

**Supporting Statement B:
U.S. Election Assistance Commission
Help America Vote College Program (HAVCP) Applications**

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 U.S. Election Assistance Commission (EAC) seeks proposals from accredited colleges (including community colleges), universities, nonprofit organizations, and state and local election offices for the Help America Vote College Program (HAVCP). The HAVCP Program is split into 2 subprograms: The HAVCP Poll Worker Program and the HAVCP Service Day Mini-Grant Program. We anticipate approximately 50 applicants to the Poll Worker Program and 40 applicants to the Service Day Mini-Grant Program, for a total of 90 applicants. As the application forms are required to receive the benefits of the program, we anticipate a 100% response rate for applicants to complete all application forms.

- 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 EAC seeks proposals from accredited colleges (including community colleges), universities, nonprofit organizations, and state and local election offices for the HAVCP. These eligible applicants will self-select whether the funding opportunity is appropriate for their organization and whether to complete and submit the application forms. The application forms will be available to applicants on the EAC website and on Grants.gov. The EAC will post recorded trainings on the funding opportunity and how to complete an application for each subprogram on the EAC website to assist applicants in completing applications fully and correctly.

- 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 application forms will be available to applicants on the EAC website and on Grants.gov. The EAC will also ensure clear instructions and unambiguous definitions are included in the application forms. The EAC will post recorded trainings on the funding opportunity and how to complete an application for each subprogram on the EAC website to assist applicants in completing applications fully and correctly. 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. As the forms are mandatory to receive the benefits of the program, the EAC does not anticipate an issue with non-response. Organizations that do not submit complete applications will not be eligible for program benefits.

**Supporting Statement B:
U.S. Election Assistance Commission
Help America Vote College Program (HAVCP) Applications**

- 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.**

The EAC does not plan to test this implementation.

- 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:

Risa Garza, Interim Grants Director
633 3rd St. NW, Ste. 200
Washington, DC 20001
Grants@eac.gov

DRAFT