

30-day Notice:  FR

Unless submitted as an Emergency or Associated with Rulemaking, OMB will not consider an ICR complete until the 30-day notice has been published.

Annual Cost to Federal Government: \$

[Add/Edit Information Collections](#)

ICR Summary of Burden:

	Requested	Program Change Due to New Statute	Program Change Due to Agency Discretion	Change Due to Adjustment in Agency Estimate	Change Due to Violation of the PRA	Approved (in Current Inventory)
Annual Number of Responses	0	0	0	0	0	0
Annual Time Burden (Hr)	0	0	0	0	0	0
Annual Cost Burden (\$)	0	0	0	0	0	0

Citations for New Statutory Requirements: *(Required if any change in burden is a Program Change Due to New Statute.)*

Burden increases because of Program Change due to Agency Discretion

Burden decreases because of Program Change due to Agency Discretion

[Add/Edit Supporting Statement and Other Documents](#)

### 17. Annual Cost to Federal Government

Provide estimated annualized cost to the Federal government, if any, of implementing the collection. In the Supporting Statement A, provide a description of the method used to estimate cost, which should include quantification of hours, operational expenses (such as equipment, overhead, printing, and support staff), and any other expense that would not have been incurred without this collection of information. Do not use commas or \$ sign.

### 18. ICR Summary of Burden

Burden is accounted for at the information collection (IC) level; that is, per collection, whether one collection or multiple collections within one ICR. An IC is a set of information collected by an agency that is associated with a given affected public, obligation to respond, and line of business. The set of information may be defined by the instrument (e.g., a form), an activity (e.g., loans, filing taxes), or any other logical grouping determined by the agency that will provide explicit burden estimates by affected public, obligation to respond, and line of business.

Therefore, the Edit ICR page will display the sum of the burden entered on the Edit IC page for each IC. To enter your burden request, SAVE the ICR Data by clicking on Save at the bottom of the Edit ICR screen, and move to the IC List.

b. Mark "Required to obtain or retain benefits" when the response is elective, but is required to obtain or retain a benefit.

c. Mark "Mandatory" when the respondent must reply or face civil or criminal sanctions.

CFR Citation: An information collection is usually a form or survey, but can also be required by a statute or regulation. To identify regulation that is the requirement to collect the information, enter the regulation in the CFR Citation. Multiple citations can be entered for a single IC as long as one Affected Public, Obligation to Respond, and the Line of Business applies. To add another, click on Add Another CFR Citation.

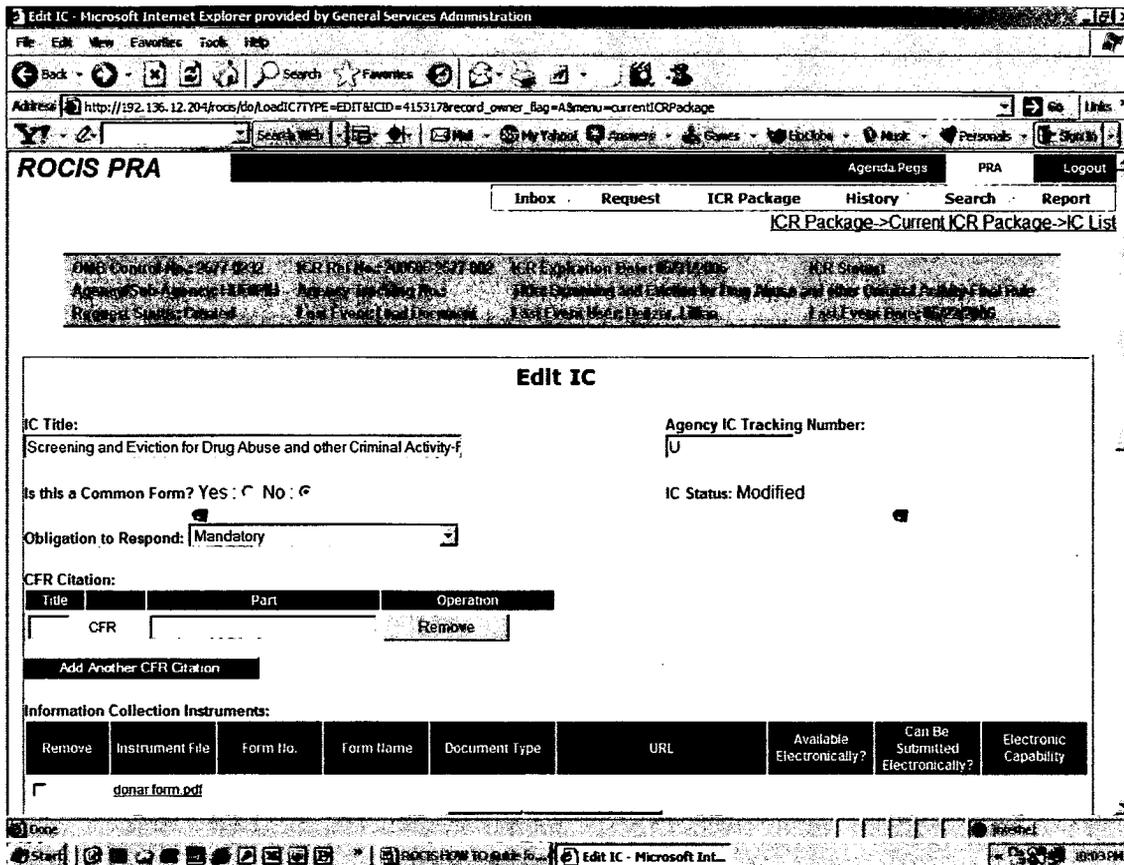
Information Collection Instruments: An "instrument" is the mechanism for gathering the information. The most obvious and easily identified type of instrument is a paper form or a survey, but it may be a web-based application, a telephone script, or any other means you use to gather information. If forms were recorded as part of the ICR in the migrated legacy data base, they will be listed here. However, you will need to open the Instrument File by clicking on the instrument file on the Add/Edit IC Instrument screen to upload the form, survey, or other instrument that is applicable to the IC.

To remove the reference to the form from the migrated legacy data, or for some other reason, use the Remove button.

To add a new instrument, click on Add Instrument on the Edit IC screen.

### **HOW TO Add an Instrument and Share Electronic Forms with E-Forms**

The Add Instrument screen is a shared screen for making the instrument available for the OIRA desk officer's review and to share an electronic form's url and information about the electronic form with the E-gov initiative, Business Gateway Forms Catalog, E-Forms.



### Instructions for Completing the Fields of the ADD/EDIT IC Screen

**IC Title:** Title the IC with potential text search in mind.

**Agency IC Tracking Number:** This field is entirely optional. One possibility is to provide the IT investment number (Exhibit 300 ITBRS number) when an information system is associated with the ICR.

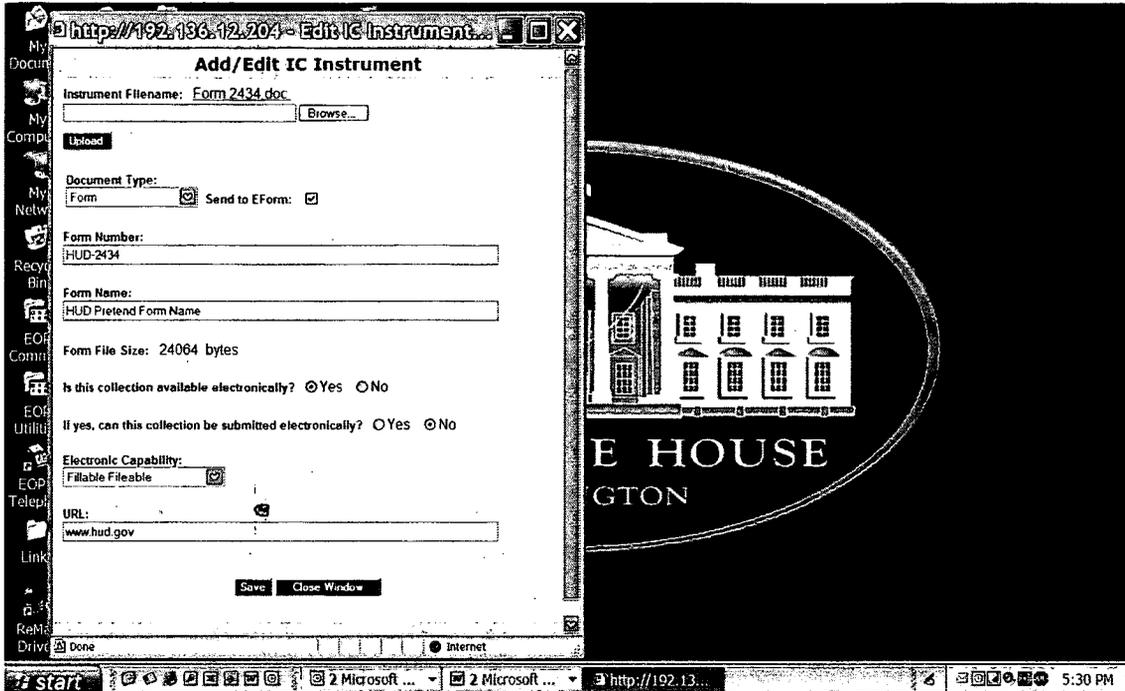
**Is this a Common Form?:** Select Yes to identify forms that your agency is willing to host for potential use by other agencies as well as your own. If your OIRA desk officer agrees, the form will become part of an inventory of common forms. When an agency selects a common form from the inventory, the using agency will be accountable for the burden of its use rather than the hosting agency. The inventory will be built in 2006 and the use of the common form will be available in 2007.

**IC Status:** ROCIS will populate this field; no entry by the agency is required.

**Obligation to Respond:** The "obligation to respond" is either mandatory, required to obtain benefits, or voluntary. Select the category that applies to the IC. If more than one category applies, you will need to create a second IC to account for the burden associated with all the categories that apply.

a. Mark "Voluntary" when the response is entirely discretionary and has no direct effect on any benefit or privilege for the respondent.

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To upload an instrument for OIRA's review, browse to locate it and select upload. Answer the questions and save the instrument file, close the window to return to the Edit IC screen.

If the document type is a form or form and instruction and you answer "Yes" to "Is this form available electronically?" "Send to E-Forms" with a check mark to indicate the default position of checked will appear. This will alert ROCIS to send the url, the document type, form number, form name, document size, and electronic capability to the Forms Catalog upon approval of the ICR. If the ICR is new (without OMB Control Number), please ensure that the url is not live until after the agency receives approval for the form. (If there is no form number, please state "NA.")

Just as it is possible to list multiple CFR citations for an IC, it is possible that an IC will have multiple forms; such as an electronic and a paper version of the same collection. Of course, if the burden is considerably less for one version than the other, it might be advantageous to record the two versions as two ICs. If for some reason the two versions of the same instrument have different answers to Affected Public, Obligation to Respond, or Line of Business, the instruments should be recorded as two ICs.

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Microsoft Internet Explorer provided by General Services Administration

Address: http://192.136.12.204/roas/foi/LoadIC?TYPE=EDIT&CID=415317&record\_owner\_flag=AS&menu=currentICRPackage

CFR Citation:

Title	Part	Operation
CFR		Remove

Add Another CFR Citation

Information Collection Instruments:

Remove	Instrument File	Form No.	Form Name	Document Type	URL	Available Electronically?	Can Be Submitted Electronically?	Electronic Capability
<input type="checkbox"/>	donar form.pdf							

Remove Add Instrument

Federal Enterprise Architecture Business Reference Module

Line of Business:  Subfunction:

Privacy Act System of Records(if applicable)

Title:  FR Citation:

Number of Respondents:  Number of Respondents for Small Entity:

Affected Public:

Percentage of Respondents Reporting Electronically: (%)

Annual IC Burden: (Select appropriate IC Burden Worksheet)

This ICR Requests Change in Net Burden  This ICR Requests No Change in Net Burden

Change Due to  Change Due to

**Federal Enterprise Architecture Business Reference Model Line of Business and Subfunction:** The “line of business” refers to the federal government’s lines of business in services to citizens and management of governmental resources affecting citizens as defined by the Federal Enterprise Architecture Business Reference Model.

For more information on the Business Reference Model see [http://www.whitehouse.gov/omb/egov/documents/FEA\\_CRM\\_v20\\_Final\\_June\\_2006.pdf](http://www.whitehouse.gov/omb/egov/documents/FEA_CRM_v20_Final_June_2006.pdf) “The Business Reference Model is a function-driven framework for describing the business operations of the federal government independent of the agencies that perform them. The Business Reference Model lines of business provide a way to identify “government-wide common solutions for improved service to citizens.”

If an IT investment/system is related to the information collection, the line of business should be that which is used by the agency to justify the IT investment in its Exhibit 300. If there is no system, please use the definitions at <http://www.whitehouse.gov/omb/egov/a-3-2-services.html> to select the line of business that most accurately reflects the “business” of the collection.

Because lines of business functionally cross organizations, assignment of lines of business to ICs will also enable identification of potential opportunities for merged and/or common forms and reduced burden.

**Privacy Act System of Records and FR Citation:** Enter if applicable. If not, leave blank.

**Number of Respondents:** This is the basis for a burden number that is calculated by ROCIS on the Burden Worksheet.

**Number of Respondents for Small Entity:** Indicate the number of respondents upon which the information collection will have a significant impact. A small entity may be (1) a small business which is deemed to be one that is independently owned and operated and that is not dominant in its field of operation; (2) a small organization that is any not-for-profit enterprise that is independently owned and operated and is not dominant in its field; or (3) a small government jurisdiction which is a government of a city, county, town, township, school district, or special district with a population of less than 50,000.

**Affected Public:** Select one from the following choices: federal government, households and individuals, the private sector, and state and local governments. You may select one of the choices per IC. If you select private sector, you will be presented another set of choices to select from; i.e., private sector, farms, and not-for-profit institutions.

**Percentage of Respondents Reporting Electronically:** Enter the estimated percentage of responses that will be submitted/collected electronically using electronic means, such as electronic mail, (mailed) diskette, or web-based transaction. Facsimile is not considered an electronic submission.

