before June 30 following a given fiscal year to establish eligibility for that fiscal year. The County of Sacramento filed the test claim on September 26, 2003. Therefore, costs incurred pursuant to Elections Code sections 3201 and 3203, subdivision (b)(2) are reimbursable on or after July 1, 2002.

Reimbursement for state-mandated cost may be claimed as follows:

1. Actual costs for one fiscal year shall be included in each claim.
2. Pursuant to Government Code section 17561, subdivision (d)(1)(A), all claims for reimbursement of initial fiscal year costs shall be submitted to the State Controller within 120 days of the issuance date for the claiming instructions.
3. Pursuant to Government Code section 17560(a), a local agency may, by February 15 following the fiscal year in which costs were incurred, file an annual reimbursement claim that details the costs actually incurred for that fiscal year.
4. In the event revised claiming instructions are issued by the Controller pursuant to Government Code section 17558(c), between November 15 and February 15, a local agency filing an annual reimbursement claim shall have 120 days following the issuance date of the revised claiming instructions to file a claim. (Gov. Code, section 17560(b).)
5. If the total costs for a given fiscal year do not exceed \$1,000, no reimbursement shall be allowed except as otherwise allowed by Government Code section 17564.
6. There shall be no reimbursement for any period in which the Legislature has suspended the operation of a mandate pursuant to state law.

IV. REIMBURSABLE ACTIVITIES

For each eligible claimant, the following activities are reimbursable:

A. ~~One-Time Activities~~

- ~~• Computer costs as necessary to perform the mandated activities~~

COMMENT: The SCO does not feel that additional computer costs are eligible for reimbursement.

B. Ongoing Activities

These activities can be claimed only to the extent that they are not claimable under any other mandated program. This would mean that activities claimed in the Permanent Absent Voter II program are not claimable under the existing Permanent Absent Voters program.

V. CLAIM PREPARATION AND SUBMISSION

3. Contracted Services

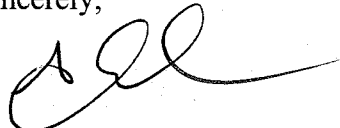
Report the name of the contractor and services performed to implement the reimbursable activities. Attach a copy of the contract to the claim. If the contractor bills for time and materials, report the number of hours spent on the activities and all costs charged. If the contract is a fixed price, report the dates when services were performed and itemize all costs for those services during the period covered by the reimbursement claim. If the contract services are were also used for purposes other than the reimbursable activities, only the pro-rata portion of the services used to implement the reimbursable activities can be claimed. Submit contract consultant and ~~attorney~~ invoices with the claim and a description of the contract scope of services.

4. Fixed Assets ~~and Equipment~~

Report the purchase price paid for fixed assets ~~and equipment~~ (including computers) necessary to implement the reimbursable activities. The purchase price includes taxes, delivery costs, and installation costs. If the fixed asset ~~or equipment~~ is also used for purposes other than the reimbursable activities, only the pro-rata portion of the purchase price used to implement the reimbursable activities can be claimed.

Should you have questions regarding the above, please contact Tin Bui at (916) 323-8137 or e-mail to tbui@sco.ca.gov.

Sincerely,



JAY LAL, Manager
Local Reimbursement Section