

Request for Approval under the “Fast Track Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number: 0704-0553)

TITLE OF INFORMATION COLLECTION: 2020 Post-Election Voting Survey of State Election Officials (SEOs)

PURPOSE:

This survey will be conducted on behalf of the Federal Voting Assistance Program (FVAP), a program within the Department of Defense (DoD). The primary purpose of this survey is to evaluate its overall customer service approach with state election officials as part of FVAP’s responsibilities under the Uniformed and Overseas Citizens Absentee Voting Act of 1986 (UOCAVA). This survey will help FVAP understand how it can best engage election officials and identify areas where its processes can be improved. This ongoing evaluation will help determine the extent to which FVAP is achieving its mission and what actions FVAP might be able to take in the future to improve its products and services. In addition, the data will assist FVAP determine if legislative changes have been successful removing barriers for absentee voting and identify any remaining obstacles to voting by those populations covered by UOCAVA.

DESCRIPTION OF RESPONDENTS:

For the 2020 Post-Election Voting Survey of State Election Officials (SEOs), 55 SEOs will be contacted. The survey will be a census of SEOs; each SEO represents their state, district, or territory.

TYPE OF COLLECTION: (Check one)

- | | |
|--|--|
| <input type="checkbox"/> Customer Comment Card/Complaint Form | <input checked="" type="checkbox"/> Customer Satisfaction Survey |
| <input type="checkbox"/> Usability Testing (e.g., Website or Software) | <input type="checkbox"/> Small Discussion Group |
| <input type="checkbox"/> Focus Group | <input type="checkbox"/> Other: _____ |

CERTIFICATION:

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The results are not intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.
6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

Name: //Signed// Mr. David Beirne, FVAP Director

To assist review, please provide answers to the following question:

Personally Identifiable Information:

1. Is personally identifiable information (PII) collected? Yes No

2. If Yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974? Yes No
3. If Yes, has an up-to-date System of Records Notice (SORN) been published? Yes No

Gifts or Payments:

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? Yes No

BURDEN HOURS

Category of Respondent	No. of Respondents	Participation Time	Burden
State Election Officials	55	10 minutes	9.17 hours
Totals	55	10 minutes	9.17 hours

PUBLIC COST: The estimated annual cost to the public is \$66.48. This is estimated from the respondent burden of 9.17 hours with a labor cost of the Federal Minimum Wage of \$7.25 per hour.

FEDERAL COST: The estimated annual cost to the Federal government is \$16,000; the cost has been significantly reduced since the last administration because the survey is being administered by FVAP government personnel without contractor support.

If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:

The selection of your targeted respondents

1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe? Yes No

If the answer is yes, please provide a description of both below (or attach the sampling plan)?
 If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

For the 2020 Post-Election Voting Survey of State Election Officials (SEOs), 55 SEOs will be contacted via email and will receive up to 8 total emails. The survey will be a census of SEOs; each SEO represents their state, district, or territory.

Administration of the Instrument

1. How will you collect the information? (Check all that apply)

- Web-based or other forms of Social Media
- Telephone
- In-person
- Mail
- Other, Explain

2. Will interviewers or facilitators be used? Yes No

Please make sure that all instruments, instructions, and scripts are submitted with the request.