Number of Respondents: 4500  
 Number of Respondents for Small Entity: 0  
 Affected Public: State, Local, and Tribal Governments  
 Percentage of Respondents Reporting Electronically: (%) 0

Annual IC Burden: (Select appropriate IC Burden Worksheet)  
 This ICR Requests Change in Net Burden  
 This ICR Requests No Change in Net Burden

	Original	Program Change Due to New Statute	Program Change Due to Agency Discretion	Change Due to Adjustment in Agency Estimate	Change Due to Revision of the PRA	Approved for Current Inventory
Annual Number of Responses for this IC	4,500	0	0	0	0	4,500
Annual IC Time Burden (Hours)	10,850	0	0	0	0	10,850
Annual IC Cost Burden (Dollars)	0	0	0	0	0	0

Documents for IC

Remove	Title	Document	Date Uploaded	Uploaded By

Remove reason:

ICR Data Save Check IC Completeness Remove Cancel

Login: Ideitzer

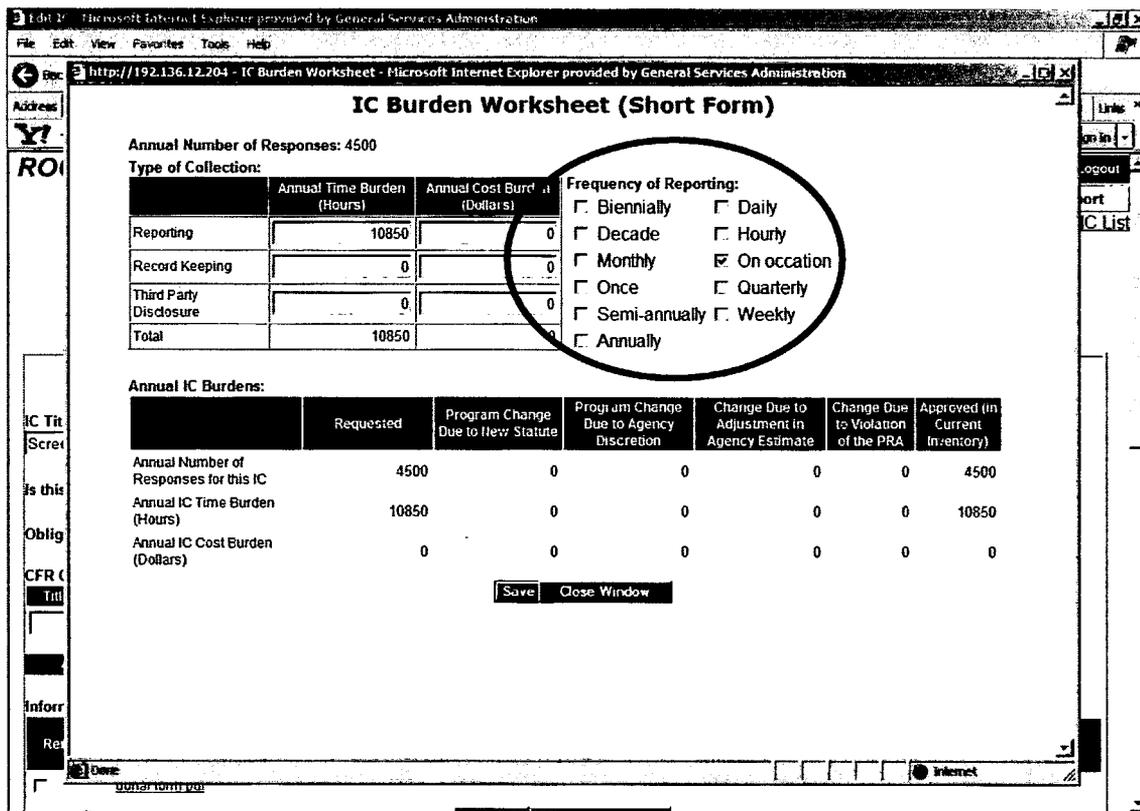
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Annual IC Burden (Select appropriate IC Burden Worksheet): Burden is calculated and accounted for at the IC level. Therefore, new burden and increases and/or decreases to existing burden are requested on the Edit IC screen and more specifically through one of two Burden Worksheet pop-up screens circled above.

**HOW TO Calculate and Record Burden at the IC level**

ROCIS will populate Revisions/Extensions from the migrated legacy data with the burden hours currently approved by OMB. ROCIS will assume the request will be the same as the current inventory and will populate the current inventory with zero (0) for ICRs from scratch or for any collection whose OMB approval has expired.

**If there is no change in burden and the revision/extension requires the same IC,** choose "This ICR Requests No Change in Net Burden" to review the burden and to enter the frequency of reporting.



Frequency of Reporting: Multiple choices are acceptable; doesn't affect calculations.

Select "Reporting" for information collections that involve reporting and select the frequency of reporting that is requested or required of a respondent. If the reporting is on "an event" basis, select "On occasion."

Select "Recordkeeping" if the collection of information explicitly includes a recordkeeping requirement.

Select "Third party disclosure" if a collection of information includes third-party disclosure requirements as defined by 1320.3(c).

**NOTE:** When creating new collections from scratch, you must select and use “This ICR Requests Change in Net Burden.”

**To request new burden or change burden,** select (by clicking on the link for) “This ICR Requests a Change in Burden” worksheet. ROCIS will populate the worksheet with the Number of Respondents you verified or entered on the Edit IC screen.

Enter the Number of Responses per Respondent per Time Period by selecting from the drop down of a variety of frequency options. ROCIS will calculate Annual Frequency and Annual Number of Responses based on your choice.

**IC Burden Worksheet**

Number of Respondents: 100

Number of Responses per Respondent:  per Time Period:

Annual Frequency: 0 Annual Number of Responses: 0

Type of Collection and Burden

Burden per Response:

	Time Per Response	Hours	Cost Per Response
Reporting	<input type="text" value="0.0"/>	0	0.00
Record Keeping	<input type="text" value="0.0"/>	0	0.00
Third Party Disclosure	<input type="text" value="0.0"/>	0	0.00
Total		0	0.00

Annual Burden:

	Annual Time Burden (Hours)	Annual Cost Burden (Dollars)
Reporting	<input type="text" value="0"/>	0
Record Keeping	<input type="text" value="0"/>	0
Third Party Disclosure	<input type="text" value="0"/>	0
Total	0	0

Enter Time per Response in seconds, minutes, or hours (drop down choices) per Reporting, Record Keeping, and/or Third Party Disclosure and ROCIS will calculate the hours and Annual Time Burden for each category and summarize the total in the Annual Responses and Burden with Changes summary table.

Notes regarding hour burden: Unless directed to do so, agencies should not conduct special surveys to obtain information on which to base hour burden estimates. Consultation with a sample (fewer than 10) of potential respondents is desirable. Generally, estimates should not include burden hours for customary and usual business practices.

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Likewise, if appropriate, enter the estimated Cost per Response and ROCIS will calculate the Annual Cost Burden for each category and summarize the total in the Annual Responses and Burden with Changes summary table.

Annual hour burden and annual cost burden are mutually exclusive. On these forms, do not report as a dollar cost any burden reported in hours. The supporting statement asks for this information, but it should not be reported here.

Cost Burden includes:

- a. the annualized dollar cost for capital investment or start-up costs, such as, preparations for collecting information such as purchasing computers and software; monitoring, sampling, drilling and testing equipment; and record storage facilities.
- b. recurring annual dollar amount of cost for all respondents associated with operating or maintaining systems or purchasing services.
- c. total annual reporting and recordkeeping cost burden. The estimates should take into account costs associated with generating, maintaining, and disclosing or providing the information.

*Generally, Cost Burden should not include investments or purchases made:*

- a. to achieve regulatory compliance with requirements not associated with the information collection;*
- b. for reasons other than to provide information or keep records for the government; or*
- c. as part of customary and usual business or private practices.*

In developing cost burden estimates, agencies may consult with a small sample of respondents (fewer than 10), utilize the 60-day pre-OMB submission public comment process and use existing economic or regulatory impact analysis associated with the rulemaking containing the information collection, as appropriate.

ROCIS will place the increase and/or decrease between the current inventory and the request in the "Program Change Due to Agency Discretion" column to identify the reason for the change. See example:

	Requested	Program Change Due to New Statute	Program Change Due to Agency Discretion	Change Due to Adjustment in Agency Estimate	Change Due to Violation of the PRA	Previously Approved
Annual Number of Responses	20000	0	20000	0	0	0
Annual Time Burden (Hr)	100000	0	100000	0	0	0
Annual Cost Burden (\$)	500000	0	500000	0	0	0

You may move the numbers into the other three columns as appropriate on the burden worksheet. The other three columns to place the requested changes are:

**Program Change due to New Statute.** "Program change" is the result of deliberate Federal government action. All new collections and any subsequent revision of existing collections (e.g., the addition or deletion of questions) are recorded as program changes. When program changes due to New Statute is selected at the IC level, you will be prompted to provide the statute citation on the ICR screen.

**Change Due to Adjustment in Agency Estimate.** "Adjustment" is a change that is not the result of a deliberate Federal government action. Changes resulting from new estimates or action not controllable by the Federal government are recorded as adjustments.

**Change due to Violation of the PRA.** This is a change as a result of a reinstatement due to expiration or a request for approval for collections not in adherence to the PRA, "bootleg collections."

	Requested	Program Change Due to New Statute	Program Change Due to Agency Discretion	Change Due to Adjustment in Agency Estimate	Change Due to Violation of the PRA	Previously Approved
Annual Number of Responses	3,792	0	0	0	3,792	0
Annual Time Burden (Hr)	948	0	0	0	948	0
Annual Cost Burden (\$)	0	0	0	0	0	0

**Frequency of Reporting:** Multiple choices are acceptable; doesn't affect calculations.

Select "Reporting" for information collections that involve reporting and select the frequency of reporting that is requested or required of a respondent. If the reporting is on "an event" basis, select "On occasion."

Select "Recordkeeping" if the collection of information explicitly includes a recordkeeping requirement.

Select "Third party disclosure" if a collection of information includes third-party disclosure requirements as defined by 1320.3(c).

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**IC Burden Worksheet**

Number of Respondents: 20

Number of Responses per Respondent: 1 per Time Period: Year

Annual Frequency: 1.0 Annual Number of Responses: 20

Type of Collection and Burden

**Burden per Response:**

	Time Per Response	Hours	Cost Per Response
Reporting	12 Hours	12 00	0.00
Record Keeping	12 Hours	12 00	0.00
Third Party Disclosure	0 Hours	0 00	0.00
<b>Total</b>		<b>24 00</b>	<b>0.00</b>

**Frequency of Reporting:**

Biennially  Daily  
 Decade  Hourly  
 Monthly  On occasion  
 Once  Quarterly  
 Semi-annually  Weekly  
 Annually

**Annual Burden:**

	Annual Time Burden (Hours)	Annual Cost Burden (Dollars)
Reporting	240.00	0
Record Keeping	240.00	0
Third Party Disclosure	0.00	0
<b>Total</b>	<b>480</b>	<b>0</b>

**Annual Responses and Burden with Changes:**

	Requested	Program Change Due to New Statute	Program Change Due to Agency Discretion	Change Due to Adjustment in Agency Estimate	Change Due to Violation of the PRA	Previously Approved
Annual Number of Responses for this IC	20	0	0	0	0	0
Annual IC Time Burden (Hour)	480	0	480	0	0	0
Annual IC Cost Burden (Dollars)	0	0	0	0	0	0

When you are satisfied with the calculation of the burden worksheet and identified frequency of reporting, Save it and Close the Window. The calculation will be saved to the Edit IC page at the Annual IC Burden table.

After saving the calculation, return to the IC, and save the IC.

Then either add another IC and repeat the process above or return to the ICR Data page to complete the ICR Burden questions.

Edit ICR - Microsoft Internet Explorer provided by General Services Administration

Address: http://192.136.12.204/rocs/da/ICRData/menu=currentICRPackage

	Requested	Due to New Statute	Due to Agency Discretion	Adjustment in Agency Estimate	Violation of the PRA	Current Inventory
Annual Number of Responses	25200	0	0	0	0	25200
Annual Time Burden (Hr)	4200	0	-3360	0	0	7560
Annual Cost Burden (\$)	0	0	0	0	0	0

Citations for New Statutory Requirements: (Required if any change in burden is a Program Change Due to New Statute.)

Add Another Statutory Requirement

Burden increases because of Program Change due to Agency Discretion

Burden decreases because of Program Change due to Agency Discretion

Burden Reduction Due to:

Short Statement: (Explain the reasons for any program changes or adjustments reported; that is, provide a short statement of how the reduction in burden was achieved or why the increase in burden occurred. (If you need more space, please provide a short statement less than 4000 characters here and elaborate in the Supporting Statement.))

Add/Edit Supporting Statement and Other Documents

Check Spelling | IC List | Agency Review | Save | Check For Completeness | Submit | Delete | Cancel

Burden Results of the IC page(s) sum to the ICR page. If changes in burden have occurred because the ICR is new or due to a revision with change, you will be prompted to answer questions related to the changes. This information will be used to draft the Information Collection Budget Report to Congress and better inform management through improved search/query capability.

- Citations for New Statutory Requirements are required if summary change in burden is a Program Change Due to New Statute.
- When the summary indicates changes attributed to Program Change Due to Agency Discretion, select the Information Collection Budget chapter headings to which the increase or decrease is attributed from the drop down list offered.
- When there is a change in burden of any kind in the ICs, the system will prompt you to provide a short explanation. This is the justification that was previously provided in the supporting statement. If you need more than 4000 characters to elaborate, please offer a concise explanation in the space provided and write a longer version in the supporting statement.

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## HOW TO Use Function Buttons & Agency Review Notes

Use the buttons at the bottom of the screens to guide your actions. Most are self explanatory and remember to save your data before moving between screens.

**Buttons for the ICR Page:** Check Spelling; (go to) IC List; Agency Review; Save; Check (whole ICR) for Completeness; Submit (to OIRA); Delete; and Cancel.

**Buttons for the IC Page:** ICR Data, Save, Check IC Completeness, Remove, Cancel

Pop-up screens are used in ROCIS to enable you to complete information while staying on a page; for instance, completing the instrument page as a pop up while on the Edit IC page. Your access to Internet may block pop ups and you will need to, at least temporarily, allow pop ups to complete the input of an ICR package.

Another tip: Do not use commas, periods, or dollar or cent signs in numeric fields.

One button that is essential to communications within your agency is the **Agency Review Button**. Use this short note space to record status of the ICR or to write a short request of another user in the Agency ICR Review chain. Your user id and date will appear in the Agency Created Request List "Last Reviewed By" column but will not be viewable to OIRA. To view all status notes written during the create and edit stage of the ICR package, go to the Home Row, History, and select ICR History.

The screenshot shows a web browser window with a pop-up titled "Agency Review". The pop-up contains the following information:

- Reviewed By: Deitzer, Lilian
- Reviewed Date: 06/19/2006
- Brief Note: this is a test note (100 characters maximum)
- Close Window button

The main browser window displays the "ICR History" table. The table has three columns: Event, User, and Event Date.

