

2024 Presidential Primary Election Plan
Colorado Secretary of State

Instructions

Complete each section by checking all required boxes and entering your county's specific information.

Enter all VSPC, drop box, and drop-off location information in the spreadsheet located in your Document library [HERE](#).

Please upload copies of all items listed in Section 15 in your county's 2024 Presidential Primary document folder located [HERE](#).

You can save your progress on this form by selecting the [Save](#) button at the bottom of this form. **NOTE:** When you Save this form you may need to wait about 5 minutes before it will appear in your Submitted Plans.

Once you have completed the Election Plan, and uploaded all of your documents, please change the Status of this form to "Submitted" and hit the [Save](#) button at the end of this form.

If you have questions, contact Daniel Pickard at 303-894-2200, ext. 6354, or daniel.pickard@coloradosos.gov.

1. County Contact Information

County *

Boulder County

County Clerk

Molly Fitzpatrick

Contact Person

Stephanie Gnoza

Normal Business Hours

07:30 - 17:00 (Monday-Thursday)

Phone Number

3034137752

Email

sgnoza@bouldercounty.org

Physical Address

1750 33rd Street, Boulder 80301

Use Different Contact Information

If you want Secretary of State to use this information in the future. Please submit the contact updates forms.

County clerk

Contact person

Normal Business Hours

Phone Number

No Dashes

Email

sgnoza@bouldercounty.gov

Physical address

2. Select the Election Date:

Mar 5, 2024

3. Adherence to statutes and rules

☒ Required *

The County will conduct the election according to all relevant provisions of Title 1, C.R.S., and the Secretary of State's Election Rules.

☒ Required *

Between 22 and 18 days before the election, the County will mail ballots to each active registered elector. [Section 1-7.5-107(3)(a)(I), C.R.S.]

☒ Required *

No later than 45 days before the election, the County will transmit a mail ballot packet to each active registered **UOCAVA** elector. The County will transmit the packet in the method requested by the elector. The County will also provide access to the online ballot delivery system by this date. [Section 1-8.3-110, C.R.S.]

4. Voter service and polling centers [Section 1-7.5-107(4.5), C.R.S.]

For the purpose of calculating the minimum number of required VSPCs, the number of active registered electors equals the number of active electors registered in the County on the date of the 2020 presidential election or the 2022 general election, whichever is greater (1-7.5-107(4.7), C.R.S.)

The number of active registered electors used to determine the minimum required VSPCs for your county is:

230721

How to determine the minimum required number of VSPCs, and when VSPCs should be open, for your county:

<u>County Size</u>	<u>VSPCs</u>
At least 25,000 active registered electors	No fewer than the number of motor vehicle offices in the county
Fewer than 25,000 active registered electors	At least one VSPC.

A VSPC is also required at each campus location that has at least 2,000 enrolled students the day before and on Election Day. And for a campus with at least 10,000 enrolled students eight days before and on Election Day. [Section 1-7.5-107(4.5)(a)(III), C.R.S.]

Enter the TOTAL number of VSPCs you will have open this election:

Required *

4

[CLICK HERE](#) and navigate to the [2024 Presidential Primary Election Locations](#) spreadsheet located in the 2024 Presidential Primary folder of your county document library.

You must provide the location name; address; start and end date; and operating hours of each VSPC in the [2024 Presidential Primary Election Locations](#) spreadsheet.

Please check each box below affirming VSPC requirements:

- ☒ Required * The County chose each VSPC location according to section 1-5-102.9(1)(c)(I), C.R.S. [Section 1-7.5-107(4.5)(d), C.R.S.]
- ☒ Required * Each County must measure and record wait times at each VSPC on Election Day in accordance with the Secretary of State's written wait time policy document. [Election Rule 7.8.8]
- ☒ Required * Each statutorily required VSPC complies with the accessibility requirements in Election Rule 7, and the County will submit an annual accessibility assessment, if applicable.
- ☒ Required * Each required VSPC will be open, at a minimum, during normal business hours the eight days before the election (excluding Sunday). "Normal business hours" means at least eight hours per day Monday through Friday and at least four hours continuously on Saturday. [Section 1-7.5-107(4.5)(c), C.R.S.; Election Rule 7.8.1(b)]
- ☒ Required * Each required VSPC will be open from 7:00 a.m. until 7:00 p.m. on election day. [Section 1-7-101, C.R.S. and Rule 7.8.1(c)]
- ☒ Required * Each VSPC will provide the following services and facilities: [Section 1-5-102.9(3), C.R.S. and Election Rule 7]

