

Supporting Statement A:
OMB Control Number: 3265-0023
U.S. Election Assistance Commission
2025 EAC Budget Expense Worksheet (EAC-BEW)

A. Justification

1. Explain the circumstances that make the collection of information necessary.

The U.S. Election Assistance Commission (EAC) provides grants to state elections offices to support the administration of elections for federal office and improvements to voting and election systems. To provide timely and accurate review of these grants it is necessary to employ use of a Budget Expense Worksheet, for tracking grantees intended budgets and financial activity.

2. Indicate how, by whom, and for what purpose the information is to be used.

Data from these worksheets will be used for grant awarding, grant monitoring, technical assistance, long-term planning, and reporting to Congress.

3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology.

Using a standardized worksheet with formulas for automatic calculation allows both the grantee and agency to perform a key step in the grant process without extra effort or burden on staff and systems. The EAC uses the Grant Lifecycle Application System for grant management, which includes this data through a single submission point along with other required forms at the time of award.

4. Describe efforts to identify duplication.

EAC does not expect its grantees to report on HAVA funding expenditures and activities to any other source and only requires one Budget Expense Worksheet at the time of new or supplemental funding. Where possible, EAC has mirrored the federal standardized data elements for financial reporting to reduce the variance across federal grants in grantee tracking.

5. If the collection of information impacts small businesses or other small entities, describe any methods used to minimize burden.

This information collection does not impact small businesses or other small entities. Only states and territories are required to submit the Budget Expense Worksheet. The information requested is limited to information necessary to meet the requirements listed in response to Question 1.

Supporting Statement A:
OMB Control Number: 3265-0023
U.S. Election Assistance Commission
2025 EAC Budget Expense Worksheet (EAC-BEW)

6. Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.

If the EAC does not collect this information, it will be unable to perform necessary oversight for its HAVA grants and report necessary performance data to Congress related to HAVA funding. The frequency cannot be reduced, as the BEW is only requested at the time of new or supplemental funding.

7. Explain any special circumstances that require the collection to be conducted in a manner inconsistent with OMB guidelines.

There are no special circumstances applicable to this information collection.

8. If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5CFR 320.8(d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and describe actions taken in response to the comments. Specifically address comments received on cost and hour burden. Describe efforts to consult with persons outside of EAC.

This proposed information collection was previously published in the Federal Register on May 14, 2025 (Document Citation: 90 FR 21028 (Pages 21028-21029 Document Number 2025-08791) and allowed 60 days for public comment. No comments were garnered from the notice, warranting no outside consultation.

9. Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.

The EAC does not provide any payment or gift to respondents.

10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.

The EAC may collect the information requested in this report under the authority of OMB approved government wide collection cited in § 200.328 . Providing information is mandatory. The penalty associated with failing to respond is noncompliance and will require corrective action by the grantee. Public Law 93-573 (Privacy Act of 1974) requires that respondents be informed of the purpose and uses to be made of the information collected. The information collected will be used to oversee grant financial activity and report the progress to Congress. Financial reports are grant record and made public on our website.

11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private.

Supporting Statement A:
 OMB Control Number: 3265-0023
 U.S. Election Assistance Commission
 2025 EAC Budget Expense Worksheet (EAC-BEW)

There are no questions of a sensitive nature.

12. Provide estimates of the hour burden of the collection of information. The statement should indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated.

EAC Grant	Instrument	Total number of respondents	Total number of responses per year	Average burden hours per response	Annual burden hours
TBD	EAC-BEW	56	1	.5	28
TOTAL		56	1	.5	28

The estimated cost of the annualized cost of this burden is: \$718.76, which is calculated by taking the annualized burden (28 hours) and multiplying by an hourly rate of \$25.67 (GS-8/Step 5 hourly basic rate).

13. Provide an estimate for the total annual cost burden to respondents or recordkeepers resulting from the collection of information.

There are no capital or start-up costs associated with this information collection.

14. Provide estimates of annualized cost to the Federal government.

The estimated annual cost to the Federal Government is \$718.76.

15. Agencies may also aggregate cost estimates from Items 12, 13, and 14 in a single table.

16. Explain the reasons for any program changes or adjustments reported on the burden worksheet.

The number of reports was decreased to reflect the closed CARES grant program.

17. For collections whose results will be published, outline the plans for tabulation and publication.

Grantee report submissions will be publicly released on the EAC's website as done in the past for other grants. The EAC will submit to Congress a report of

Supporting Statement A:
OMB Control Number: 3265-0023
U.S. Election Assistance Commission
2025 EAC Budget Expense Worksheet (EAC-BEW)

expenditures across all HAVA funding on an annual basis with an update to the oversight committees at the mid-year mark.

18. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons why display would be inappropriate.

Not applicable to this collection.

19. Explain each exception to the topics of the certification statement identified in “Certification for Paperwork Reduction Act Submissions,”

The EAC does not request an exception to the certification of this information collection.