Event	User	Event Date
Reviewed by	Zeiter, Jacqueline (jzeitera)	07/10/2006
Reviewed by	Deitzer, Lilian (ldeitzer)	06/19/2006
Load Document	Deitzer, Lilian (ldeitzer)	06/19/2006
Load Document	Deitzer, Lilian (ldeitzer)	06/19/2006
Created	Deitzer, Lilian (ldeitzer)	06/19/2006

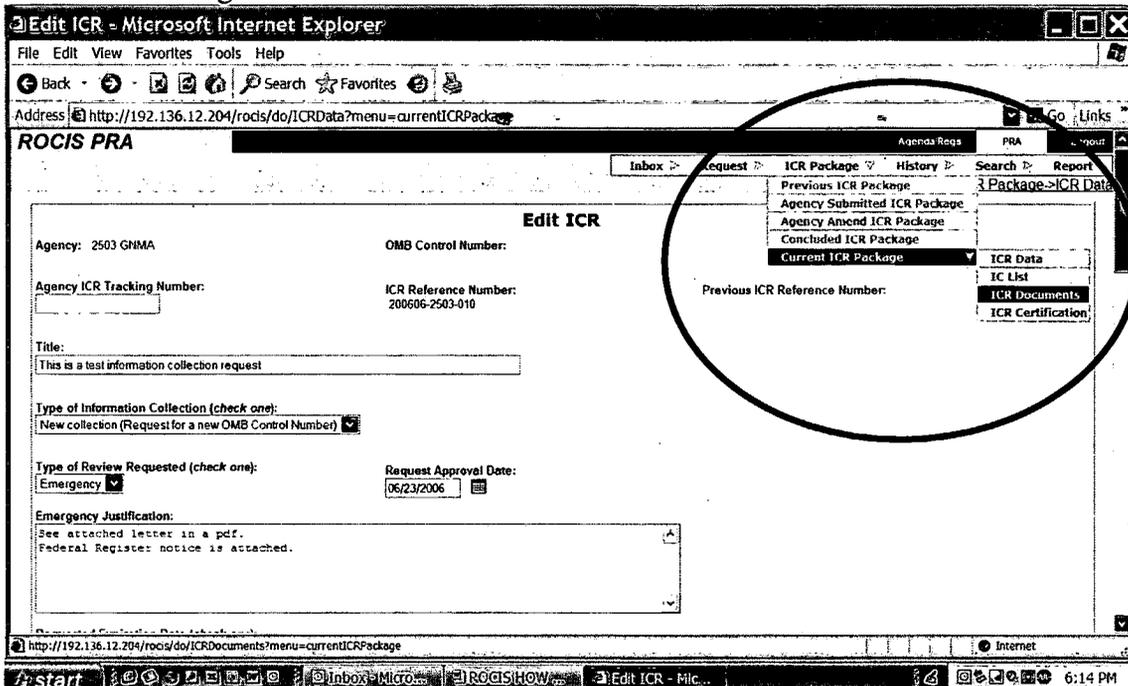
Below the table, the text "Login: jzeitera" is visible.

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## HOW TO Electronically Attach (Upload) ICR Documents

To upload (electronically attach) the Supporting Statements A and B, draft rules, draft FR notices, Justification for Nonmaterial/Nonsubstantive changes (formerly 83C), and to document public comments, use the Manage ICR Documents screen.

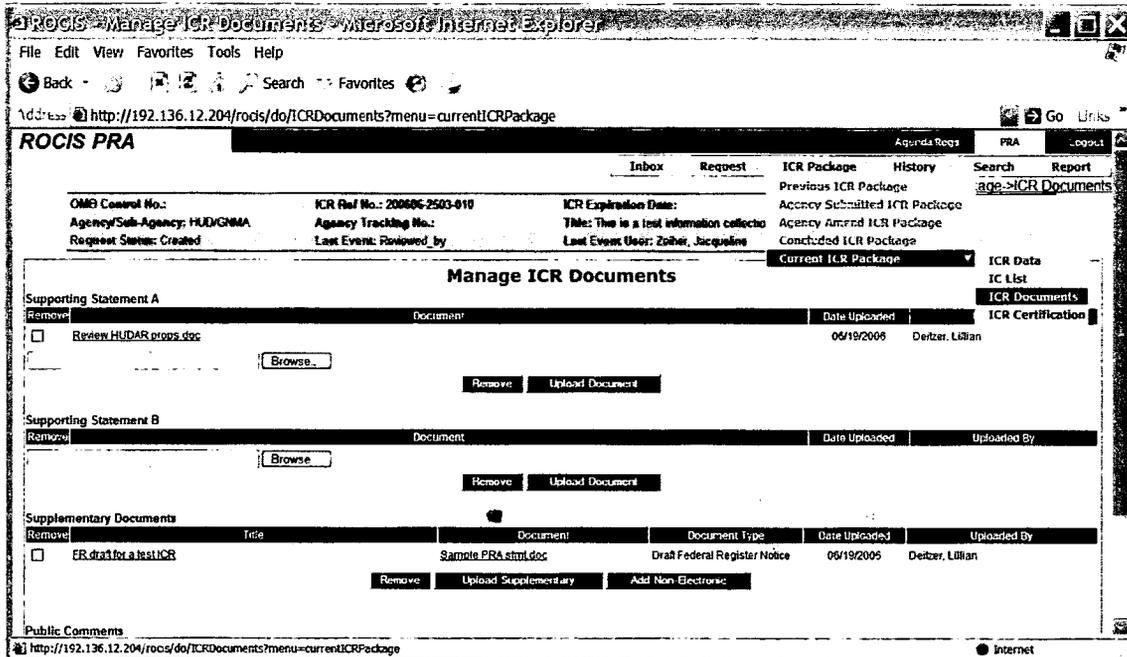
While in Edit ICR, select ICR Documents in the drop down at the Current ICR Package at the ICR Package tab at the Home Row of Tabs.



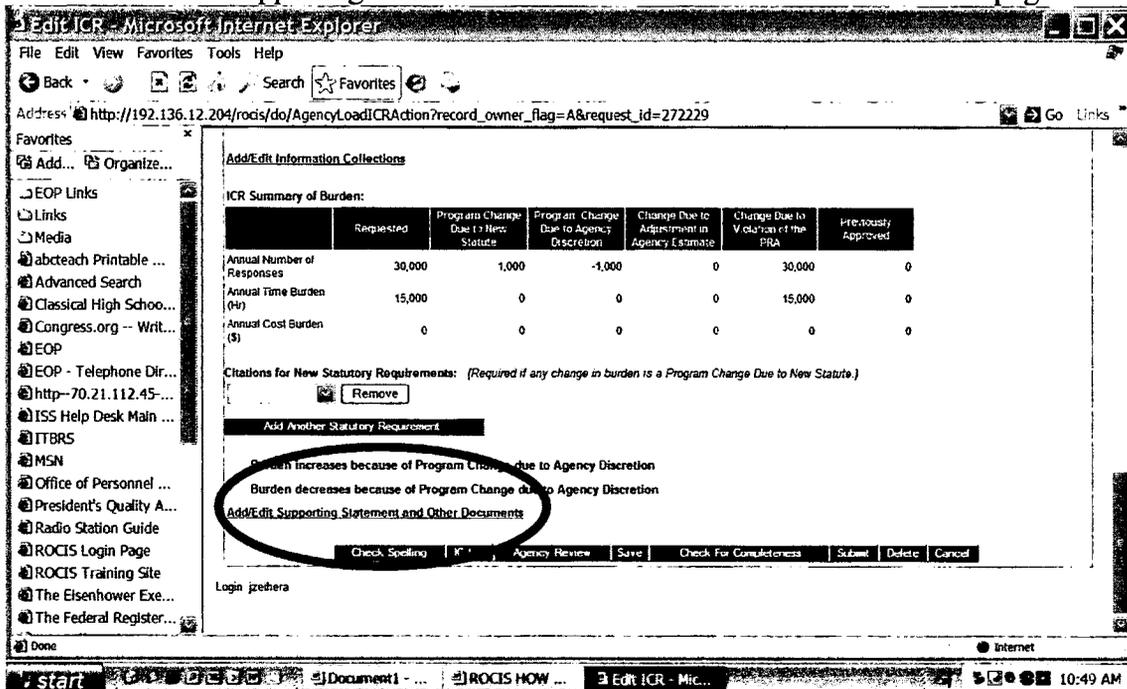
You will arrive at the Manage ICR Documents screen:

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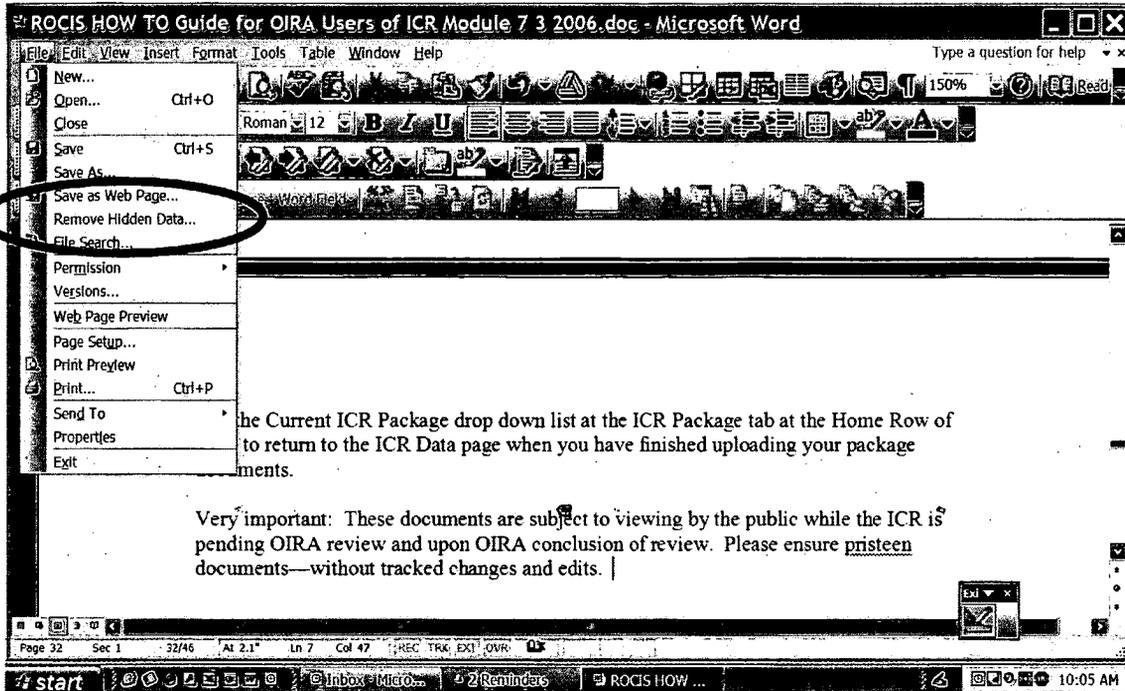


You can also reach the Manage ICR Documents screen by saving and selecting the hotlink Add/Edit Supporting Statement and Other Documents on the Edit ICR page.



Use the Current ICR Package drop down list at the ICR Package tab at the Home Row of Tabs to return to the ICR Data page when finished uploading your package documents.

**Very important:** These documents are subject to viewing by the public while the ICR is pending OIRA review and upon OIRA conclusion of review at RegInfo.gov and at the OMB website. Please ensure pristine documents—without tracked changes and edits. It is important to use the Remove Hidden Data feature in Microsoft Word. Find it in the File tab-- illustrated below. Uploading as pdf documents is another way to ensure against displaying modifications.



## HOW TO Submit an ICR

The Certification Requirement for Paperwork Reduction Act Submissions

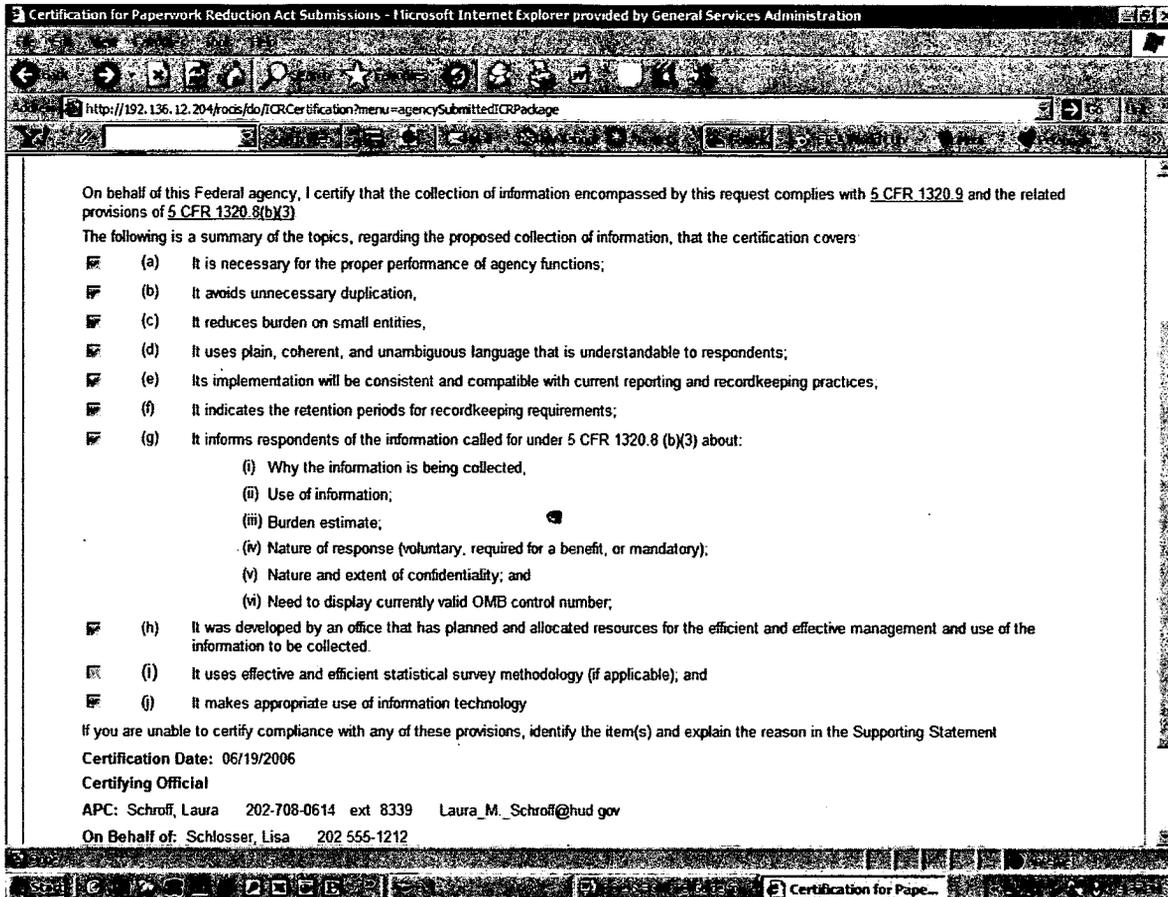
5 CFR 1320.9 reads "As part of the agency submission to OMB of a proposed collection of information, the agency (through the head of the agency, the Senior Official, or their designee) shall certify (and provide a record supporting such certification) that the proposed collection of information....

After saving, checking for completeness and correcting any deficiencies, preparers may select and complete the ICR Certification Page at the Home Row, ICR Package, Current, ICR Certification. Submitters will reach the ICR Certification page when they click on Submit at the bottom of the Edit ICR screen.

The Certifying Official or Designee certifies that the collection of information encompassed by the request complies with 5 CFR 1320.9 by check marking each of the provision statements. Provisions of this certification that the agency cannot comply with should be identified by leaving unchecked and fully explaining in the Supporting Statement A. NOTE: The Office that "develops" and "uses" the information to be collected is the office that "conducts or sponsors" the collection of information. (See 5 CFR1320.3(d)).