- Secure computer access to the statewide voter registration database;
- A sufficient number of WebSCORE workstations to process voters without undue delay (i.e., a delay of more than 15 minutes from arrival);
- The ability for eligible individuals to register to vote;
- The ability for electors to update their registration records (e.g., change of residence or mailing address, change of name, etc.);
- The ability for an unaffiliated registered elector to affiliate with a political party and cast a ballot in a primary election;
- The ability for electors to vote in-person by presenting acceptable ID, signing a signature card, and marking and casting an official paper or electronic ballot of the proper style, without having to insert and return the voted ballot in a mail ballot return envelope;
- The ability for electors to obtain issuance of original or replacement mail ballot packets;
- The ability for voters to securely drop off or return voted mail ballot packets;
- The ability for individuals to obtain issuance of and cast provisional ballots;
- A sufficient physical inventory of, or equipment enabling voters and election judges to mark or print on demand, in-person and mail ballots of all styles that can be tabulated by the voting system without duplication;
- A sufficient inventory, or the ability to print a sufficient number, of mail ballot packets (outgoing and return envelopes, secrecy sleeves, voter instructions);
- Voting booths enabling electors to mark electronic and paper in-person and mail ballots in private;
- Facilities and equipment that comply with applicable accessibility requirements of federal and state law, including accessible voting devices (direct recording electronic or ballot marking devices); and
- The ability for an eligible person to cure a previously cast ballot.

☒ Required *

At each polling location, the County will post all information required under section 1-5-504.5, C.R.S.

☒ Required *

At each polling location, the County will provide the ability for an eligible elector who does not reside in the county to obtain issuance of and cast a statewide mail ballot in accordance with the Secretary of State's statewide mail ballot procedure [Section 1-7-110(5), C.R.S.]

5. Drop box locations [Section 1-7.5-107(4.3), C.R.S.]

Drop boxes are where electors may deposit their completed mail ballots in a secure receptacle. Drop boxes must be able to receive ballots 24 hours a day once opened and must be located throughout the county to provide the greatest convenience to voters. [Section 1-7.5-107(4.3)(a)(I), C.R.S.]

For the purpose of calculating the minimum number of required drop boxes, the number of active registered electors equals the number of active electors registered in the County on the date of the 2020 presidential election or the 2022 general election, whichever is greater (1-7.5-107(4.7), C.R.S.)

The number of active registered electors used to determine the minimum required drop boxes for your county is:

230721

How to determine the minimum required number of drop boxes, and when drop boxes should be open, for your county:

County Size	Number of Drop Boxes
Fewer than 30,000 active registered electors	A drop box is not required.
30,000 or more active registered electors	One drop box for each 30,000 active registered electors in the county

An additional drop box is also required at each campus location that has at least 2,000 enrolled students 7 days prior to and including Election day. [Section 1-7.5-107(4.3)(a)(II), C.R.S.]

Enter the TOTAL number of Drop Boxes you will have open this election:

Required *

20

[CLICK HERE](#) and navigate to the [2024 Presidential Primary Election Locations](#) spreadsheet located in the 2024 Presidential Primary folder of your county document library.

You must provide the location name; address; and start and end date of each Drop Box in the [2024 Presidential Primary Election Locations](#) spreadsheet.

- ☒ Required *
- Each required drop box will be open, at minimum, beginning 7 days prior to and including the day of the election [Section 1-7.5-107(4.3)(b), C.R.S.]
- ☒ Required *
- Each required drop box will be available for use 24 hours a day [Section 1-1-104(9.7), C.R.S.]
- ☒ Required *
- Each required drop box will follow the lighting and monitoring requirements set forth in Election Rule 7.4.1

6. Drop-off locations [Section 1-7.5-107(4.3)(a)(III), C.R.S.]

A drop-off location is a location established for the receipt of mail ballots under the supervision of a municipal clerk, election judges, a county clerk and recorder or a member of the clerk and recorder's staff. **It does not include a drop box or a mail ballot box located within a VSPC.** [Section 1-1-104(9.8), C.R.S.] A county may establish additional drop-off locations at the county's discretion. [Section 1-7.5-107(4.3)(a)(III), C.R.S.]

