

## SUPPORTING STATEMENT

### Justification statement for Help America Vote Act (HAVA) Voting Access Application and Annual Report 0970-0327

#### A. Justification

##### 1. Circumstances that make the collection of information necessary

The Help America Vote Act (HAVA) application to States and Units of Local Government is required by federal statute and regulation. Each State or Unit of Local Government must prepare an application to receive funds under the Help America Vote Act (HAVA), P.L. 107-252, Title II, Subtitle D, Part 2, Sections 261 to 265, Payments to States and Units of Local Government to Assure Access for Individuals with Disabilities (42 U.S.C. 15421-25). The application is provided in writing to the Administration for Children and Families, Administration on Developmental Disabilities

An annual report is also required by Federal statute (the Help America Vote Act (HAVA) of 2002, Public Law 107-252, Section 261, Payments to States and Units of Local Government, 42 U.S.C. 15421). Each State or Unit of Local Government must prepare and submit an annual report at the end of every fiscal year. The report addresses the activities conducted with the funds provided during the year. The information collected from the annual report will be aggregated into an annual profile of how States have utilized the funds and establish best practices for election officials. It will also provide an overview of the State election goals and accomplishments and permit the Administration on Developmental Disabilities to track voting progress to monitor grant activities.

##### 2. Use of information

###### Application

Each State or Unit of Local Government that receives funding must prepare and submit an application. The application describes the activities for which assistance under the Help America Vote Act (HAVA). The application is provided in writing and must include:

- 1)The name of the State submitting the application.
- 2)The name of the Chief Election Official of the State submitting the application.
- 3)Contact person: Name, title, address, phone, fax, and e-mail address.
- 4)A description of what the applicant intends to do in each of the four categories of activities outlined as follow
  - a. assurance that all polling places are accessible,making polling places, including the path of travel, entrances, exits, and voting areas of each polling facility, accessible to individuals with the full range of disabilities.
  - b.Providing the same opportunity for access and participation, including privacy and independence, to individuals with the full range of disabilities as for other voters.
  - c.Training election officials, poll workers, and election volunteers on how best to promote the access and participation of individuals with the full range of disabilities in elections for Federal office.
  - d. Providing individuals with the full range of disabilities with information about the accessibility of polling places.
- 5)How much of the payment the applicant intends to spend on each of the four categories of activities.
- 6) An assurance that no later than December 31st of the year the Chief Election Official or his/her designee will submit a report to ADD for the Secretary describing how any funds authorized under HAVA were used with regard to the four categories of activities.
- 7)Signed by the Chief Election Official or Secretary of State.

The application must also include the following certifications:

- 1a) The Certification Regarding Lobbying, (45 CFR Part 93) may be found as Attachment C of this Instruction and at [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html).
- 2a) The Disclosure of Lobbying Activities form (SF-LLL) may be found under the "Disclosures" heading at [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html).
- 3a) Other Certifications: Certification Regarding Environmental Tobacco Smoke. The signature on the application by the Authorizing Official attests to the intent to comply with this Certification, which may be found at [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html).

### Annual Report

A copy of the annual report narrative and guidelines for States and Units of Local Government is attached.

### **3. Use of information technology**

The Administration on Developmental Disabilities (ADD) has no funding under the Developmental Disabilities (DD) Act to support an electronic application for the Help America Vote Act (HAVA) Voting Access Application and Annual Report.

### **4. Efforts to identify duplication**

There have not been any formal efforts to identify duplication because there are no similar programs collecting information regarding the Help America Vote Act (HAVA) program.

### **5. Information collection involving small businesses**

The information collected does not involve, nor result in assignment of burden to any small business. It is collected from 55 designated states and units of local government.

### **6. Consequence to Federal program or policy activities if collection is conducted less frequently**

No accountability of how HAVA funds are being used.

### **7. Special circumstances**

There are no special circumstances governing the collection of data.

### **8. Outside consultation regarding availability of data**

The application format has been suggested to the States and units of local government since fiscal year 2003. The format is based on the four (4) mandated areas of activities authorized under 42 USC 15421 of the Help America Vote Act.

A 60 day comment period was provided. The solicitation of comments for the proposed information was published in the Federal register, volume 76, page 6140, on February 3, 2011.

There were no public comments regarding the application and annual report.

**9. Provision of Payments of gifts to respondents**

No payments or gifts to respondents are planned.

**10. Assurance of Confidentiality**

This information collection does not require an assurance of confidentiality.

**11. Questions of a sensitive nature**

Not applicable

**12. Estimates of the hour burden of the collection of information**

The following is the hour of burden estimate for this information Collection for the *Voting Access Application*:

No. of States	No. of Responses per state	Average Burden hours per state	Total Hours
55	1	24	1,320

The following is the hour of burden estimate for this information Collection for the *Voting Access Annual Report*:

No. of States	No. of Responses per state	Average Burden hours per state	Total Hours
55	1	50	2,750

The estimates of annual burden to states vary greatly with the size, program complexity and capability of the States. Consultations with selected States indicated a range of times would vary. The current approximation of annual burden for the application is 4.8 hours for five (5) working days which equals 24 hours. The total estimated burden hours for the states and local units of government are 1,320. Whereas, the current

approximation of annual burden for the annual report is 10 hours for five (5) working days which equals 50 hours. The total estimated burden hours for the states and local units of government are 2,750.

The total annualized cost of the hour burden, expressed in dollars for the application and annual reports are:

Average Cost/hour	Average Burden hours/state	Average Annual cost/state	Total Annual Cost
\$35	74	\$2,590	\$142,450

**13. Estimate of the annual cost burden to respondents resulting from the collection of information**

The annual burden to respondents resulting from the collection of information for application from the states and local units of government is \$1,925.00. ( $\$35.00 \times 55 = \$1,925.00$ )

The annual burden to respondents resulting from the collection of information for annual report from the states and local units of government is \$4,125.00. ( $\$75.00 \times 55 = \$4,125.00$ )

**14. Estimates of annualized cost to the Federal Government**

The computation for the application is based on an estimated \$35 per hour for the efforts of a Program Specialist. The estimated hourly rate includes fringe benefits.

The computation for the annual report is based on the Program Specialist will devote an annualized estimate of 200 hours every year to organize and review the annual reports and to generate analysis of the information.

Total Estimated Federal Costs is \$6,050

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

Not applicable

**16. Plans for tabulation and publication**

Not applicable

**17. Reasons for not displaying expiration date**

The results of this information collection are not planned to be published for statistical use.

**18. Explanation for each exception to the certification statement identified in Item 19, "Certification for Paperwork Reduction Act Submissions," on Form OMB 83-I**

Not applicable

**B. Collections of Information Employing Statistical Methods**

Not applicable