

**Supporting Statement B:
OMB Control Number: XXXX
U.S. Election Assistance Commission
Education Product Evaluation**

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. Indicate expected response rates for the collection as a whole. If the collection had been conducted previously, include the actual response rate achieved during the last collection.

EAC will seek input from all of the 50 State Election Officials, as well as those in the District of Columbia and the territories (American Samoa, Guam, Northern Mariana Islands, Puerto Rico, and the Virgin Islands). This seems justified given the small size of this population.

Table 1 shows the number of local election officials (LEOs) by state and jurisdiction. As was described previously in Statement A, we have developed a method for allocating items regarding different products so as to maximize the amount of information we can collect about each one while minimizing individual respondent burden. This method makes it necessary to involve more LEOs in the process so that adequate coverage can be obtained. Further, we assume that (a) a significant (but unknown) proportion of the LEOs will have no familiarity with the products and (b) that another significant (and unknown) portion may have read the documents, but for a variety of reasons (see survey item 2) did not attempt to follow the recommendations or guidance given. This, in combination with results from a previous survey of this population (Fischer & Coleman, 2008) which obtained a 40% response rate, led us to the conclusion that to ensure that adequate data are captured on the range of products, a census of LEOs is advisable. Note that this approach is similar to that of Fischer and Coleman (2008), who surveyed all LEOs in states with 150 or fewer jurisdictions and drew samples of 150 from those with a greater number. As seen in Table 1, this means they sampled in 7 states (CT, FL, MA, ME, NH, TX, and WI) and did a census in the other 43.¹ We understand that OMB deems it desirable to limit respondent burden through sampling. However, we feel this is counterbalanced by the need to limit individual respondent burden through the item allocation process described above.

¹ In all cases except Texas, the electoral process is handled at the local (rather than county) level in those states with more than 150 officials.

Table 1. Number of LEOs by State/Jurisdiction

Jurisdiction	Local Election Officials	Jurisdiction	Local Election Officials
AL	67	MO	115
AK	4	MT	56
AS	1	NE	93
AZ	15	NH	236
AR	75	NV	17
CA	58	NJ	21
CO	63	NM	33
CT	169	NY	62
DC	1	NC	100
DE	3	ND	53
FL	67	OH	88
GA	159	OK	77
GU	1	OR	36
HI	5	PA	67
ID	44	PR	1
IL	102	RI	39
IN	92	SC	46
IA	99	SD	66
KS	105	TN	95
KY	120	TX	254
LA	64	UT	29
MA	340	VA	135
MD	24	VI	1
ME	519	VT	246
MI	83	WA	39
MN	87	WI	1842
MP	1	WV	55
MS	82	WY	23
Total		6375	

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.

There are two primary factors that could have an influence on the experience of LEOs with implementing the guidance provided in EAC products: the state of the union in which they operate, and the size of the jurisdiction for which they are responsible.² For the purposes of reporting, we would like to ensure that our sample sizes are sufficient to be able to examine these two factors independently of one another.

² Note that although we could hypothesize that individual LEO characteristics (e.g., age, tenure) could have an influence on whether EAC guidance was followed, we have no national data on this population that would allow determine the representativeness of the final sample. Further, we have no basis for hypothesizing that either individual or jurisdictional characteristics would influence opinions about the products.

State. The state of the union in which the LEO operates could have an influence on their use of EAC products given that the states exercise control over the election process to varying degrees. This could greatly affect the amount of autonomy officials at the local level have to enact best practices as described in the products. In a 2002 report, The Constitution Project provides an overview of state control along three dimensions: level of state funding provided to localities for purposes of carrying out elections, the level of training provided by the states to LEOs, and the degree to which states are involved in the selection or approval of voting systems.³ In all three cases, the authors categorize the states into three levels, with level 1 representing the greatest amount of control, and level 3 the least. For purposes of this project, we have identified training provided as a surrogate for level of state control. The degree to which states are involved in the indoctrination of LEOs suggests the extent to which practices are mandated at that level. This also happens to be the dimension of the three examined that showed the most even division of states, with 21 mandating that LEOs participate in training and/or be certified, 17 offering non-mandatory training, and 12 providing no training at all. Table 2 shows the breakdown of states in this regard, the number of LEOs in each category, and the sample size required to generalize to each group.⁴

