

**Supporting Statement B:**  
**OMB Control Number: #####-####**  
**U.S. Election Assistance Commission**  
**2020 CARES Progress Narrative Report (EAC-CARESPNR)**  
(Text in Red will need to be changed when data/input is finalized.)

**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.**

The Election Assistance Commission CARES Progress Narrative Report (EAC-CARESPNR) will consist of questions for grantees which comprise of the 50 states, the District of Columbia, Puerto Rico and four territories. As this report is required as a part of grant compliance we expect 100 percent response from our grantees.

- 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.**

The population for the data collection is the 56 states and territories (EAC grantees) receiving the supplemental CARES funding. The recipients of this funding are finite. EAC will email the pool of grantees the required forms and guidance for the reporting as well as post the guidance on our website for easy location and access under our 2020 CARES page. EAC will also offer technical assistance as requested in completing and submitting progress reporting.

- 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 form will be a fillable form and the expanded content for item 10 – progress narrative will be submitted as a Word or PDF by the grantee via email. The EAC will ensure clear instructions, unambiguous definitions and make technical assistance available for respondents. EAC will employ a data quality assurance process, in which information submitted by respondents will be carefully reviewed to ensure completeness and accuracy of their submissions. The form will also require respondents finalize their data and certify it as complete and accurate to the best of their knowledge. Response for compliance based progress reporting by grantees is not optional and corrective action will be implemented where states are found to be negligent in submitting reports that are timely, complete and accurate.

- 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.**

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The EAC does not plan to test this collection prior to implementation due to the emergency health crisis posed by COVID19 and the 20 day reporting deadline imposed on primaries by HAVA CARES.

- 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 member responsible for conducting this information collection is:

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