[CLICK HERE](#) and navigate to the 2024 Presidential Primary Election Locations spreadsheet located in the 2024 Presidential Primary folder of your county document library.

You must provide the location name; address; start and end date; and operating hours of each drop-off location in the 2024 Presidential Primary Election Locations spreadsheet.



Each drop-off location will be supervised in accordance with Section 1-5-102.9(5)(f), C.R.S.

7. Ballot delivery and processing



Required *

The County will provide a mail ballot to any eligible voter who requests one in-person at the County Clerk's main office, or another designated office, no sooner than 45 days before the election and no later than 32 days before the election. [Section 1-7.5-107(2.7), C.R.S.] If designating an office other than the County Clerk's main office, please provide the address(es) below:



Required *

The County will notify its local postal representative of the election.



Required *

The County or its print vendor will supply a Mailpiece Design Analyst with the ballot envelopes' design to ensure that they meet postal standards. Once approved, the County or its print vendor will send the designs and approvals to the USPS Political Coordinator for the Colorado/Wyoming District. [Sections 1-7.5-107(3)(a), 1-2-605(5), and 1-7.5-108.5, C.R.S.]



Required *

Ballots will contain the warning specified in section 1-7.5-107(3)(b), C.R.S.



Required *

To ensure that undeliverable mail ballot packets are returned to the County, the County will mark mail ballot packet envelopes with: **"DO NOT FORWARD. RETURN SERVICE REQUESTED,"** **"RETURN POSTAGE GUARANTEED,"** or any other similar language that is in accordance with United States Postal Service regulations. [Sections 1-7.5-107(3)(a), 1-2-605(5), and 1-7.5-108.5, C.R.S.]



Required *

The County will follow the procedures in section 1-7.5-107(3.5), C.R.S., regarding voters who have been marked "I.D. required."

☒ Required *

The County will follow the procedures in section 1-7.5-104.5(l.5), C.R.S., regarding first-time voters who do not have a signature on file.

☒ Required *

The County will follow the procedures in Election Rule 7.4 for receiving, stamping, and logging ballots each day as they come in.

☒ Required *

If the County receives a ballot for another County, the County will apply a date stamp and forward the ballot to the correct County.

☒ Required *

The County will issue replacement ballots according to section 1-7.5-107(3)(d), C.R.S.

☒ Required *

The County will follow section 1-7.5-107.3, C.R.S. and Election Rule 7.7 when conducting signature verification.

If the County will include any material in the mail ballot packet that is in addition to the statutorily required information, please describe the material below and include a copy of the material with the uploaded attachments for this election plan.

Please provide the address of your central count location:

Required *

8. Ballot and voting equipment security

☒ Required *

The County will file the security plan required under section 1-5-616(5), C.R.S. and Election Rule 20. The County will follow the procedures in Rule 20 to ensure security of all voting equipment.

☒ Required *

The County will not leave ballots unattended during processing. After processing, the County will store ballots in a safe, secure area under the supervision of the County Clerk, or the County Clerk's designee. [Election Rule 20.7.2(b)]

9. Secrecy Sleeve and Voter Instructions [Section 1-7.5-106(1), 1-7.5-107.3(5.5), C.R.S. and Election Rule 7.1]

(Required *) CHOOSE ONE:

- ☐ The County will use a combined secrecy sleeve and voter instruction. The County will include a copy of the secrecy sleeve and instructions -- containing all County-specific information -- with this election plan.
- ☐ The County will use its own secrecy sleeve and voter instructions. The County will upload a copy of the sleeve and instructions with this plan.