Table 2. State Election Board Training Requirements/Offerings to LEOs

Training/Certification Required	# of LEOs	Voluntary Training Offered	# of LEOs	No Training Offered	# of LEOs
AK	4	CA	58	AL	67
AZ	15	CO	63	KY	120
AR	75	FL	67	LA	64
CT	169	GA	159	NV	17
DE	3	HI	5	NH	236
IL	102	ID	44	NJ	21
ME	519	IN	92	NY	62
MD	24	IA	99	OK	77
MI	83	KS	105	PA	67
MN	87	MA	340	UT	29
MS	82	MO	115	WV	55
MT	56	ND	53	WY	23
NE	93	SD	66		
NM	33	TN	95		
NC	100	TX	254		
OH	88	VA	135		
OR	36	WI	1842		
RI	39				
SC	46				
VT	246				
WA	39				
Total LEOs	1939		3592		838
Required Minimal Sample Size	321		350		262

³ The Constitution Project (2002). *Election reform briefing: Working together? State and local election coordination*. Retrieved July 22, 2009, from http://www.pewcenteronthestates.org/uploadedFiles/Working_Together.pdf

⁴ Krejcie, R.V., & Morgan, D.W. (1970). Determining sample sizes for research activities. *Educational and Psychological Measurement*, 30, 607-610.

Size of Jurisdiction. We anticipate that the size of the jurisdiction represented by the LEO could have an impact on their use of EAC products in several, possibly contradictory ways. For one, LEOs from smaller jurisdictions are less likely to have funding available to travel to regional or national conferences of election officials, which have been high profile venues for promoting the products. This would suggest that they may be less likely to be aware of them. On the other hand, LEOs in smaller districts may have greater flexibility in making adjustments to procedures and/or may have greater need for guidance about such issues as signage and recruiting poll workers. So those who did receive and read the products may have been more proactive about considering their guidance. Conversely, jurisdictions with smaller voting age populations may experience fewer difficulties in the administration of elections, and therefore have less use for the recommendations provided. There is also a potential issue in more populous jurisdictions which may have larger election office staffs, in that the products were most likely directed to the heads of those offices. These individuals may or may not have chosen to share them with those lower in the ranks who are more directly responsible for on-the-ground operations. This obviously would lessen the likelihood that actual changes were put into place per the guidance offered. Data on familiarity with the products and reasons for not implementing the recommendations will shed light on each of these possibilities.

To develop a method for categorizing voting districts by size, we used U.S. Census data on the voting age population reported by county.⁵ (We were unable to obtain parallel data on the local level for those states where election administration is handled locally, or for Alaska where it is handled regionally. Note that in the former case, with notable exceptions (e.g., Boston, Milwaukee) the preponderance of jurisdictions fall in the “small” range). Figure 2 shows that the distribution by district population is highly skewed. In fact, nearly two-thirds of all jurisdictions comprise 30,000 or fewer individuals.