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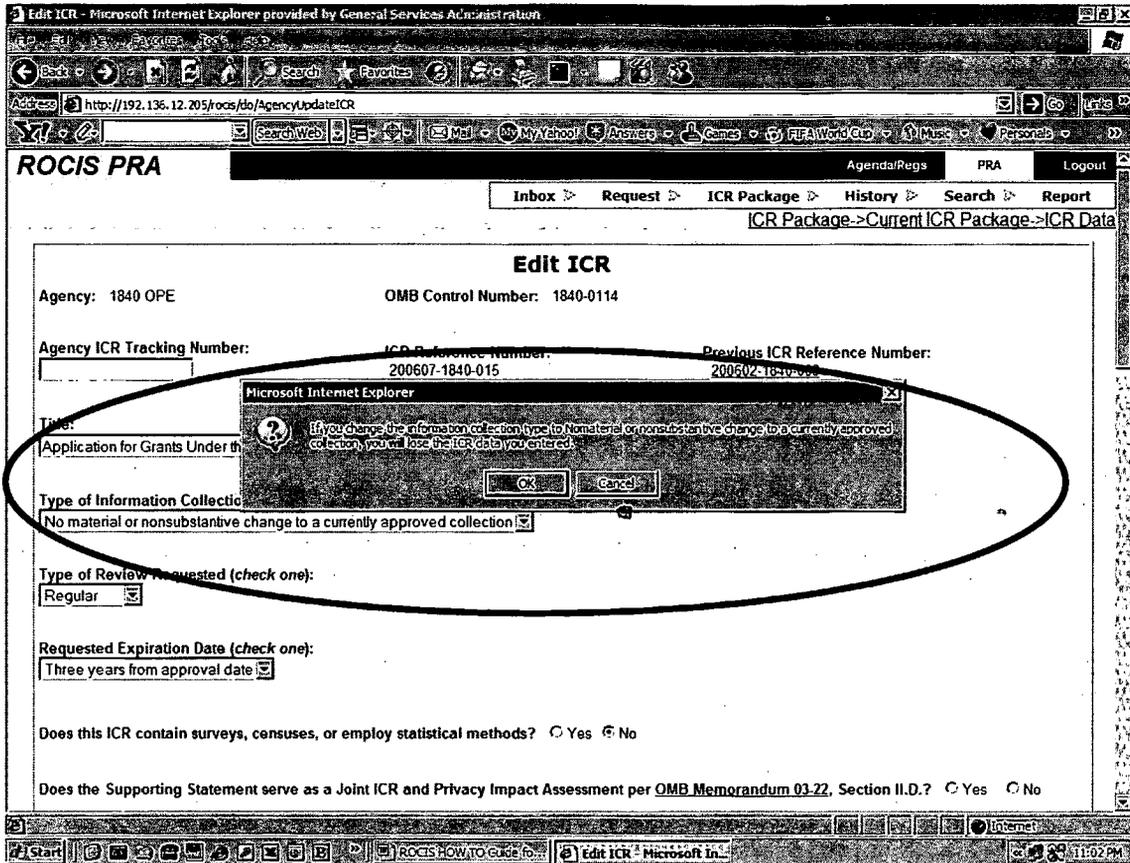


## **HOW TO Request a Nonmaterial/Nonsubstantive Change (former 83C)**

A nonmaterial/nonsubstantive change is handled in ROCIS as an ICR. The directions for creating an ICR generally apply, however, there is no requirement for federal register notices and information that isn't subject to change is grayed out so that it cannot be modified.

Create ICR following the instructions HOW TO Create an ICR and select "No material/nonsubstantive Change to a currently approved collection" as the type of information collection at the Edit ICR Screen.

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Make the proposed changes on the appropriate screens (Edit ICR, Edit IC, Add Instrument, Burden Worksheet).

Upload a Justification for Nonmaterial/Nonsubstantive Change in the Supplemental Documents at the Manage Documents screen. Select ICR Documents from the drop down list of the Current ICR at the ICR Package tab at the Home Row of Tabs. Supporting Statements A and B are not required.

Upload Supplementary Document

Address: http://192.136.12.205/rocs

ROCIS PRA

OMB Control No.: 1040-0  
Agency/Sub Agency: ED

Request Status: Created

Supporting Statement A  
Remove

Supporting Statement B  
Remove

Title: \_\_\_\_\_

Document Type: **Supplementary Document**

Document Date: \_\_\_\_\_

Date Uploaded: \_\_\_\_\_

Uploaded By: \_\_\_\_\_

Document File: \_\_\_\_\_  
Browse...

Upload Document Close Window

Supplementary Documents

Remove	Title	Document	Document Type	Date Uploaded	Uploaded By
Remove					

Public Comments

Remove	Author Name	Comment Document	Author Affiliation	Sponsoring Org.	Type	Category	Date of Comment	Date Comment

There is no template for the Justification; a short word document is adequate. Follow the HOW TO submit an ICR directions. The ICR will be listed in the inboxes with a request type of ICR Chg.

Submitted Request List

Criteria: Status=(Received in OIRA, Open for Amendment, Closed for Amendment)

OMB Control No.	ICB Ref No.	Submitted Date	Agency S/A	Request Title	Request Type	Status	Request Type
2040-0288	200507-2040-019			This is a test	07/31/2006	Received in OIRA	
1840-0114	200507-1840-015	07/06/2006	ED/DOE	Application for Grants Under the Strengthening Institutions Program, American Indian Tribal Controlled Colleges and Universities Program, and Alaska Native and Natives	07/31/2009	Received in OIRA	ICR Chg
	200507-1845-018	07/05/2005	ED/FSA	SAT 7.5 2006 Emergency ICR		Received in OIRA	ICR New
	200507-1845-019	07/05/2006	ED/FSA	SAT 7.5 2005 Emergency ICR		Received in OIRA	ICR New
1850-0541	200507-1850-009	07/05/2006	ED/SES	Private School Universal Survey	10/31/2006	Received in OIRA	ICR Chg
				Annual State Application Under Part C of the			ICR Rev w

## HOW TO Request an Emergency Extension of an OMB Control No.

You may create a Request for Emergency Extension the same way as to create an ICR.

1. Find the OMB Control Number and active ICR through the Concluded List Sort or Filter or through Simple Search and select the Emergency Extension (EE) button to reach the Create Request for Emergency Extension of OMB Control Number screen.

2. Select Emergency Extension (EE) in the drop down list at the Request tab at the Home Row of Tabs.

1. In the first scenario, upon selecting the Emergency Extension (EE) button at the bottom of the View ICR screen of the OMB Control Number's active ICR, you will be brought directly to the Create Request for Emergency Extension of OMB Control Number screen with the information about the OMB Control Number and active ICR in the header box.

ROCIS - Create Request to Discontinue OMB Control Number - Microsoft Internet Explorer provided by General Services Administrat

File Edit View Favorites Tools Help

Address http://192.136.12.204/rocs/do/EmergencyExtension

ROCIS PRA

Agenda/Regs PRA Logout

Inbox Request ICR Package History Search Report

Request > Emergency Extension (EE)

OMB Control No.: 2502-0029	ICR Ref No.: 200509-2502-005	ICR Expiration Date: 05/31/2006	ICR Status: Active
Agency/Sub-Agency: HUD/OH	Agency Tracking No.	Title: Multifamily Project Applications and Construction Prior to Initial Endorsement	
Request Status: Created	Last Event: Created	Last Event User: Deitzer, Lilian	Last Event Date: 05/10/2006

**Create Request to Emergency Extension of OMB Control Number**

Current Expiration Date: 05/31/2006

Requested Expiration Date: Specify Date: (mm/yyyy) Or Number of Month(s) beyond the Current Expiration Date: 3

Justification:  
To gain additional support from program office and publish in the federal register.

Check Spelling Agency Review Save Submit Delete Cancel

Login: ldeitzer

Enter the justification to OMB and write an Agency Review note for other internal agency users. A saved request will be displayed in the Created Request List inbox. You and other authorized agency users may return to edit the request. Your agency's authorized paperwork contact (APC) may submit the request. Submitted requests will be displayed in the Submitted Request List and the item will be displayed as well in your OIRA desk officer's Pending Inbox.

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ROCIS - Submitted Request List - Microsoft Internet Explorer provided by General Services Administration

Address: http://192.136.12.204/rocs/do/AgencySubmittedPRAList

**ROCIS PRA**      Agenda Regs      PRA      Logout

Inbox    Request    ICR Package    History    Search    Report

**Submitted Request List**

Filter List    View All

Criteria Status=(Received in OIRA, Open for Amendment, Closed for Amendment);

OMB Control No	ICR Ref No	Submitted Date	Agency Sub	Agency ICR Tracking Number	Title	Current Expiration Date	Last Reviewed By	Status	Request Type
2507-0001	200606-2507-001	06/29/2006	HUD/PSA		Customer Service and Satisfaction Survey of Public Housing Residents	06/29/2006	Zeiber, Jacqueline on 06/29/2006 13:15:48	Received in OIRA	ICR Rev
2539-0017	200309-2539-001	06/28/2006	HUD/OLBPPP		A Study of the Effectiveness of the Milwaukee Lead Hazard Control Ordinance	11/30/2006	Zeiber, Jacqueline on 06/28/2006 15:19:36	Received in OIRA	EE
2510-0001	200606-2510-006	06/28/2006	HUD/HUDGC		Opinion of Counsel to the Mortgage	07/31/2006	Zeiber, Jacqueline on 06/28/2006 4:39:48	Received in OIRA	ICR Rev
	200606-2506-001	06/23/2006	HUD/CPD	8888888888mmmmmm	the HUD CPD Survey		Zeiber, Jacqueline on 06/23/2006 11:59:45	Received in OIRA	ICR New
	200606-2528-007	06/19/2006	HUD/PD&R		Survey of American Homeownership in rural communities		Schroff, Laura on 06/19/2006 11:35:37	Received in OIRA	ICR New
	200606-2508-002	06/19/2006	HUD/HUDIG		HUD IG Survey of Citizen		Zeiber, Jacqueline on 06/19/2006 11:35:37	Received in OIRA	ICR

2. The second way to request and emergency extension is to select Emergency Extension (EE) from the choices at the Request tab at the Home Row of Tabs.

ROCIS - Created Request List - Microsoft Internet Explorer

Address: http://192.136.12.204/rocs/do/AgencyCreatedPRAList?default=0

**ROCIS PRA**      Agenda Regs      PRA      Logout

Inbox    Request    ICR Package    History    Search    Report

**Created Request**

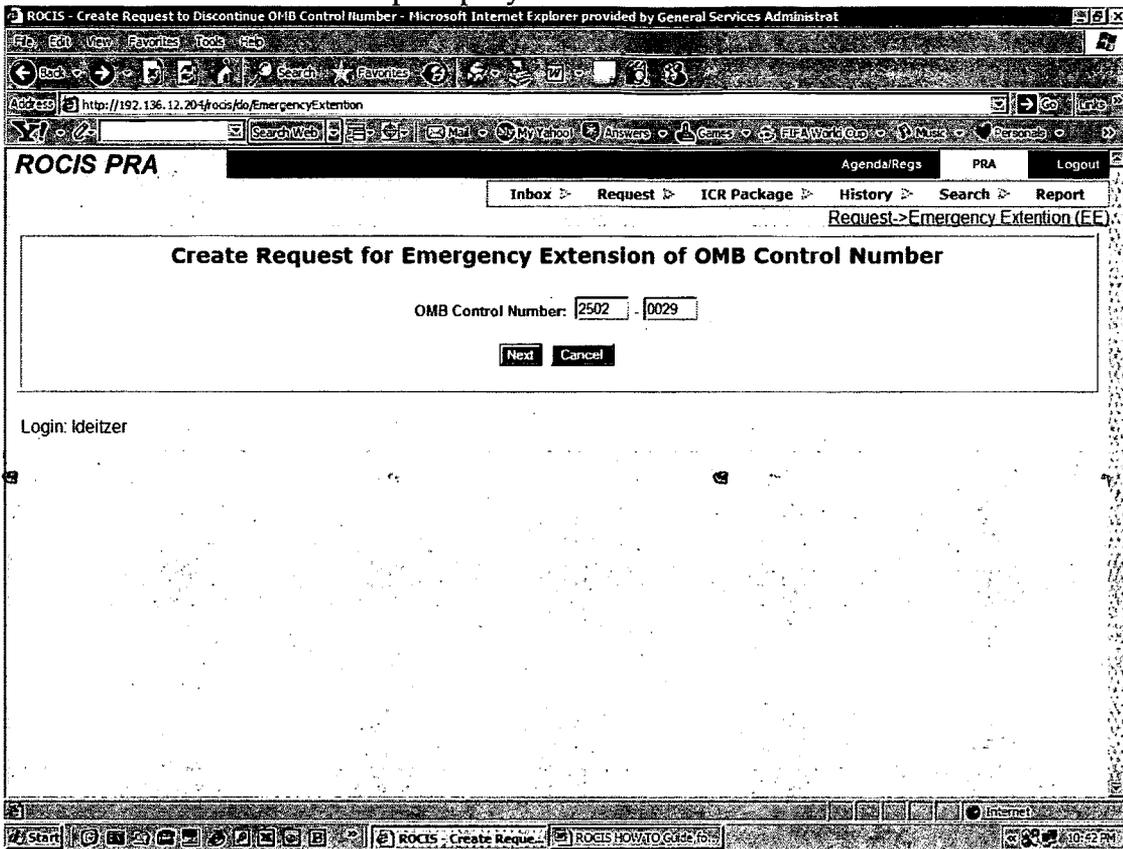
Filter List    View All

Criteria Status=(Created);

OMB Control No	ICR Ref No	Agency Sub	Created Date	Agency ICR Tracking Number	Title	Current Expiration Date	Last Reviewed By	Request Type	Status
2502-0550	200606-2502-037	Schroff, Laura	06/30/2006	HUD/OH	Inventory of Housing Units Designated for the Elderly/Persons with Disabilities	06/31/2006	Schroff, Laura on 06/30/2006	ICR Renewal	No
2528-0241	200602-2528-001	Zeiber, Jacqueline	06/27/2006	HUD/PD&R	Universities Rebuilding America Partnerships Community Design Program	04/30/2009	Zeiber, Jacqueline on 06/27/2006	I	No
2577-0937	200606-2577-006	Zeiber, Jacqueline	06/23/2006	HUD/PH	Analysis of Proposed Main Construction Contract	12/31/2007		ICR Rev	No
2535-0114	200601-2535-002	Zeiber, Jacqueline	06/23/2006	HUD/OA	"Logic Model" Grant Performance Report Standard	07/31/2006	Zeiber, Jacqueline on 06/27/2006	EE	No
	200606-2502-035	Zeiber, Jacqueline	06/22/2006	HUD/OH	subagency New ICR for 6/22/2006			ICR New	No

009681

You will receive a screen that prompts you to enter the OMB Control Number.



Upon entering the OMB Control Number and selecting Next, the Create Request for Emergency Extension of OMB Control Number will appear. The remainder of the process is exactly as stated in the first scenario.

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## HOW TO Request to Discontinue an OMB Control Number

You may create a Request to Discontinue an OMB Control Number the same way as to create an ICR.

1. Find the OMB Control Number and active ICR through the Concluded List Sort or Filter or through Simple Search and select the Discontinue (D) button to reach the Request to Discontinue an OMB Control Number screen.

2. Select Discontinue OMB Control Number (D) in the drop down list at the Request tab at the Home Row of Tabs.

1. In the first scenario, upon selecting the Discontinue (D) button at the bottom of the View ICR screen of the OMB Control Number's active ICR, you will be brought directly to the Create Request to Discontinue OMB Control Number screen with the information about the OMB Control Number and active ICR in the header box.

The screenshot shows a web browser window with the URL <http://192.136.12.204/rocis/Do/DiscontinueOMBControlNum>. The page title is "ROCIS PRA". The navigation menu includes "Inbox", "Request", "ICR Package", "History", "Search", and "Report". The "Request" tab is selected, and a dropdown menu shows "Request -> Discontinue OMB Control Number (D)".

