

## Supporting Statement A:

OMB Control Number: xxxx-xxxx

U.S. Election Assistance Commission

2006 Election Administration and Voting Survey

### A. Justification

#### 1. Explain the circumstances that make the collection of information necessary.

The proposed information collection is necessary to meet requirements of the Help America Vote Act (HAVA) of 2002 (42 U.S.C. 15301). HAVA §241 requires the U.S. Election Assistance Commission (EAC) to study and report on election activities, practices, policies, and procedures, including methods of voter registration, methods of conducting provisional voting, poll worker recruitment and training, and such other matters as the Commission determines are appropriate. In addition, HAVA §802 transferred to the EAC the Federal Election Commission's responsibility of biennially administering a survey on the impact of the National Voter Registration Act (NVRA) (42 U.S.C. 1973gg-1 et seq.). The information the States are required to submit to the EAC for purposes of the NVRA report are found under Title 11 of the Code of Federal Regulations (11 CFR 8.7).

HAVA §703(a) also amended §102 the Uniformed and Overseas Citizens Absentee Voters Act (UOCAVA) (42 U.S.C. 1973ff-1) by requiring that "not later than 90 days after the date of each regularly scheduled general election for Federal office, each State and unit of local government which administered the election shall (through the State, in the case of a unit of local government) submit a report to the Election Assistance Commission (established under the Help America Vote Act of 2002) on the combined number of absentee ballots transmitted to absent uniformed services voters and overseas voters for the election and the combined number of such ballots which were returned by such voters and cast in the election, and shall make such a report available to the general public."

#### 2. Indicate how, by whom, and for what purpose the information is to be used.

The information collected in the 2006 EAC Administration and Voting Survey will be used by the EAC to report to Congress on the impact of the NVRA (42 U.S.C. 1973gg-1 et seq.) on the administration of elections for Federal office for the period from the close of registration for the November 2, 2004, Federal general elections until the close of registration for the November 7, 2006, Federal general elections. In addition, the EAC shall make available to the public the information collected on the combined number of absentee ballots transmitted to absent uniformed services voters and overseas voters for the election and the combined number of such ballots which were returned by such voters and cast in the election as required by UOCAVA §102(c). Further, this collection will standardize the format for the reports submitted by States under UOCAVA §102(c) as required by HAVA §703(b).

#### 3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology.

The EAC will provide for the secure collection of information via its website. Submission will be accepted using a secure, automated, form-fillable web application. Information will also be accepted via e-mail, fax, and regular mail to accommodate respondents that prefer alternate methods for submitting information. The EAC is committed to making the submission of information to the agency as secure,

efficient, and easy as possible through the use of technology and the ongoing support of survey respondents during the information collection process.

**4. Describe efforts to identify duplication.**

Currently, the U.S Census Bureau's Current Population Survey (CPS) contains a bi-annual supplement that collects information about the voting characteristics of their households. However, the EAC Survey is a census of election administration practices and voter turnout as reported by the chief election officials for the states, the District of Columbia, and the U.S. territories; it does not collect information from voters or regarding characteristics of the voters. The EAC has included the U.S. Department of Defense's Federal Voting Assistance Program in the development of this information collection to minimize duplication efforts regarding UOCAVA voters.

**5. If the collection of information impacts small businesses or other small entities, describe any methods used to minimize burden.**

This information collection does not have a significant impact on small businesses or other small entities. The chief election officials for the states, the District of Columbia, and the U.S. territories may have to request information from their local election jurisdictions, but most of this information is already routinely collected from the local election officials to certify election results and report voter turnout. The EAC has made efforts to limit the information requested and burden on all participants. The information sought is limited to that information necessary to meet the requirements listed in response to Question 1 above.