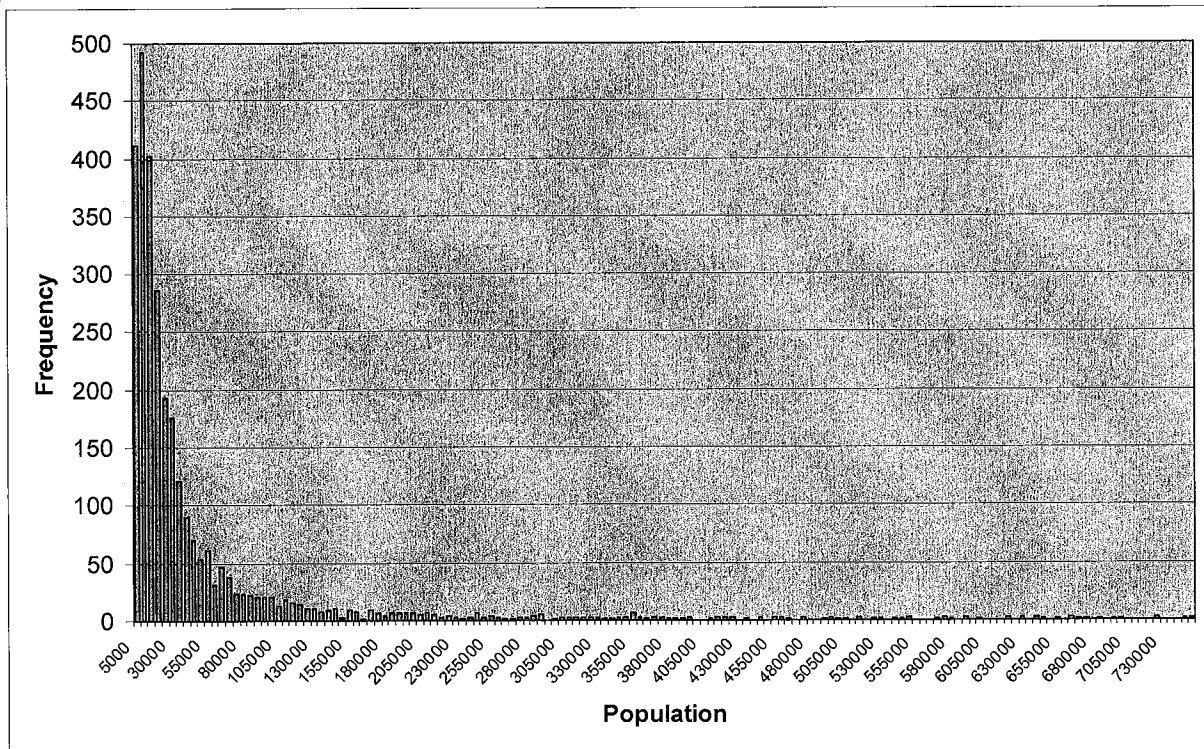


Figure 2. Distribution of counties by size of voting-age population.

⁵ Retrieved from <http://www.census.gov/population/www/cen2000/briefs/phc-t31/index.html>

Because the highly skewed distribution makes meaningful categories of equal size infeasible, we began the categorization process by seeing if we could identify natural “gaps” in the distribution of district populations. We did this by calculating the number of districts having populations of various sizes as counted by thousands of voters. We found that breaks arguably could be identified at population sizes of 18,000 (that is, there was a drop in frequencies when one required at least 18,000 residents in a district); 32,000; 69,000; and 210,000. These four cutoffs thus yielded five district categories. Because of the dwindling number of districts per category (1,500; 520; 451; 323; and 178) and the desire to have “rounded” category cutoffs, we chose to (a) combine the first two and last two categories, thus yielding breaks at 32,000 and 69,000; and (b) round the category boundaries, such that the cuts were made at 30,000 and 70,000. This changed the number of districts within categories slightly, yielding the distribution of 1,960; 513; and 499. Using these three district categories, we calculated a cross-tabulation of states by districts in the three categories (see Table 3).

Table 3. Small/Medium/Large Counties by State

State		Small 30,000 or less	Medium 30,001- 70,000	Large 70,000 or greater	Total
AL	Count	37	19	11	67
	% within State	55.2	28.4	16.4	
AR	Count	58	13	4	75
	% within State	77.3	17.3	5.3	
AZ	Count	4	3	8	15
	% within State	26.7	20.0	53.3	
CA	Count	13	9	36	58
	% within State	22.4	15.5	62.1	
CO	Count	48	4	11	63
	% within State	76.2	6.3	17.5	
DE	Count	0	0	3	3
	% within State	0.0	0.0	100	
FL	Count	24	9	34	67
	% within State	35.8	13.4	50.7	
GA	Count	116	28	15	159
	% within State	73.0	17.6	9.4	
HI	Count	0	1	3	5
	% within State	0.0	20.0	60.0	
IA	Count	85	8	6	99
	% within State	85.9	8.1	6.1	
ID	Count	38	3	3	44
	% within State	86.4	6.8	6.8	
IL	Count	68	16	18	102
	% within State	66.7	15.7	17.6	
IN	Count	56	19	17	92
	% within State	60.9	20.7	18.5	
KS	Count	95	5	5	105
	% within State	90.5	4.8	4.8	
KY	Count	99	17	4	120
	% within State	82.5	14.2	3.3	
LA	Count	36	16	12	64
	% within State	56.3	25.0	18.8	