The main form is titled "Create Request to Discontinue OMB Control Number". It contains the following fields:

- Expiration Date: 05/31/2006
- Requested Discontinue Date: Specify Date. (mm/yyyy)
- Program Change Due to: Agency Discretion
- Justification: The Agency will no longer use this form; using another form instead.

At the bottom of the form, there are buttons for "Check Spelling", "Agency Review", "Save", "Submit", "Delete", and "Cancel".

Complete your justification for OMB and an Agency Review note for internal agency users and select Save or Submit. A saved request will be displayed in the Created Request List inbox. You and other authorized agency users may return to edit the request. Your agency's authorized paperwork contact (APC) may submit the request. Submitted requests will be displayed in the Submitted Request List and the item will be displayed as well in your OIRA desk officer's Pending Inbox.

ROCIS - Created Request List - Microsoft Internet Explorer provided by General Services Administration

Address: http://192.136.12.204/rocs/oa/AgencyCreatedPRAList?default=0

**ROCIS PRA**      Agenda/Regs    PRA    Logout

Inbox   Request   ICR Package   History   Search   Report

Inbox->Created Request List

### Created Request List

Filter List   View All      NEXT   LAST

Criteria: Status=(Created);

OMB Control No	ICR Ref No	Created By	Created Date	Agency/Sub	Agency ICR Tracking Number	Title	Current Expiration Date	Last Reviewed By	Request Type	Stat Methods
2502-0416	200302-2502-002	Deitzer, Lillian	06/10/2006	HUD/OH		Request for Termination of Multifamily Mortgage Insurance	05/31/2006		D	No
2528-0228	200606-2528-003	Deitzer, Lillian	06/09/2006	HUD/PD&R		Research Studies on Homeownership and Affordable Lending (NOFA)	01/31/2007		ICR Rev	No
2528-0013	200606-2528-002	Deitzer, Lillian	06/08/2006	HUD/PD&R		Survey of Market Absorption of New Apartment Buildings	11/30/2007		ICR Rev	No
2502-0182	200606-2502-025	Deitzer, Lillian	06/08/2006	HUD/OH		Applications for Housing Assistance Payments; Special Claims Processing	04/30/2009		ICR Rev	No
2502-0118	200606-2502-024	Deitzer, Lillian	06/07/2006	HUD/OH		Previous Participation Certification	07/31/2006		ICR Rev	No
	200606-2501-004	Deitzer, Lillian	06/07/2006	HUD/HUDSEC		workshop june 7 Mortgagee's			ICR New	No

2. The second way to create a request to discontinue is to select the Discontinue an OMB Control Number (D) from the list of drop down choices at the Request tab at the Home Row of Tabs.

ROCIS - Submitted Request List - Microsoft Internet Explorer provided by General Services Administration

Address: http://192.136.12.204/rocs/oa/AgencySubmittedPRAList?default=0

**ROCIS PRA**      Agenda/Regs    PRA    Logout

Inbox   Request   ICR Package   History   Search   Report

Inbox->Submitted Request List

### Submitted Request List

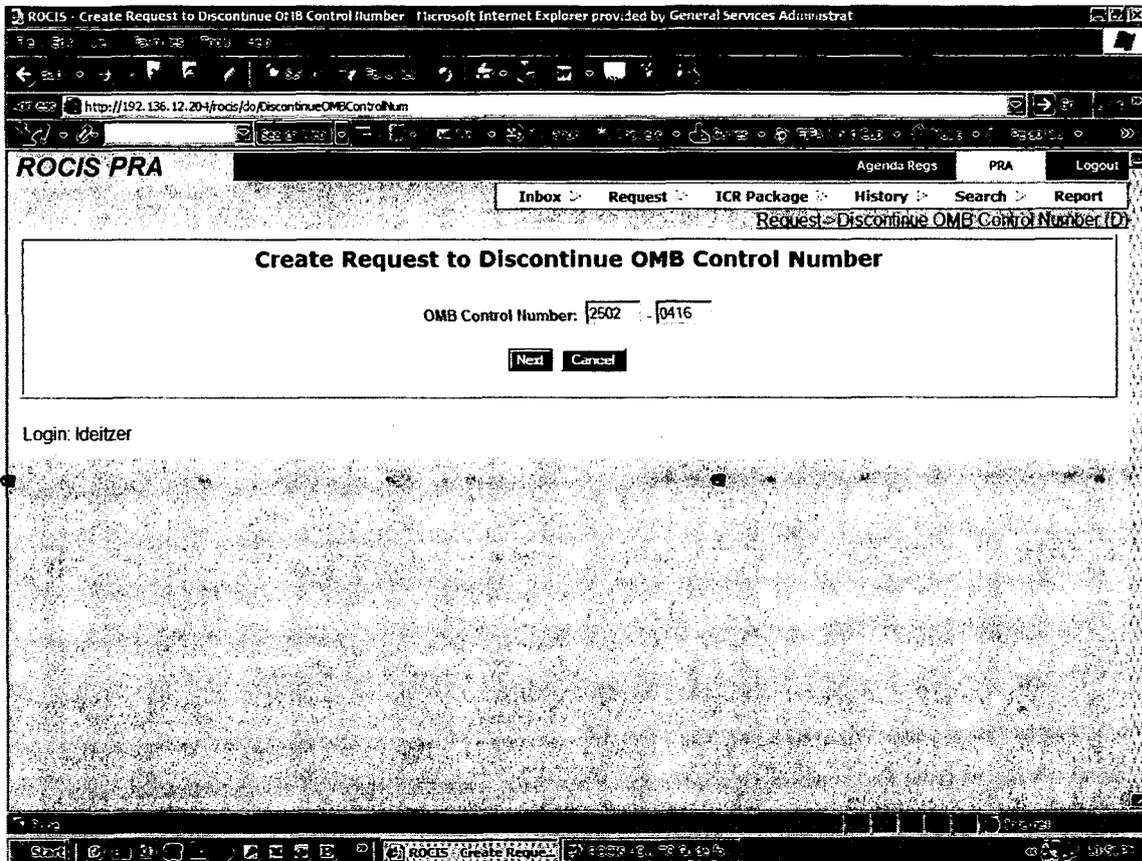
Filter List   View All      NEXT   LAST

Criteria: Status=(Received in OIRA, Open for Amendment, Closed for Amendment);

OMB Control No	ICR Ref No	Submitted Date	Agency/Sub	Agency ICR Tracking Number	Title	Current Expiration Date	Last Reviewed By	Status	Request Type
2502-2072	200609-2502-005	06/10/2006	HUD/OH		Multifamily Project Applications and Construction Prior to Initial Endorsement	05/31/2006		Received in OIRA	EE
	200606-2504-001	06/08/2006	HUD/SEEC		This is the new ICR Workshop 8 June			Received in OIRA	ICR New
	200606-2501-005	06/07/2006	HUD/HUDSEC	8888	This is the site of the June 7 workshop		Deitzer, Lillian on 06/07/2006	Received in OIRA	ICR New
	200606-2505-001	06/06/2006	HUD/OMAR		The housing rental survey		Deitzer, Lillian on 06/06/2006	Received in OIRA	ICR New
2503-0024	200605-2503-006	05/25/2006	HUD/GBA		Create New ICR Package 522	05/31/2007		Received in OIRA	EE
2502-0352	200310-2502-002	05/22/2006	HUD/OH		Utility Allowance Adjustments Community Outreach Partnerships Center (COPC) Program	12/31/2008	Deitzer, Lillian on 06/22/2006	Received in OIRA	I
2528-0182	200604-2528-003	04/28/2006	HUD/PD&R		Builder's Certification of			Received in OIRA	ICR Ed

You will be brought to a screen that asks you what OMB Control Number you'd like to discontinue.

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Upon entering the OMB Control Number and selecting Next, you will be brought to the Create Request to Discontinue an OMB Control Number. The remainder of the process is exactly as stated in the first scenario.

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## HOW TO Request a Transfer of an OMB Control Number

You may create a Request to Transfer the same way as to create an ICR.

1. Find the OMB Control Number and active ICR through the Concluded List Sort or Filter or through Simple Search and select the Transfer (T) button to reach the Request Transfer screen.
2. Select Transfer OMB Control Number (T) in the drop down list at the Request tab at the Home Row of Tabs.

1. In the first scenario, upon selecting the Transfer (T) button at the bottom of the View ICR screen of the OMB Control Number's active ICR, you will be brought directly to the Create Request to Transfer OMB Control Number screen with the information about the OMB Control Number and active ICR in the header box.

**View ICR - OIRA Conclusion**

OMB Control No: 2528-0241  
 Status: Active  
 Agency/Subagency: HUD/PD&R  
 Title: Universities Rebuilding America Partnerships: Community Design Program  
 Type of Information Collection: Extension without change of a currently approved collection  
 OIRA Conclusion Action: Approved without change  
 Retrieve Notice of Action (NOA)  
 Terms of Clearance:

ICR Reference No: 200602-2528-001  
 Previous ICR Reference No: 200510-2528-002  
 Agency Tracking No:  
 Type of Review Request: Regular  
 Conclusion Date: 04/14/2006  
 Date Received in OIRA: 02/14/2006

	Inventory as of this action	Requested	Previously Approved
Expiration Date	04/30/2009	04/2009	04/30/2006
Responses	50	50	50
Time Burden (Hours)	2,240	2,240	2,080
Cost Burden (Dollars)	0	0	0

Buttons: Discontinue (D) | Emergency Extension (EE) | Transfer (T) | Create ICR Package

Enter the justification to OMB as well as the agency and/or subagency to which you wish to transfer the OMB Control Number. Please provide the reason for the transfer and whatever coordination has taken place between the two agencies/subagencies in the justification; such as noting memoranda for the record, etc. Please also write an internal Agency review note for status to other preparers and submitters in your agency. Upon submission, the transfer request will appear as a submission in the inboxes of both agencies/subagencies involved in the transfer.

009686

Back Search Favorites

Address: http://192.136.12.204/rocs/do/EditTransferOMBControlNum

**ROCIS PRA** Agendas/Logs PRA Logout

Inbox Request ICR Package History Search Report

Request -> Transfer OMB Control Number (1)

OMB Control No: 2528-0241 ICR Ref No.: 200602-2528-001 ICR Expiration Date: 04/30/2009 ICR Status: Active  
 Agency/Sub-Agency: HUD/PC&R Agency Tracking No.: Title: Universities Rebuilding America Partnerships Community Design Program

**Create Request to Transfer OMB Control Number**

Transfer to: Agency: 1800 ED Sub Agency: 1845 FSA

Justification:  
 This collection is transferred to Financial Student Assistance per memorandum of understanding dated 6/1/2006 between HUD and ED.

Agency Review  
 Information about Agency Review has been saved  
 Reviewed By: Jacqueline Zeher  
 Reviewed Date: 06/27/2006  
 Brief Note: Ready for submission to OIRA.

Check Spelling Agency Review Save Submit

Login: jzehera

Done Internet

ROCIS - Created Request List - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address: http://192.136.12.204/rocs/do/AgencyCreatedPRAList?default=0

**ROCIS PRA** Agendas/Logs PRA Logout

Inbox Request ICR Package History Search Report

**Created Request List**

Filter List View All

Criteria: Status=(Created)

OMB Control No	ICR Ref No	Created By	Created Date	Agency/Sub	Agency ICR Tracking Number	Title	Current Expiration Date	Last Reviewed By	Request Type	Status
2528-0241	200602-2528-001	Zeher, Jacqueline	06/27/2006	HUD/PC&R		Universities Rebuilding America Partnerships Community Design Program	04/30/2009	Zeher, Jacqueline on 06/27/2006	I	No
2577-0037	200606-2577-005	Zeher, Jacqueline	06/23/2006	HUD/PIH		Main Construction Contract	12/31/2007		ICR Rev	No
2535-0114	200601-2535-002	Zeher, Jacqueline	05/23/2006	HUD/OA		"Logic Model" Grant Performance Report Standard	07/31/2006	Zeher, Jacqueline on 06/23/2006	EE	No
	200606-2502-036	Zeher, Jacqueline	06/22/2006	HUD/OH	subagency	New ICR for 6/22/2006			ICR New	No
2502-0468	200606-2502-036	Help Desk System	06/22/2006	HUD/OH		Mortgagee's Certification of Fees and Escrow and Surety Bond Against Defects	04/30/2009		ICR Rev	No
2506-0112	200601-2506-001	Zeher, Jacqueline	06/22/2006	HUD/CPD		Continuum of Care Homeless Assistance Grant Application	03/31/2009	Zeher, Jacqueline on 06/22/2006	EE	No
	200606-2504-002	Zeher, Jacqueline	06/20/2006	HUD/SEECB		New ICR for workshop Applications for Housing		Zeher, Jacqueline on 06/20/2006	ICR New	No

Done Internet

2. The second way to create a Request to Transfer an OMB Control Number is to select Transfer OMB Control Number from the drop down list at the Requests tab at the Home Row of Tabs, which will lead you to a screen that asks you to identify the OMB Control Number of the collection you wish to transfer.

009687

ROCID - Created Request List - Microsoft Internet Explorer

Address: http://192.136.12.204/rocs/do/Redirector

ROCID PRA

Inbox > Request > ICR Package > History > Search > Report

Information Collection Request (ICR) > Created Request List

New IC to Generic ICR (Gen IC)

Discontinue OMB Control Number (D)

Emergency Extension (EE)

Transfer OMB Control Number (T)

Filter List View All

Criteria: Status=(Created).