**6. Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.**

If the EAC does not collect this information it may be unable to comply with its statutory requirements under HAVA (42 U.S.C. 15301), NVRA (42 U.S.C. 1973gg-1 et seq.), and UOCAVA (42 U.S.C. 1973ff-1). This collection of information must be carried out every two years after each Federal general election as stipulated by NVRA and UOCAVA. The EAC has reduced the burden of responding to the information collection by developing a single instrument to collect the information. Prior to this effort, the EAC administered three separate surveys to collect the information, and respondents were burdened by the different deadlines for submitting information and the lack of uniform definitions to describe the data requested. This new collection has clarified questions and election terms to alleviate some of the problems encountered in the previous surveys and increase the response rate.

**7. Explain any special circumstances that require the collection to be conducted in a manner inconsistent with OMB guidelines.**

There are no special circumstances applicable to this information collection.

**8. If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5CFR 320.8(d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and describe actions taken in response to the comments. Specifically address comments received on cost and hour burden. Describe efforts to consult with persons outside DOE.**

The EAC published a notice in the Federal Register on August 1, 2006, at 71 FR 43477.

**9. Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.**

The EAC does not provide any payment or gift to respondents.

**10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.**

There is no assurance of confidentiality.

**11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private.**

There are no questions of a sensitive nature.

**12. Provide estimates of the hour burden of the collection of information. The statement should indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated.**

- a. Number of respondents = 55
- b. Number of responses per each respondent = 1
- c. Total annual responses = 1
- d. Hours per response = 115.07 hours
  - i. Reviewing instructions: 2.13 hours
  - ii. Adjusting to comply with any previously applicable requirements: 10.75 hours
  - iii. Training personnel to respond to a collection of information: 5 hours
  - iv. Searching data sources: 47.20 hours
  - v. Completing and reviewing the collection of information: 47.63 hours
  - vi. Transmitting or otherwise disclosing the information: 2.36
- e. Total annual reporting burden = 6,328.85 hours (*# of respondents x frequency of response x hours of response*)
- f. Estimated total annual cost burden = \$147,905.22 (*# of total annual reporting hours (6,328.85) x estimated hourly cost for responding to this information collection (\$23.37)*)
  - i. The hourly cost factor was derived from dividing the estimated annual cost factor per respondent (\$2,689.63) by the estimated hours per response (115.07) = \$23.37

**13. Provide an estimate for the total annual cost burden to respondents or recordkeepers resulting from the collection of information.**

There are no capital or start-up costs associated with this information collection.

**14. Provide estimates of annualized cost to the Federal government.**

The estimated annual cost to the Federal Government is \$272,007.20. This estimate includes: \$82,007.20 for website management and programming services for a web-based survey response application; \$180,000 for personnel to administer and manage collections, and \$10,000 for equipment and overhead.

- We estimate \$82,007.20 for website management and programming services for a web-based survey response application.
- We estimate \$180,000 for personnel to administer and manage the collections. Two full time personnel will be assigned to this program. With an average cost (pay and benefits) of approximately \$90,000 a year.
- We estimate \$10,000 for equipment costs and overhead.

**15. Explain the reasons for any program changes or adjustments reported in Items 13 (or 14) of OMB Form 83-I.**

Not applicable. This is a new information collection.

**16. For collections whose results will be published, outline the plans for tabulation and publication.**

The EAC is required by NVRA (42 U.S.C. 1973gg-7) to no later than June 30th of each odd-numbered year submit to Congress a report assessing the impact of this Act on the administration of elections for Federal office during the preceding 2-year period, including recommendations or improvements in Federal and State procedures, forms, and other matters affected by this Act. In addition, the EAC will make available to the public the information collected on the combined number of absentee ballots transmitted to absent uniformed services voters and overseas voters for the election and the combined number of such ballots which were returned by such voters and cast in the election as required by UOCAVA §102(c). Since the data required by these two Acts is being collected as part of this information collection, the EAC expects to release all of its findings as one publication no later than the date required by NVRA (42 U.S.C. 1973gg-7). The EAC is also in process of developing a process for using a geographic information system (GIS) to display the collected data and allow the public to conduct queries.

**17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons why display would be inappropriate.**

Not applicable to this collection.

**18. Explain each exception to the certification statement identified in Item 19 of OMB Form 83-I.**

- 1 The EAC does not request an exception to the certification of this information collection.