



U.S. ELECTION ASSISTANCE COMMISSION
633 3rd St. NW, Suite 200
Washington, DC 20001

September 29, 2023

The U.S. Election Assistance Commission (EAC) is requesting a non-substantive change review process for our previously approved EAC-Federal Financial Report (EAC-FFR). Details on the prior approval for the EAC-FFR are below:

- Approval Date: 04/01/2022
- Document ID: EAC/3265-0022
- Previous ROCIS # // RCF ID: 202203-3265-005

The purpose of this non-substantive change request is to update the reporting burden based on a new reporting schedule for one grant funding stream and based on the additional of a new discretionary grant with two programs, the Help America Vote College Program (HAVCP). A table breaking down the change in reporting burden from what was approved through our previous request is included below:

Program Name	Previously Approved Responses per Year	New Request for Responses per Year	Change in Responses per Year	Total Number of Respondents	Average Burden per Response	Annual Burden Hours
101	2	2	0	13	.5 Hours	13 Hours
251	2	2	0	30	.5 Hours	30 Hours
Election Security	2	4	2	56	.5 Hours	112 Hours
HAVCP Poll Worker Program	0	2	2	20	.5 Hours	20 Hours
HAVCP Mini-Grant Program	0	1	1	20	.5 Hours	10 Hours
TOTAL						185 Hours

The estimated cost of the annualized cost of this burden is: \$4,460.35, which is calculated by taking the annualized burden (185 hours) and multiplying by an hourly rate of \$24.11 (GS-8/Step 5 hourly basic rate).