OMB Control No	ICR Ref No	Created By	Created Date	Agency/Sub	Agency ICR Tracking Number	Title	Original Expiration Date	Last Renewed By	Request Type	Status
2502-0550	200605-2502-037	Schrott, Laura	06/30/2006	HUD/OH		Inventory of Housing Units Designated for the Elderly/Persons with Disabilities	05/31/2006	Schrott, Laura on 05/30/2006	ICR Rein w/o Cha	No
2526-0241	200602-2526-001	Zeiter, Jacqueline	06/27/2005	HUD/PD&R		Universities Rebuilding America Partnerships Community Design Program	04/30/2009	Zeiter, Jacqueline on 08/27/2008	I	No
2577-0037	200606-2577-005	Zeiter, Jacqueline	06/23/2006	HUD/PIH		Analysis of Proposed Main Construction Contract	12/31/2007		ICR Rev	No
2535-0114	200601-2535-002	Zeiter, Jacqueline	06/23/2006	HUD/OA		"Logic Model" Grant Performance Report Standard	07/31/2006	Zeiter, Jacqueline on 06/23/2006	EE	No
	200606-2502-035	Zeiter, Jacqueline	06/22/2006	HUD/OH	subagency	New ICR for 6/22/2006			ICR New	No

start | Document1 | ROCIS HOW... | ROCIS - Creat... | 10:03 AM

ROCID - Create Request to Discontinue OMB Control Number - Microsoft Internet Explorer

Address: http://192.136.12.204/rocs/do/TransferOMBControlNum

ROCID PRA

Inbox > Request > ICR Package > History > Search > Report

Request > Transfer OMB Control Number (T)

Create Request to Transfer OMB Control Number

OMB Control Number:

Next Cancel

Login: jzeitera

Done

start | Document1 | ROCIS HOW... | ROCIS - Creat... | 10:04 AM

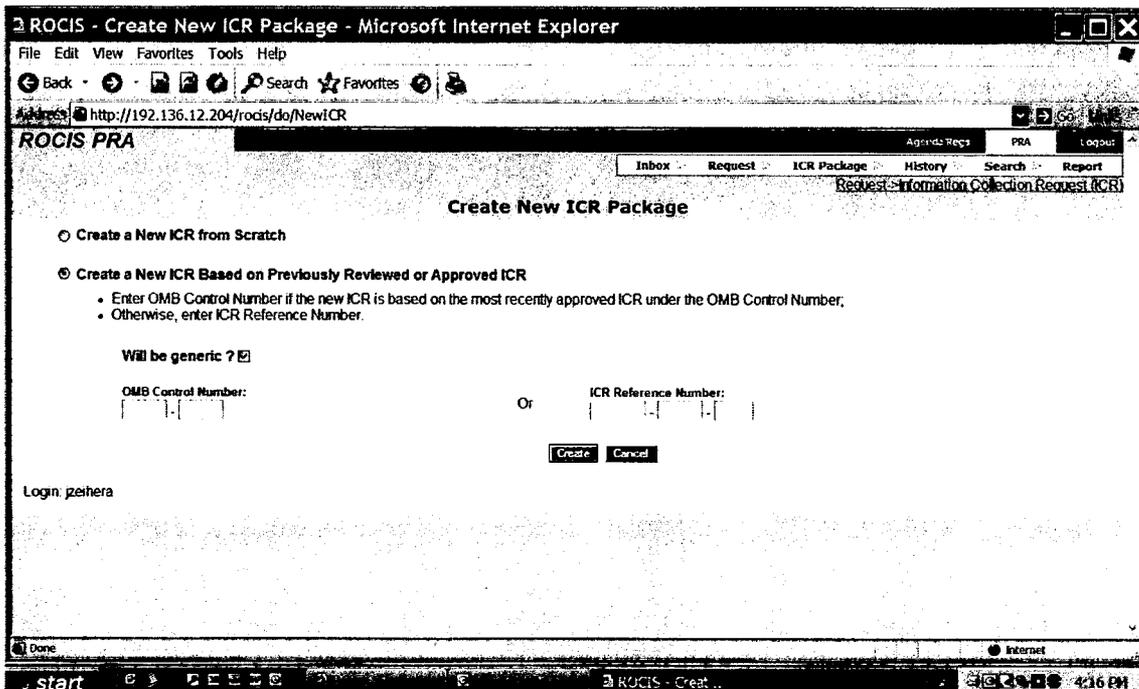
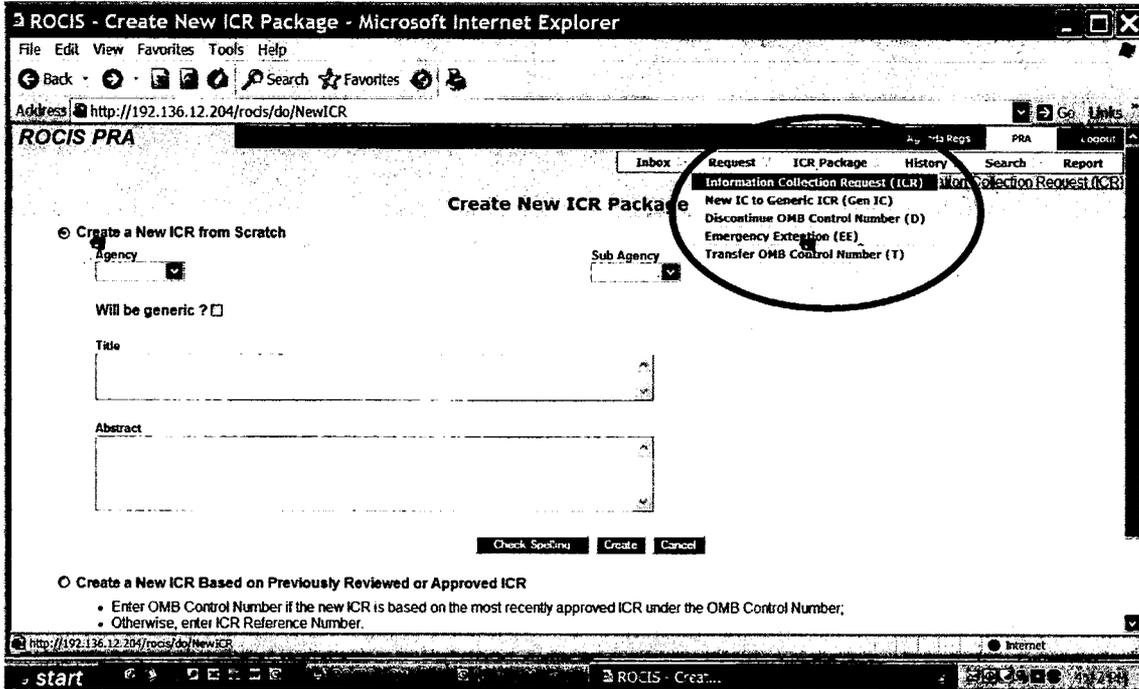
The remainder of the process is exactly as stated in the first scenario.

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# HOW TO Create a Generic ICR and Request Generic ICs

The generic ICR is created by selecting Information Collection Request (ICR) in the drop down at the Request tab in the home row of tabs. In either a Create a New ICR from Scratch or Create an ICR from a Previously Reviewed or Approved ICR, be sure to check mark in response to the question posed, "Will be generic?"



When you arrive in the Edit ICR screen upon clicking the Create button, complete the data as you would a regular ICR with one exception. You will be able to request the annual number of responses, the annual hour burden and annual cost burden by entering the request directly into the Requested column. You will need to provide a Supporting Statement in the ICR Documents but you will not be required to complete an Edit IC screen unless you would like to submit a Generic IC with the Generic ICR.

Upon approval from OIRA, the generic ICR will establish a “budget” from which future IC’s can be submitted

Once the Generic ICR is approved by OIRA, you may submit ICs as long as they do not exceed the “budget,” which is the current inventory of the ICR.

To request a Generic IC, select New IC to Generic ICR (Gen IC) under the Request choices in the home row of tabs.

The screenshot shows the 'Edit Generic ICR' form in a Microsoft Internet Explorer browser window. The browser address bar shows the URL: http://192.136.12.204/rodis/do/ICRData?menu=currentICRPackage. The page title is 'Edit Generic ICR'. The form contains the following fields and options:

- Agency: 2502 OH
- OMB Control Number:
- Agency ICR Tracking Number: subagency
- ICR Reference Number: 200606-2502-035
- Title: New ICR for 9/22/2006
- Type of Information Collection (check one): New collection (Request for a new OMB Control Number)
- Type of Review Requested (check one): Regular
- Requested Expiration Date (check one): Three years from approval date
- Does this ICR contain surveys, censuses, or employ statistical methods?  Yes  No
- Does the Supporting Statement serve as a Joint ICR and Privacy Impact Assessment per OMB Memorandum 03-22, Section II.D.?  Yes  No

In the top navigation menu, the 'New IC to Generic ICR (Gen IC)' option is circled in black.

Enter the OMB Control Number of the Generic ICR and you will arrive at the Generic ICR. Click on Add/Edit Information Collections and note the difference of the format for the requested burden, which is a result of using the Generic IC Burden Worksheet. The Generic IC Burden Worksheet carries the burden to the IC page but does not affect the overall Generic ICR burden summary. When the Generic IC is approved by OIRA, the List of ICs of the Generic ICR will show each approved IC and the resultant drawdown of the ICR approved inventory, the budget. When the ICR budget is depleted, ROCIS will not process a Generic IC until you submit a nonmaterial/nonsubstantive change in burden request for the overall Generic ICR.



Laiza N. Otero/EAC/GOV  
11/09/2006 05:13 PM

To "Adam L. Bourne"  
cc "Meredith" <mimwalle@winnerscirclecomm.com>, Karen  
Lynn-Dyson/EAC/GOV@EAC  
bcc

Subject Re: First-Time Voter Study - Focus Group Materials and PRA  
Statements

Hello,

I am putting the final touches on the documents and the submission package and need your assistance. For the following question for the Supporting Statement A, the following answer is what appears there currently. However, is that amount the total cost for all of the work on Tasks 4.6-4.7 of the Statement of Work, which relate to the focus groups? Is the rest of the contract money going towards the case studies? Thank you!

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

The estimated cost to the Federal Government is \$11,088. This estimate includes \$4,050 for stipends, transportation, and food for focus group participants; \$4,854 for staff travel, airfare, hotel, and per diem; and \$2,184 for staff labor.

Laiza N. Otero  
Research Associate  
U.S. Election Assistance Commission  
1225 New York Avenue, Suite 1100  
Washington, DC 20005  
Tel. (202) 566-3100 (main office)  
Tel. (202) 566-2209 (direct)  
Fax (202) 566-3128

"Adam L. Bourne" <adamlbourne@gmail.com>



"Adam L. Bourne"  
<adamlbourne@gmail.com>  
11/06/2006 12:10 PM

To "lotoero@eac.gov" <lotoero@eac.gov>, klynndyson@eac.gov  
cc "Meredith" <mimwalle@winnerscirclecomm.com>  
Subject First-Time Voter Study - Focus Group Materials and PRA  
Statements

Ms. Lynn-Dyson and Ms. Otero:

Please find attached for your review the focus group quiz, the focus group script, and the accompanying Paperwork Reduction Act supporting statements.

I will be faxing a copy of the OMB 83-I form to you shortly, as it is not a writable PDF document.

Thank you for your assistance. Please feel free to contact me or Meredith if you have any

009691

questions or would like us to make any revisions.

Adam Bourne

--

Adam L. Bourne

155 Sylvest Drive # 2204

Montgomery, Alabama 36117

[adamlboune@gmail.com](mailto:adamlboune@gmail.com)

(205) 246-9290

[attachment "Focus Group Quiz.doc" deleted by Laiza N. Otero/EAC/GOV] [attachment "Focus Group Script Final.doc" deleted by Laiza N. Otero/EAC/GOV] [attachment "Supporting Statements.doc" deleted by Laiza N. Otero/EAC/GOV]

009692



"Adam L. Bourne"

11/06/2006 12:10 PM

To "lotero@eac.gov" <lotero@eac.gov>, klynndyson@eac.gov

cc "Meredith" <mimwalle@winnerscirclecomm.com>

bcc

Subject First-Time Voter Study - Focus Group Materials and PRA Statements

History:

This message has been replied to.

Ms. Lynn-Dyson and Ms. Otero:

Please find attached for your review the focus group quiz, the focus group script, and the accompanying Paperwork Reduction Act supporting statements.

I will be faxing a copy of the OMB 83-I form to you shortly, as it is not a writable PDF document.

Thank you for your assistance. Please feel free to contact me or Meredith if you have any questions or would like us to make any revisions.

Adam Bourne

--

Adam L. Bourne  
155 Sylvest Drive # 2204  
Montgomery, Alabama 36117  
[adamlboune@gmail.com](mailto:adamlboune@gmail.com)  
(205) 246-9290



Focus Group Quiz.doc Focus Group Script Final.doc Supporting Statements.doc

009693

**WINNER'S CIRCLE COMMUNICATIONS, LLC**  
**Study of First-Time Voters Who Register to Vote by Mail**

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**Quiz for Focus Group Participants**

---

**PART ONE**

**Instructions**

Please select the answer that best describes your state's laws, rules and/or requirements as you understand them. Your answers to these questions will be used to determine how effectively [STATE] communicated its first-time voter identification, or ID, requirements.

1. What types of ID does [STATE] require each person applying to register to vote, or applicant, to include with his or her voter registration form when that form is submitted via mail? Please circle all that apply.

Driver's License Number

Last four digits of Social Security Number

Copy of Driver's License

Copy of Social Security Card

Entire Social Security Number

Copy of Utility Bill

Copy of photo ID

Any government document with the voter's name and address

All of the above

None of the above

2. If the applicant does not have a driver's license or social security number, the state will assign the applicant a number which will serve to identify the applicant for voter registration purposes. Please circle one.

True

False

009694

3. At the polls, [STATE] has different ID requirements for first-time voters who registered to vote by mail than it does for voters who have cast a ballot in another recent election. Please circle one.

True

False

4. All first-time voters in [STATE] are required to show government-issued photo ID at the polls. Please circle one.

True

False

5. Which of the following types of ID may first-time voters who registered to vote by mail show at the polls in order to meet [STATE'S] identification requirements? Please circle all that apply.

Any current and valid photo ID

Government-issued photo ID

Current utility bill

Bank statement

Government check

Paycheck

Any government document that includes the voter's name and address

All of the above

None of the above

009695

**PART TWO**

**Instructions**

Please base your answers to the following questions on your own opinions and experiences.

1. On a scale of one to 10, with one being the least confident and 10 being the most confident, how confident are you that you understand [STATE'S] ID requirements for first-time voters who register to vote by mail? Please circle one.

1      2      3      4      5      6      7      8      9      10

2. How did you learn of [STATE'S] ID requirements for first-time voters who register to vote by mail? Please circle all that apply.

- |   |   |
|---|---|
| TV or radio advertisement(s)            | State elections website                 |
| News reports                            | Local elections website                 |
| I contacted my state election office    | I contacted my local election office    |
| Instructions on voter registration form | From a poll worker at the polling place |
| All of the above                        | None of the above                       |

Other (please explain)

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3. How effectively do you believe [STATE] communicated its ID requirements for first-time voters? Please rate the state on a scale of one to 10, with one being the least effective and 10 being the most effective.

1    2    3    4    5    6    7    8    9    10

**WINNER'S CIRCLE COMMUNICATIONS, LLC**  
**Study of First-Time Voters Who Register to Vote by Mail**

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**Focus Group Script and Questions**  
Prepared 11.06.06

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**Background**

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*Introduction*

Thank you for joining us today and agreeing to participate in this focus group discussion of your experiences as first-time voters who registered to vote by mail. My name is Meredith Imwalle and I'll be your facilitator, which means it's my job to keep today's session on track by asking a series of open-ended questions, and some more specific ones, intended to stimulate discussion. My colleague, Adam Bourne, will serve as a co-facilitator.

We've organized this focus group as part of a study our company, Winner's Circle Communications, is conducting on behalf of the United States Election Assistance Commission, a federal government agency created to provide guidance to states implementing election reforms that are required by the federal Help America Vote Act, often referred to as HAVA. Since HAVA require that every state implement certain minimum identification, or ID, requirements for first-time voters like you, we've been asked to find out what your experiences were with registering to vote and voting this year. We hope to use your input to help us determine what state practices are working and how states can best communicate ID requirements to voters.

First let's go over a few ground rules for today:

- Your participation in this focus group is voluntary, and you may stop at any time.
- We hope to gather information about your voting experiences. There are no wrong answers today; please let everyone speak and respect everyone's opinion, even if it is different from your own.
- We will make an audio recording of this session, so that we can be sure not to miss any of your important comments today. The recording will not be released publicly, and it will not be shared with anyone outside of our company.

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## **Voters' Level of Understanding of New Requirements**

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Before we start our discussion today, we'd like to get a sense of how well each of you understand [STATE'S] voter ID requirements for first-time voters. Adam is handing out a quick quiz that we will give you 15 minutes to complete.

