

## SUPPORTING STATEMENT – PART B

### Post-Election Voting Survey of State Election Officials: 0704-XXXX

#### B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

##### 1. Description of the Activity

The Federal Voting Assistance Program (FVAP) issued Request for Quote (RFQ 47QFPA22Q0007) for research and analysis services in support of efforts, among other things, to improve awareness of stakeholders like state election officials (SEOs) regarding efforts to assist eligible citizens in the UOCAVA population with the registration and voting process. The component of this research covered under this Information Collection submission pertains to a survey of state election officials regarding efforts to assist eligible citizens in the UOCAVA population with the registration and voting process.

##### 2. Procedures for the Collection of Information

The following activities will be conducted as part of this survey data collection effort:

- 1) Revise a survey of SEOs
- 2) Administer the survey
- 3) Manage received survey data
- 4) Analyze the survey data

The survey will be conducted using a web-only survey and “push-to-web” communications methodology, to maximize the possible use of technology.

The design and administration of PEVS-SEO will mirror that utilized in previous administrative cycles. To capture a census of State election offices for PEVS-SEO, FMG will replicate the previous frame methodology focused on contacting either the head election official or election official most responsible for UOCAVA issues. This frame will consist of 55 SEOs from all 50 U.S. States, the District of Columbia, and the four U.S. territories covered under UOCAVA: Puerto Rico, Guam, American Samoa, and the U.S. Virgin Islands.

No more than eight (8) survey invitation and reminder emails will be sent out to each of the 55 SEO contacts identified to be part of the survey frame. These invitations will be sent via GovDelivery or a similar platform. During fielding, all sample members will have access to an email survey help desk, which will answer any potential survey issues and to log any unsubscribes.

The communication strategy will involve sending up to eight email messages per participants with email addresses.

It is expected that all 55 of the respondents will have a valid email address. Emails will include:

1. An email message from FVAP’s State Affairs Specialist informing SEOs of the survey.
2. An initial invitation email including the URL for the online survey which will be sent prior to the election.
3. Five similarly worded reminder email messages including the survey URL.

4. A final email message from FVAP’s State Affairs Specialist informing SEOs of the survey reminding them of the survey deadline.

The reminder emails will be sent approximately once a week, with the day of the week varying for each contact and/or to reflect holidays. Once a respondent has completed the survey or unsubscribed, no further communications will be sent.

**a. Estimation Procedures.**

The 2022 plan will use the same criteria and methodology from when FVAP last facilitated the PEVS-SEO in 2020, as described below.

This study is a census of every State election official; therefore, no stratification or weighting is necessary. The study results will be descriptive rather than inferential.

**b. Degree of accuracy needed for the Purpose discussed in the justification.** Not applicable

**c. Unusual problems requiring specialized sampling procedures.** Not applicable.

**d. Use of periodic or cyclical data collections to reduce respondent burden.** Not applicable.

3. Maximization of Response Rates, Non-response, and Reliability

As noted above, FVAP staff will email all SEOs once at the beginning of the fielding period and send a second reminder near the end to those who have yet to reply, reminding them to take the survey. This direct communication has been proven to significantly increase response rates.

4. Tests of Procedures

- 5.

**Online survey logistics:** The online survey will be thoroughly tested by employees of the contractor administering the survey, who will enter at least 20 test surveys through the web-based instrument. Should the data check reveal errors, necessary changes will be made to the web-based technology and the checks will be conducted again until 100 percent accuracy is achieved.

**Communication strategy:** Previous iterations of the SEO have demonstrated that a short survey period is appropriate because SEOs have reliable Internet access and thus do not need extra time to receive or complete the survey.

6. Statistical Consultation and Information Analysis

- a. Provide names and telephone number of individual(s) consulted on statistical aspects of the design.

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- b. Provide name and organization of person(s) who will actually collect and analyze the collected information.

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