

**Supporting Statement B:  
OMB Control Number: 3265-0006  
U.S. Election Assistance Commission  
2012 Election Administration and Voting Survey**

**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.**

This information collection does not use sampling. The respondent universe for the 2012 Election Administration and Voting Survey includes all 50 states, the District of Columbia, and the four U.S. territories; the total universe is 55 respondents. The EAC seeks and expects all of the identified respondents to provide responses to the collection as a whole. In 2008, EAC received responses from all 55 State and territory respondents. In 2010, EAC received responses from 53 States and territories (Puerto Rico did not hold federal elections and U.S. Virgin Islands submitted its data after the deadline). It is important to note that some of the respondents are exempt from the NVRA and as such are not required to provide certain data (though most of them did in 2010). In addition, since the manner in which elections are administered may vary by jurisdiction, there are some questions that may not apply to all respondents.

**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.

**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.**

The EAC has worked closely with State respondents to clarify survey questions and terms, and encourage full participation. Since 2005, EAC has actively solicited State and local election officials' feedback regarding any challenges they may have faced with the survey, including their experiences with data collection and submission. In addition to election officials, EAC also consults with social science and elections researchers, voter interest groups, and other stakeholders to discuss ways to improve the new information collection based on their expertise. EAC also presents each new information collection to its Advisory and Standards Boards, which are comprised of 110 state and election officials and another 37 are drawn from various national associations and government agencies that play a role in the implementation of the Help America Vote Act and science and technology-related professionals appointed by Congressional

members. Since 2006 the information collection has also been presented to members of trade associations such as the National Association of Secretaries of States (NASS) and the National Association of State Election Directors (NASSED) during their annual meetings and their feedback is encouraged.

For both the 2008 and 2010 information collections, these same series of discussions occurred with these stakeholders. In January 2008, the EAC held conference calls with the states to discuss issues related to the 2006 survey to solicit feedback on the format for the 2008 survey. That is how we determined that it would be best to split the information collection into two parts – the Statutory Overview (qualitative) and the Election Administration and Voting Survey (quantitative). That format worked well in 2008, which is why EAC maintained that same format for 2010. EAC also sought public comment on the survey and incorporated many of the more feasible suggestions regarding specific questions. For 2012, EAC seeks approval for a survey with non-substantive changes. Thus, the 2012 survey will mirror the 2010 survey with only minor language changes for clarification purposes.

In terms of the data collection, as always, EAC carefully reviews the information submitted by State respondents to ensure completeness and accuracy of their submissions. In 2010, EAC implemented an automated error checking function for the data collection template (along with manual review), which greatly aided in the submission of more quality data. We anticipate using that same approach for 2012. Respondents will be contacted by phone and e-mail to request information regarding missing and/or erroneous data during the data review phase of the project. Moreover, in an effort to increase response rates, each State and territory will be assigned to a team leader based on shared characteristics of their election databases, just as they were in 2008 and 2010. This team leader will be responsible for communicating with the State point of contact, supplying supporting material and answering questions, and tracking responses. Team leaders will monitor the progress of their assigned States, assisted by the contractor's database management team. Email reminders will be sent and telephone calls placed on an as-needed basis as the data collection progresses. We anticipate all communication will be via email and telephone. We do not plan to use any interviewer scripts.

The combination of improved questionnaires and data collection/submission templates, as well as enhanced technical assistance to the States is what led to better response rates in 2008 and even better response rates in 2010. For example, in 2008, 4,527 local jurisdictions were included in the survey; in 2010, that number increased to 4,678 jurisdictions. We believe the aforementioned enhancements (along with States' increased familiarity with the survey) will lead to similar, if not better, response rates in 2012.

**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.**

Not applicable to this collection.

**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 EAC staff members responsible for conducting this information collection are:

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