By testing your knowledge of [STATE'S] ID requirements, we are hoping to gauge how effectively your state's elections officials communicated the requirements to you, the voters. So please answer the questions as best you can and don't worry if you don't have all of the answers.

*Distribute quizzes; allow participants 15 minutes to complete.*

## **Voters' Experiences Registering to Vote by Mail**

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### *Introduction*

Now that we've collected your completed quizzes, let's talk about your experiences registering to vote by mail.

### *Questions*

1. We'd like to ask each of you to describe the process of filling out your voter registration application. Please provide an estimate of how long it took you to complete the application and tell us whether you thought the form's instructions for submitting the required identification information (your driver's license number, Social Security Number or the last four digits of your Social Security Number) were easy to understand.
2. If you didn't include your driver's license number, Social Security Number or the last four digits of your Social Security Number with your application, why not?

### *Prompts*

Were the instructions unclear? Do you have a driver's license or Social Security Number? Did you hesitate to include one of these numbers due to privacy or security concerns?

3. If you included a copy of your utility bill or some other document that includes your name and address with your application, why did you choose to do so?

### *Prompts*

Did you believe you were required to include such information with your voter registration application? Were you hoping to save time at the polls by including the information with your application?

## **Voters' Experiences at the Polls on Election Day**

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### *Introduction*

Now we'd like to move on and discuss your experiences at the polling place on Election Day.

### *Questions*

4. Were you required to show ID at the polls before you could vote? What kind of ID were you asked to present?
  
5. Did a poll worker or election official clearly explain what kinds of ID would be accepted?
  
6. Did you know before you arrived at the polling place that you would be required to show ID? Did you know what kinds of ID would be accepted?
  
7. Were you able to present an acceptable form of ID at the polling place?
  
8. Which statement best represents your feelings about being required to present ID and why:
  - "I felt comfortable showing my ID to the poll worker."
  
  - "I felt singled out or intimidated when I was asked to present ID at the polling place."

**\*Fifteen Minute Break: Let's take a short break and reconvene here in 15 minutes.\***

## **Voters' Overall Perceptions of Voter ID Requirements**

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### *Introduction*

Let's discuss your overall perceptions of [STATE'S] voter ID requirements. Remember, we're interested in your opinions so there are no right or wrong answers. Any feedback you can offer may help the state improve upon current procedures.

### *Questions*

9. Did you find it to be easy or difficult to understand and comply with [STATE'S] voter ID requirements? Why?
  
10. Do you think [STATE'S] ID requirements for first-time voters are too strict, not strict enough or appropriate?

11. Do you think the requirements made registering to vote more complicated than it should be, less complicated, or do you believe they had no noticeable effect?

12. How about the requirement to show ID at the polling place? Do you think it contributed to a longer wait time at your polling place? Did showing ID make voting more complicated than it would have been if you had not been required to show ID?

13. Do you feel ID requirements are necessary to prevent voters from attempting to commit fraud?

*Prompts*

Instances of voter fraud may include an individual impersonating a registered voter in order to vote in his or her name or an individual voting in more than one precinct.

14. How effectively do you think your state and local election officials communicated the ID requirements to first-time voters?

*Prompts*

What were the most effective or memorable techniques used? Television and radio spots? Mailers? Other voter education materials?

15. What are the advantages of requiring first-time voters who registered to vote by mail to show ID at the polls? What are your concerns or reservations about the requirement?

**Voters' Perceptions of the General Advisability of Unique ID**

---

*Introduction*

Now we'd like to get your impressions of whether or not it's a good idea for states to require voters to present ID at the polls.

*Questions*

16. Do you support requiring every voter to provide his or her driver's license number, Social Security Number or the last four digits of his or her Social Security Number as part of his or her application to register to vote?

*Prompts*

Are you concerned about privacy or security issues? Do you believe the requirement helps prevent voter fraud?

17. Do you support requiring first-time voters who registered to vote by mail to provide ID at the polling place?

18. Should **all** voters be required to show ID at the polls, or just first-time voters?

*Prompts*

Are you concerned that some voters may not have the ID they need or may be intimidated by ID requirements? Do you believe that ID requirements could help prevent voter fraud?

19. Would you find it useful to have access to some form of special ID, provided by the state, that you could show at the polls in order to vote? Do you think such an ID should be provided free of charge to voters, or should voters pay to obtain this ID?

**Final Solicitation**

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20. Do you have any other thoughts about your experiences registering to vote and casting a ballot for the first time this year that we haven't covered?

21. What recommendations do you have for states working to educate first-time voters about ID requirements?

*Prompt*

What methods did your state use to educate voters about ID requirements? Were they effective? What did you like or dislike about them?

**Conclusion**

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That concludes our focus group discussion. Thank you all for participating. The input you provided today will be studied and compiled into a report that we are preparing on behalf of the U.S. Election Assistance Commission. We expect it to be released some time in June 2007. To learn more about the EAC, visit their website: [www.eac.gov](http://www.eac.gov).

**SUPPORTING STATEMENTS**  
**U.S. Election Assistance Commission**  
**Study on First-Time Voters who Register to Vote by Mail**

**A. JUSTIFICATION**

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

This information collection is necessary to conduct a study that the U.S. Election Assistance Commission ("EAC") is required by federal law to complete. Section 244 of the Help America Vote Act of 2002, Pub. L. 107-252, ("HAVA") requires the EAC to conduct a study on the effects of HAVA Section 303(b) on (1) first-time mail registrants who vote in person, (2) voter registration, (3) the accuracy of voter rolls, and (4) existing state practices. The study will provide the EAC and state election offices with critical information as to how to implement potential future identification requirements and better educate voters.

The EAC is requesting emergency review of this information collection. In compliance with the requirement of Section 3506(c)(2)(A) of the Paperwork Reduction Act of 1995, Pub. L. 104-13, the EAC is requesting emergency review because the collection of this information is needed before the expiration of the normal time limits under OMB's regulations at 5 CFR Part 1320(a)(2)(ii). The information collection at issue is necessary to conduct a study mandated by HAVA. The EAC cannot reasonably comply with the normal clearance procedures because failure to implement this study in an expedited fashion is reasonably likely to result in a public harm, as stated in 5 CFR 1320.13(a)(2)(i).

Emergency approval of this information collection is essential to comply with HAVA, which requires that the EAC conduct a study of voters who register by mail and the impact of HAVA Section 303(b). The study will take approximately nine (9) months to complete, at which time there will be approximately one (1) year until the 2008 Federal elections. Ensuring that this information is available to election administrators and policymakers in time to be of use for the 2008 Election Cycle is essential to the public welfare. To that end, the EAC respectfully requests that approval of this emergency collection be granted by November 22, 2006.

**2. Explain how, by whom, how frequently, and for what purpose the information will be used. If the information collected will be disseminated to the public or used to support information that will be disseminated to the public, then explain how the collection complies with all applicable Information Quality Guidelines.**

This information collection will be used by federal, state, and local election officials and policymakers to assess the impact of HAVA Section 303(b) on election administration, voter registration, and voting.

The information collection will be summarized by the study contractor and incorporated into a report to the EAC. The report will summarize all key topics discussed in the focus group meetings and make recommendations to the states as to how to implement potential future voter identification requirements and better educate voters.

009703

The primary audience for the aforementioned report is the EAC and state election offices. However, the report will be available to the general public per the Freedom of Information Act, Pub. L. 104-231 (“FOIA”).

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

The information collection will occur at in-person focus group meetings. The responses to the written “quiz” (included with this submission) will be recorded on paper by focus group participants. The remaining information will be collected via a scripted conversation (also included with this submission), which will be tape recorded for interoffice use only.

**4. Describe efforts to identify duplication.**

This is the first study conducted by the EAC on the effects of HAVA Section 303(b) and first-time voters who register by mail. The study contractor and the EAC staff have reviewed previous and contemporaneous surveys of election officials and voters to eliminate duplicative questions.

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

Not applicable to this information collection.

**6. Describe the consequences to the Federal program or policy activities if the collection is not conducted or is conducted less frequently.**

If the EAC does not collect this information, it will be unable to comply with HAVA Section 244. Further, without this information, the EAC and state election officials and policymakers would be unable to objectively assess the impact of relatively new identification requirements for first-time voters who register by mail.

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

*(a) Requiring respondents to report information to the agency more often than quarterly.*

Not applicable to this information collection.

*(b) Requiring respondents to prepare a written response to a collection of information in*

*fewer than 30 days after receipt of it.*

This information collection will involve a 15 minute “quiz,” a copy of which is included with this submission, which will be completed by focus group participants during the focus group meetings.

- (c) *Requiring respondents to submit more than an original and two copies of any document.*

Not applicable to this information collection.

- (d) *Requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records, for more than 3 years.*

Not applicable to this information collection.

- (e) *In connection with a statistical survey, that is not designed to produce valid and reliable results that can be generalized to the universe of study.*

Not applicable to this information collection.

- (f) *Requiring the use of statistical data classification that has been reviewed and approved by OMB.*

Not applicable to this information collection.

- (g) *That includes a pledge of confidentiality that is not supported by authority established in statute or regulation, that is not supported by disclosure and data security policies that are consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use.*

This information collection does not include a pledge of confidentiality.

- (h) *Requiring respondents to submit proprietary trade secrets or other confidential information unless the agency can demonstrate that it has instituted procedures to protect the information’s confidentiality to the extent permitted by law.*

Not applicable to this information collection.

**8. Provide a copy of the PRA Federal Register notice that solicited public comments on the information collection prior to this submission. Summarize the public comments received in response to that notice and describe the actions taken by the agency in response to those comments. Describe the efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.**

The EAC is requesting emergency approval to collect this information. The EAC is

009705

requesting a waiver of the 60-day and 30-day *Federal Register* notices described in 5 CFR 1320.13(d) to ensure that it complies with HAVA and meets the needs of the public.

The study contractor has contacted state election officials that will be involved in the study to gather information on the burdens imposed by this information collection.

**9. Explain any decisions to provide payments or gifts to respondents, other than remuneration of contractors or grantees.**

Each focus group participant will be paid a \$100 stipend for his or her time, plus reimbursement of travel expenses.

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

No assurance of confidentiality will be provided to respondents. Information will be made public consistent with the requirements of FOIA.

**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.**

This information collection does not include sensitive or private questions.

**12. Provide an estimate in hours of the burden of the collection of information.**

This information collection will consist of three (3) separate focus group meetings, each expected to last no more than two (2) hours based on the scripted conversation and the 15 minute "quiz," both of which are included with this submission. Therefore the total, collective time burden for respondents is expected to be no more than six (6) hours.

Prior to the focus group meetings, state election officials will assist the study contractor in identifying eligible focus group participants. This will involve three (3) state election offices. Assuming the use of both automated voter registration systems and limited manual sorting, it is estimated that each state election office will spend no more than four (4) hours identifying eligible focus group participants. Therefore, total, collective time burden for participating state election officials is expected to be no more than twelve (12) hours.

**13. Provide an estimate of the total annual cost burden to the respondents or record-keepers resulting from the collection (excluding the value of the burden hours in #12 above).**

The focus group participants will bear no significant cost burden, as each participant will receive a stipend of \$100 and will be reimbursed promptly for all reasonable travel expenses.

009706

Retrieving and disseminating voter registration information to members of the public and government entities is a usual and customary business practice for any state election office. Therefore, participating state election offices are not expected to bear any cost in excess of their usual operating expenses.

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

The estimated cost to the Federal Government is \$11,088. This estimate includes \$4,050 for stipends, transportation, and food for focus group participants; \$4,854 for staff travel, airfare, hotel, and per diem; and \$2,184 for staff labor.

**15. Explain the reasons for any program changes or adjustments reported in Items 13 or 14 of the OMB 83-I.**

This is the first time this information collection has been performed by the Federal Government.

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

The results from this information collection will be summarized into three (3) separate reports by the study contractor. The results will also be reflected in a spreadsheet compiled by the study contractor. These documents will be made available to state election officials and transmitted to the President and Congress per HAVA Section 244. Additionally, the documents will be available to the general public per FOIA and may be posted on the Internet website of the EAC.

**17. 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 information collection.

**18. Explain each exception to the certification statement identified in Item 19 of the OMB 83-I.**

To the extent that the topics apply to this information collection, the EAC is not making any exception to the "Certification for Paperwork Reduction Act Submissions."

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

*(If your collection does not employ statistical methods, just say that and delete the following five questions from the format.)*

This information collection does not employ statistical methods.

009707



Laiza N. Otero/EAC/GOV

11/07/2006 07:37 PM

To Karen Lynn-Dyson/EAC/GOV@EAC

cc

bcc

Subject Re: Fw: First-Time Voter Study - Focus Group Materials and PRA Statements

Hello!

No, this quiz does not seem to require for us to submit a privacy impact assessment since they don't seem to be requesting participants' personal information or identifiers. I will confirm with Julie tomorrow.

L.

-----Karen Lynn-Dyson/EAC/GOV wrote: -----

To: Laiza N. Otero/EAC/GOV@EAC

From: Karen Lynn-Dyson/EAC/GOV

Date: 11/07/2006 06:32PM

Subject: Fw: First-Time Voter Study - Focus Group Materials and PRA Statements

I assume, then, that this Focus Group "quiz" doesn't fall under the Privacy Act, as does the other focus group material for the Free Absentee Postage group.

K

Karen Lynn-Dyson  
Research Director  
U.S. Election Assistance Commission  
1225 New York Avenue, NW Suite 1100  
Washington, DC 20005  
tel:202-566-3123

----- Forwarded by Karen Lynn-Dyson/EAC/GOV on 11/07/2006 06:28 PM -----

"Adam L. Bourne"  
<adamlbourne@gmail.com>

11/06/2006 12:10 PM

To "lotoero@eac.gov" <lotoero@eac.gov>,  
klynndyson@eac.gov

cc "Meredith"  
<mimwalle@winnerscirclecomm.com>

Subject First-Time Voter Study - Focus Group Materials  
and PRA Statements

Ms. Lynn-Dyson and Ms. Otero:

Please find attached for your review the focus group quiz, the focus group script, and

009708

the accompanying Paperwork Reduction Act supporting statements .

I will be faxing a copy of the OMB 83-I form to you shortly, as it is not a writable PDF document.

Thank you for your assistance. Please feel free to contact me or Meredith if you have any questions or would like us to make any revisions .

Adam Bourne

--

Adam L. Bourne  
155 Sylvest Drive # 2204  
Montgomery, Alabama 36117  
[adamlboune@gmail.com](mailto:adamlboune@gmail.com)  
(205) 246-9290



Focus Group Quiz.doc Focus Group Script Final.doc Supporting Statements.doc

009709

**SUPPORTING STATEMENTS**  
**U.S. Election Assistance Commission**  
**Study on First-Time Voters who Register to Vote by Mail**

**A. JUSTIFICATION**

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

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Emergency approval of this information collection is essential to comply with HAVA, which requires that the EAC conduct a study of voters who register by mail and the impact of HAVA Section 303(b). The study will take approximately nine (9) months to complete, at which time there will be approximately one (1) year until the 2008 Federal elections. Ensuring that this information is available to election administrators and policymakers in time to be of use for the 2008 Election Cycle is essential to the public welfare. To that end, the EAC respectfully requests that approval of this emergency collection be granted by November 22, 2006.

