

Supporting Statement B

U.S. Election Assistance Commission

Study of Voter Hotlines Operated by Election Offices

B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

1. Describe (including a numerical estimate) the potential respondent universe and any sampling or other respondent selection method to be used. Data on the number of entities (e.g. establishments, State and local governmental units, households, or persons) in the universe and the corresponding sample are to be provided in tabular form. The tabulation must also include expected response rates for the collection as a whole. If the collection has been conducted before, provide the actual response rate achieved.

This data collection request is a census of all US state, country, and local election offices. As attempts will be made to contact and collect information from each entity in the potential respondent universe, no statistical sampling procedures are needed. Based on previous studies on this population, we estimate that we will achieve a 30% response rate.

2. Describe the procedures for the collection, including: the statistical methodology for stratification and sample selection; the estimation procedure; the degree of accuracy needed for the purpose described in the justification; any unusual problems requiring specialized sampling procedures; and any use of periodic (less frequent than annual) data collection cycles to reduce burden.

Not applicable to this collection; as this study is a census of all election jurisdictions in the US, sampling techniques will not be used.

3. Describe the methods used to maximize response rates and to deal with nonresponse. The accuracy and reliability of the information collected must be shown to be adequate for the intended uses. For collections based on sampling, a special justification must be provided if they will not yield "reliable" data that can be generalized to the universe studied.

Although no sampling will be employed, to maximize the chances of making contact with a potential respondent, the web-based survey will utilize a five-contact design, the timing of which will be approximately as follows:

- 1st contact: letter of introduction sent by email
- 2nd contact: email invitation with hyperlink to survey
- 3rd contact: email reminder
- 4th contact: second email reminder
- 5th contact: Final email reminder

The five-contact design will be staggered over a 25-day survey field period.

4. Describe any tests of procedures or methods to be undertaken. Tests are encouraged as effective means to refine collections, but if ten or more test respondents are involved OMB must give prior approval.

In total, five pretests were conducted. The survey instrument was tested in large, medium and small jurisdictions not exceeding ten or more test respondents.

5. Provide the name and telephone number of individuals consulted on the statistical aspects of the design, and the name of the agency unit, contractor(s), grantee(s), or other person(s) who will actually collect and/or analyze the information for the agency.

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