- ☒ The County will not use a secrecy sleeve. Please describe below how the County will ensure the privacy of marked ballots without using a secrecy sleeve:

- Ballot return envelopes will have the confetti security pattern and shading printed on the inside
- Opening of envelopes is done via OPEX extraction desk. Envelopes are fed into extraction desk with name, address and signature facing away from operator. This task is generally performed at a rate of 900 envelopes/hour; too quickly for operator to see voter identifying or marked ballot information.
- The way the envelope sits in the OPEX track also prevents the operator from seeing identifying information
- The batch of folded marked ballots are placed in a tray and then handed off to election workers to flatten the ballot and conduct visual inspection prior to ballot scanning.
- The extraction process is performed with leads and election staff over seeing the work to ensure voter privacy is maintained
- Training and on-boarding also includes temp worker and election judge conduct expectations; including voter privacy

10. Ballot Return Envelope [Election Rule 7.2]

- ☒ (check if applicable) A county that uses a vendor to mail ballots **must** print the elector's full name under or near the self-affirmation signature line on each ballot return envelope. [Election Rule 7.2.7]
- ☒ Required * The County will include a space for a witness to provide his or her full legal name on the ballot-return envelope. [Election Rule 7.2.8]

(Required *) Please choose one: [Election Rule 7.2.6]

- ☒ The County will NOT include the third party ballot delivery statement on the return envelope
- ☐ The County will include the third party ballot delivery statement on the return envelope

11. Ballot Stubs

- ☐ Please check this box only if the County will use ballot stubs under section 1-5-407(1)(b), C.R.S.

12. Print and Mail Insertion Vendor Information

- ☒ Required * The county has, or will, complete the County Support survey regarding print and mail vendor info located at the following URL: <https://www.surveymonkey.com/r/PrintVendorSurvey>

13. Coordination with Sheriff [Section 1-7.5-113.5(2), C.R.S.]

(Required *) Number of confined eligible voters in the county who registered to vote in the prior year [Section 1-7.5-113.5(2)(d)]

56

(Required *) Number of confined eligible voters in the county who voted in the last November election [Section 1-7.5-113.5(2)(d)]

13

Please describe how the County will provide the following materials to eligible electors located in each jail or detention center within the County (provide as much detail as possible and upload additional documents if needed):

A list of acceptable identification under section 1-1-104(19.5), C.R.S.

Elections office will provide jail registrar with this information. The list of acceptable identification will be included in voter registration materials and mail ballot packets for ID required voters.

A ballot information booklet (bluebook) under section 1-40-124.5, C.R.S. (if applicable)

N/A

TABOR notice under section 1-40-125, C.R.S. (if applicable)

N/A

Please describe the process by which the County and the Sheriff will facilitate voter registration of the eligible electors located in each jail or detention center within the county.

Voter Registration forms and on-line link (govotecolorado.gov) will be sent to the jail registrar to distribute to eligible electors that are in detention. Completed registration forms will be returned to the Clerk and Recorder and processed.

Please describe the process by which the County and the Sheriff will facilitate the delivery and retrieval of mail ballots of registered voters located in each county jail or detention center within the county.

Mail ballots will be sent to eligible Boulder County voters up until the 8 day deadline for mailing ballots. Past the deadline ballots will be delivered to the detention facility by bi-partisan Election Staff or Judges. Voters can

mail their ballots to our office up until the mailing deadline or the jail registrar will notify us and we will arrange a pick-up by a bi-partisan team.

(if applicable) The process by which the County and the Sheriff will facilitate voter registration, ballot delivery, and ballot return using electronic tablets issued to confined eligible electors [Section 1-7.5-113.5(2)(c)]

N/A

14. Miscellaneous

☐ (if applicable)

County will use a ballot sorting machine with automated signature verification software as part of the signature verification process. Please briefly describe which system will be used below:

If known, please describe the confidence threshold that the signature verification software will use below:

If the County has additional information it would like us to consider, please provide the information below.

15. Attachments

Please [CLICK HERE](#) to upload your documents in your County's 2024 Presidential Primary folder in your document library.

You will need to upload all required documents before we can approve your election plan.

☒ Required *

A copy of the outgoing envelopes for both domestic and UOCAVA ballots.

☒ Required *

A copy of the return envelopes for both domestic and UOCAVA ballots.