State		Small 30,000 or less	Medium 30,001- 70,000	Large 70,000 or greater	Total
MD	Count	6	7	11	24
	% within State	25.0	29.2	45.8	
MI	Count	41	21	21	83
	% within State	49.4	25.3	25.3	
MN	Count	66	13	8	87
	% within State	75.9	14.9	9.2	
MO	Count	92	14	9	115
	% within State	80.0	12.2	7.8	
MS	Count	65	12	5	82
	% within State	79.3	14.6	6.1	
MT	Count	50	4	2	56
	% within State	89.3	7.1	3.6	
NC	Count	42	32	26	100
	% within State	42.0	32.0	26.0	
ND	Count	49	3	1	53
	% within State	92.5	5.7	1.9	
NE	Count	88	2	3	93
	% within State	94.6	2.2	3.2	
NJ	Count	0	1	20	21
	% within State	0.0	4.8	95.2	
NM	Count	21	8	4	33
	% within State	63.6	24.2	12.1	
NV	Count	12	3	2	17
	% within State	70.6	17.6	11.8	
NY	Count	6	26	30	62
	% within State	9.7	41.9	48.4	
OH	Count	30	30	28	88
	% within State	34.1	34.1	31.8	
OK	Count	56	17	4	77
	% within State	72.7	22.1	5.2	
OR	Count	18	9	9	36
	% within State	50.0	25.0	25.0	
PA	Count	11	23	33	67
	% within State	16.4	34.3	49.3	
SC	Count	21	11	14	46
	% within State	45.7	23.9	30.4	
SD	Count	64	1	1	66
	% within State	97.0	1.5	1.5	
TN	Count	61	23	11	95
	% within State	64.2	24.2	11.6	
TX	Count	187	31	35	254
	% within State	73.6	12.2	13.8	
UT	Count	23	2	4	29
	% within State	79.3	6.9	13.8	
VA	Count	95	25	15	135
	% within State	70.4	18.5	11.1	
WA	Count	17	11	11	39
	% within State	43.6	28.2	28.2	

State		Small 30,000 or less	Medium 30,001- 70,000	Large 70,000 or greater	Total
WV	Count	41	12	2	55
	% within State	74.5	21.8	3.6	
WY	Count	21	2	0	23
	% within State	91.3	8.7	0	
Total	Count	1960	513	499	2974
	%	65.9	17.2	16.8	
Required Minimal Sample Size		321	219	217	755

3. Describe the methods used to maximize response rates and to deal with non-response. The accuracy and reliability of the information collected must be shown to be adequate for the intended uses.

We have taken, and will take, a number of steps to ensure the highest return rate possible. First, we will use EAC's database containing contact information of LEOs (email and postal address). Turnover among this population is high, so this is an essential component of ensuring adequate coverage. As mentioned, we intend to make first contact through a mailing with a letter signed by the Executive Director of the EAC which will stress the importance of this research and the vital role election officials play in making sure that the efforts of the Commission to support them in their mission are successful. We will also stress that we understand the pressures of their schedules and will place a high priority on minimizing the time necessary to provide feedback.

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.

The surveys have been reviewed by three individuals associated with the EAC who are, or have been local elected officials and who are also familiar with the Commission's products. They provided feedback on the content, the specific items, and the response options. The surveys were also reviewed by the Commission's Research Director, Deputy Research Director, Research Specialist. The instruments have been tested extensively in house to guarantee that the functionality is operating properly and that the algorithms used to allocate respondents to products are working correctly.

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.

The following individuals were involved in/consulted with regarding the statistical aspects of the project:

1. Dr. Peter Ramsberger
Manager, Center for Personnel Policy Analysis
Human Resources Research Organization
66 Canal Center Plaza, Suite 700
Alexandria, VA 22314
(703) 706-5686
pramsber@humrro.org

2. Dr. Kristina Handy
Senior Staff Scientist
Human Resources Research Organization
66 Canal Center Plaza, Suite 700
Alexandria, VA 22314
(703) 706-5629
khandy@humrro.org

The EAC staff members responsible for this information collection are:

1. Karen Lynn-Dyson
Director of Research, Policy, and Programs
U.S. Election Assistance Commission
1225 New York Avenue, Suite 1100
Washington, DC 20005
(202) 566-3100

2. Shelly Anderson, Ph.D.
Deputy Research Director
U.S. Election Assistance Commission
1225 New York Avenue, Suite 1100
Washington, DC 20005
(202) 566-3100