- ☒ Required * A copy of all voter instructions for both domestic and UOCAVA ballots.
- ☒ Required * A copy of the instructions to be included for first-time voters who do not have a signature on file. [Section 1-7.5-104.5(l.5), C.R.S.]
- ☒ Required * A completed VSPC Throughput Analysis form provided by the Secretary of State.
- ☒ Required * A copy of the signature card or signature/voter reg combo form that will be used for in-person voting in accordance with Section 1-7-110, C.R.S.
- ☒ Required * Copies of all forms that will be available or provided to electors to cure deficiencies or errors during the election with county and election specific information filled in. [section 1-7.5-105(1)(f), C.R.S.] To include the following:
- Missing or incomplete accessible ballot application letter
 - Ballot returned in wrong envelope letter
 - Missing copy of ID letter - mail ballot
 - Missing copy of ID letter - provisional ballot
 - Missing or discrepant signature letter & affidavit
 - Missing signature letter - provisional ballot
 - Missing signature letter - UOCAVA
 - UOCAVA Outreach Letter - Inactive - sample (*if sending this election*)
 - Examples of any template email language for any UOCAVA correspondence sent via email for the purpose of curing UOCAVA ballots (*if applicable*)
- ☐ Copies of any other documents (except the ballot) to be included in the mail ballot packet.

16. Multilingual Ballot County Information**

****NOT APPLICABLE FOR PRIMARY ELECTION****

****Skip this section****

Complete this section ONLY if your county is required to provide in-person and sample ballot translations under section 1-5-905, C.R.S.

Affirmation of Translation Qualifications (Election Rule 4.8.8)

The county affirms that they are using a translator or interpreter who:

- ☐ Is screened and tested for proficiency in both English and the target language, with affiliation or accreditation by a nationally recognized association of translators or have other credentials or certifications that are comparable to or exceed the standards used by a nationally recognized association or translators; AND

☐

Produces translations that are linguistically accurate, culturally appropriate, and technically consistent with the original documents

Description of Translator (Election Rule 4.8.9)

Please describe the company, service, or individual who will be translating ballot content the county is responsible for (see Rule 4.8.9(b) for further definition of "qualified translator or interpreter"):

County will include multilingual sample and in-person ballot information with the mail ballot packet [Section 1-5-906(5) and 1-5-907(4), C.R.S.]:

- ☐ Included in the regular voter instructions
- ☐ As a separate mail ballot insert with the voter instructions

17. Election Dates and Deadlines

Please complete the timetable below by supplying the pertinent dates or date ranges

	Calculated Date	Your Date
Date ballots will be transmitted to UOCAVA electors (No later than 45 days before the election) [Section 1-8.3-110, C.R.S.]	Jan 20, 2024	Required * 01-19-2024
Date County will mail ballots (no sooner than 22 days before the election and no later than 18 days before the election) [Section 1-7.5-107(3), C.R.S.] NOTE: If 22nd day falls on a federal holiday recognized by USPS, county may mail ballots beginning on the Friday before. [Section 1-7.5-107(3)(a)(II)] <i>Date automatically populated in this section will not reflect that change.</i>	Feb 12, 2024	Required * 02-12-2024
Date County will publish notice of election (no later than 20 days before the election) [Section 1-5-205(1), C.R.S.]	Feb 14, 2024	Required * 02-14-2024
		Required *

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Nintex Forms for SharePoint Lists

Date county will begin counting ballots (no sooner than 15 days before the election and counties with more than 10,000 active electors must begin no later than 4 days prior to the election) [Section 1-7.5-107.5, C.R.S.] Election Date	Feb 19, 2024	02-26-2024
	Mar 5, 2024	Required * 03-05-2024
Deadline for County to mail signature discrepancy and I.D. deficiency cure letters to affected electors (no later than 2 days after election day) [Sections 1-7.5-107(3.5) (d) and 1-7.5-107.3(2)(a), C.R.S.]	Mar 7, 2024	Required * 03-07-2024
Deadline for electors with signature discrepancies or I.D. deficiencies to submit necessary cure documentation to the County (within 8 days after the election) [Sections 1-7.5-107(3.5)(d) and 1-7.5-107.3(2) (a), C.R.S.]	Mar 13, 2024	Required * 03-13-2024
Deadline for County to receive ballots from UOCAVA electors (close of business on the 8th day after the election) [Section 1-8.3-113(2), C.R.S.]	Mar 13, 2024	Required * 03-13-2024
Deadline for County to verify and count all provisional ballots (within 9 days after the election) [Section 1-8.5-105(5), C.R.S.]	Mar 14, 2024	Required * 03-14-2024
Deadline for the canvass board to complete its duties (no later than the 22nd day after the election) [Section 1-10-102(1), C.R.S.]	Mar 27, 2024	Required * 03-26-2024
Election Plan Status	Approved	