**2. Explain how, by whom, how frequently, and for what purpose the information will be used. If the information collected will be disseminated to the public or used to support information that will be disseminated to the public, then explain how the collection complies with all applicable Information Quality Guidelines.**

This information collection will be used by federal, state, and local election officials and policymakers to assess the impact of HAVA Section 303(b) on election administration, voter registration, and voting.

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

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**6. Describe the consequences to the Federal program or policy activities if the collection is not conducted or is conducted less frequently.**

If the EAC does not collect this information, it will be unable to comply with HAVA Section 244. Further, without this information, the EAC and state election officials and policymakers would be unable to objectively assess the impact of relatively new identification requirements for first-time voters who register by mail.

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

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*(b) Requiring respondents to prepare a written response to a collection of information in*

009711

*fewer than 30 days after receipt of it.*

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- (d) *Requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records, for more than 3 years.*

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Not applicable to this information collection.

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**8. Provide a copy of the PRA Federal Register notice that solicited public comments on the information collection prior to this submission. Summarize the public comments received in response to that notice and describe the actions taken by the agency in response to those comments. Describe the efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.**

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requesting a waiver of the 60-day and 30-day *Federal Register* notices described in 5 CFR 1320.13(d) to ensure that it complies with HAVA and meets the needs of the public.

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**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.**

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**13. Provide an estimate of the total annual cost burden to the respondents or record-keepers resulting from the collection (excluding the value of the burden hours in #12 above).**

The focus group participants will bear no significant cost burden, as each participant will receive a stipend of \$100 and will be reimbursed promptly for all reasonable travel expenses.

009713

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

The estimated cost to the Federal Government is \$11,088. This estimate includes \$4,050 for stipends, transportation, and food for focus group participants; \$4,854 for staff travel, airfare, hotel, and per diem; and \$2,184 for staff labor.

**15. Explain the reasons for any program changes or adjustments reported in Items 13 or 14 of the OMB 83-I.**

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

The results from this information collection will be summarized into three (3) separate reports by the study contractor. The results will also be reflected in a spreadsheet compiled by the study contractor. These documents will be made available to state election officials and transmitted to the President and Congress per HAVA Section 244. Additionally, the documents will be available to the general public per FOIA and may be posted on the Internet website of the EAC.

**17. 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 information collection.

**18. Explain each exception to the certification statement identified in Item 19 of the OMB 83-I.**

To the extent that the topics apply to this information collection, the EAC is not making any exception to the "Certification for Paperwork Reduction Act Submissions."

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

*(If your collection does not employ statistical methods, just say that and delete the following five questions from the format.)*

This information collection does not employ statistical methods.

009714

**WINNER'S CIRCLE COMMUNICATIONS, LLC**  
**Study of First-Time Voters Who Register to Vote by Mail**

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**Focus Group Script and Questions**  
Prepared 11.06.06

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**Background**

---

*Introduction*

Thank you for joining us today and agreeing to participate in this focus group discussion of your experiences as first-time voters who registered to vote by mail. My name is Meredith Imwalle and I'll be your facilitator, which means it's my job to keep today's session on track by asking a series of open-ended questions, and some more specific ones, intended to stimulate discussion. My colleague, Adam Bourne, will serve as a co-facilitator.

We've organized this focus group as part of a study our company, Winner's Circle Communications, is conducting on behalf of the United States Election Assistance Commission, a federal government agency created to provide guidance to states implementing election reforms that are required by the federal Help America Vote Act, often referred to as HAVA. Since HAVA require that every state implement certain minimum identification, or ID, requirements for first-time voters like you, we've been asked to find out what your experiences were with registering to vote and voting this year. We hope to use your input to help us determine what state practices are working and how states can best communicate ID requirements to voters.

First let's go over a few ground rules for today:

- Your participation in this focus group is voluntary, and you may stop at any time.
- We hope to gather information about your voting experiences. There are no wrong answers today; please let everyone speak and respect everyone's opinion, even if it is different from your own.
- We will make an audio recording of this session, so that we can be sure not to miss any of your important comments today. The recording will not be released publicly, and it will not be shared with anyone outside of our company.

009715

## **Voters' Level of Understanding of New Requirements**

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Before we start our discussion today, we'd like to get a sense of how well each of you understand [STATE'S] voter ID requirements for first-time voters. Adam is handing out a quick quiz that we will give you 15 minutes to complete.

By testing your knowledge of [STATE'S] ID requirements, we are hoping to gauge how effectively your state's elections officials communicated the requirements to you, the voters. So please answer the questions as best you can and don't worry if you don't have all of the answers.

*Distribute quizzes; allow participants 15 minutes to complete.*

## **Voters' Experiences Registering to Vote by Mail**

---

### *Introduction*

Now that we've collected your completed quizzes, let's talk about your experiences registering to vote by mail.

### *Questions*

1. We'd like to ask each of you to describe the process of filling out your voter registration application. Please provide an estimate of how long it took you to complete the application and tell us whether you thought the form's instructions for submitting the required identification information (your driver's license number, Social Security Number or the last four digits of your Social Security Number) were easy to understand.
2. If you didn't include your driver's license number, Social Security Number or the last four digits of your Social Security Number with your application, why not?

### *Prompts*

Were the instructions unclear? Do you have a driver's license or Social Security Number? Did you hesitate to include one of these numbers due to privacy or security concerns?

3. If you included a copy of your utility bill or some other document that includes your name and address with your application, why did you choose to do so?

### *Prompts*

Did you believe you were required to include such information with your voter registration application? Were you hoping to save time at the polls by including the information with your application?

## **Voters' Experiences at the Polls on Election Day**

---

### *Introduction*

Now we'd like to move on and discuss your experiences at the polling place on Election Day.

### *Questions*

4. Were you required to show ID at the polls before you could vote? What kind of ID were you asked to present?
5. Did a poll worker or election official clearly explain what kinds of ID would be accepted?
6. Did you know before you arrived at the polling place that you would be required to show ID? Did you know what kinds of ID would be accepted?
7. Were you able to present an acceptable form of ID at the polling place?
8. Which statement best represents your feelings about being required to present ID and why:
  - "I felt comfortable showing my ID to the poll worker."
  - "I felt singled out or intimidated when I was asked to present ID at the polling place."

**\*Fifteen Minute Break: Let's take a short break and reconvene here in 15 minutes.\***

## **Voters' Overall Perceptions of Voter ID Requirements**

---

### *Introduction*

Let's discuss your overall perceptions of [STATE'S] voter ID requirements. Remember, we're interested in your opinions so there are no right or wrong answers. Any feedback you can offer may help the state improve upon current procedures.

### *Questions*

9. Did you find it to be easy or difficult to understand and comply with [STATE'S] voter ID requirements? Why?
10. Do you think [STATE'S] ID requirements for first-time voters are too strict, not strict enough or appropriate?

009717

11. Do you think the requirements made registering to vote more complicated than it should be, less complicated, or do you believe they had no noticeable effect?

12. How about the requirement to show ID at the polling place? Do you think it contributed to a longer wait time at your polling place? Did showing ID make voting more complicated than it would have been if you had not been required to show ID?

13. Do you feel ID requirements are necessary to prevent voters from attempting to commit fraud?

*Prompts*

Instances of voter fraud may include an individual impersonating a registered voter in order to vote in his or her name or an individual voting in more than one precinct.

14. How effectively do you think your state and local election officials communicated the ID requirements to first-time voters?

*Prompts*

What were the most effective or memorable techniques used? Television and radio spots? Mailers? Other voter education materials?

15. What are the advantages of requiring first-time voters who registered to vote by mail to show ID at the polls? What are your concerns or reservations about the requirement?

**Voters' Perceptions of the General Advisability of Unique ID**

*Introduction*

Now we'd like to get your impressions of whether or not it's a good idea for states to require voters to present ID at the polls.

*Questions*

16. Do you support requiring every voter to provide his or her driver's license number, Social Security Number or the last four digits of his or her Social Security Number as part of his or her application to register to vote?

*Prompts*

Are you concerned about privacy or security issues? Do you believe the requirement helps prevent voter fraud?

17. Do you support requiring first-time voters who registered to vote by mail to provide ID at the polling place?

18. Should **all** voters be required to show ID at the polls, or just first-time voters?

*Prompts*

Are you concerned that some voters may not have the ID they need or may be intimidated by ID requirements? Do you believe that ID requirements could help prevent voter fraud?

19. Would you find it useful to have access to some form of special ID, provided by the state, that you could show at the polls in order to vote? Do you think such an ID should be provided free of charge to voters, or should voters pay to obtain this ID?

**Final Solicitation**

---

20. Do you have any other thoughts about your experiences registering to vote and casting a ballot for the first time this year that we haven't covered?

21. What recommendations do you have for states working to educate first-time voters about ID requirements?

*Prompt*

What methods did your state use to educate voters about ID requirements? Were they effective? What did you like or dislike about them?

**Conclusion**

---

That concludes our focus group discussion. Thank you all for participating. The input you provided today will be studied and compiled into a report that we are preparing on behalf of the U.S. Election Assistance Commission. We expect it to be released some time in June 2007. To learn more about the EAC, visit their website: [www.eac.gov](http://www.eac.gov).

**WINNER'S CIRCLE COMMUNICATIONS, LLC**  
**Study of First-Time Voters Who Register to Vote by Mail**

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**Quiz for Focus Group Participants**

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**PART ONE**

**Instructions**

Please select the answer that best describes your state's laws, rules and/or requirements as you understand them. Your answers to these questions will be used to determine how effectively [STATE] communicated its first-time voter identification, or ID, requirements.

1. What types of ID does [STATE] require each person applying to register to vote, or applicant, to include with his or her voter registration form when that form is submitted via mail? Please circle all that apply.

Driver's License Number

Last four digits of Social Security Number

Copy of Driver's License

Copy of Social Security Card

Entire Social Security Number

Copy of Utility Bill

Copy of photo ID

Any government document with the voter's name and address

All of the above

None of the above

2. If the applicant does not have a driver's license or social security number, the state will assign the applicant a number which will serve to identify the applicant for voter registration purposes. Please circle one.

True

False

009720

3. At the polls, [STATE] has different ID requirements for first-time voters who registered to vote by mail than it does for voters who have cast a ballot in another recent election. Please circle one.

True

False

4. All first-time voters in [STATE] are required to show government-issued photo ID at the polls. Please circle one.

True

False

5. Which of the following types of ID may first-time voters who registered to vote by mail show at the polls in order to meet [STATE'S] identification requirements? Please circle all that apply.

Any current and valid photo ID

Government-issued photo ID

Current utility bill

Bank statement

Government check

Paycheck

Any government document that includes the voter's name and address

All of the above

None of the above

009721

**PART TWO**

**Instructions**

Please base your answers to the following questions on your own opinions and experiences.

1. On a scale of one to 10, with one being the least confident and 10 being the most confident, how confident are you that you understand [STATE'S] ID requirements for first-time voters who register to vote by mail? Please circle one.

1      2      3      4      5      6      7      8      9      10

2. How did you learn of [STATE'S] ID requirements for first-time voters who register to vote by mail? Please circle all that apply.

TV or radio advertisement(s)

State elections website

News reports

Local elections website

I contacted my state election office

I contacted my local election office

Instructions on voter registration form

From a poll worker at the polling place

All of the above

None of the above

Other (please explain)

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3. How effectively do you believe [STATE] communicated its ID requirements for first-time voters? Please rate the state on a scale of one to 10, with one being the least effective and 10 being the most effective.

1    2    3    4    5    6    7    8    9    10



"Meredith"  
<mimwalle@winnerscircleco  
mm.com>  
11/10/2006 10:58 AM

To [REDACTED] lotero@eac.gov  
cc klynndyson@eac.gov  
bcc

Subject Re: First-Time Voter Study - Focus Group Materials and PRA Statements

History: This message has been replied to.

Laiza:

Thank you for your email. We did not include the total labor cost for Tasks 4.6-4.7 but rather, just the labor cost for conducting the three, two-hour groups. Please find a revised total cost below which includes the total cost for all work related to the focus groups, as outlined in Tasks 4.6-4.7 of the SOW. Thanks for catching this for us.

Labor	\$75,720
Travel	\$4,854
Stipends, food and transportation for focus group participants	\$4,050
Total Cost	\$84,624

Regards,

*Meredith Battle Imwalle*

Meredith Battle Imwalle  
President  
Winner's Circle Communications, LLC  
703.786.1823 cell  
<http://www.winnerscirclecomm.com>

----- Original Message -----

**From:** [lotero@eac.gov](mailto:lotero@eac.gov)  
**To:** [adamlbourne@gmail.com](mailto:adamlbourne@gmail.com)  
**Cc:** Meredith ; [klynndyson@eac.gov](mailto:klynndyson@eac.gov)  
**Sent:** Thursday, November 09, 2006 4:13 PM  
**Subject:** Re: First-Time Voter Study - Focus Group Materials and PRA Statements

Hello,

009724

I am putting the final touches on the documents and the submission package and need your assistance. For the following question for the Supporting Statement A, the following answer is what appears there currently. However, is that amount the total cost for all of the work on Tasks 4.6-4.7 of the Statement of Work, which relate to the focus groups? Is the rest of the contract money going towards the case studies? Thank you!

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

The estimated cost to the Federal Government is \$11,088. This estimate includes \$4,050 for stipends, transportation, and food for focus group participants; \$4,854 for staff travel, airfare, hotel, and per diem; and \$2,184 for staff labor.

Laiza N. Otero  
Research Associate  
U.S. Election Assistance Commission  
1225 New York Avenue, Suite 1100  
Washington, DC 20005  
Tel. (202) 566-3100 (main office)  
Tel. (202) 566-2209 (direct)  
Fax (202) 566-3128

"Adam L. Bourne" <adamibourne@gmail.com>

11/06/2006 12:10 PM

To "lotoero@eac.gov" <lotoero@eac.gov>, klynndyson@eac.gov  
CC "Meredith" <mimwalle@winnerscirclecomm.com>  
Subject First-Time Voter Study - Focus Group Materials and PRA Statements

Ms. Lynn-Dyson and Ms. Otero:

Please find attached for your review the focus group quiz, the focus group script, and the accompanying Paperwork Reduction Act supporting statements.

I will be faxing a copy of the OMB 83-I form to you shortly, as it is not a writable PDF document.

Thank you for your assistance. Please feel free to contact me or Meredith if you have any questions or would like us to make any revisions.

Adam Bourne

009725

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Adam L. Bourne  
155 Sylvest Drive # 2204  
Montgomery, Alabama 36117

[REDACTED]  
0  
[attachment "Focus Group Quiz.doc" deleted by Laiza N. Otero/EAC/GOV] [attachment "Focus Group Script Final.doc" deleted by Laiza N. Otero/EAC/GOV] [attachment "Supporting Statements.doc" deleted by Laiza N. Otero/EAC/GOV]

009726



Laiza N. Otero/EAC/GOV

11/13/2006 10:11 AM

To Juliet E. Hodgkins/EAC/GOV@EAC

cc Karen Lynn-Dyson/EAC/GOV@EAC

bcc

Subject 1st Time Voters Research Project

Hello Julie,

Here is another project for emergency clearance. Could you review and approve the attached documents? Upon approval, I will go ahead and submit them via ROCIS to our friend Mr. Hunt :-). Thank you!

Laiza N. Otero  
Research Associate  
U.S. Election Assistance Commission  
1225 New York Avenue, Suite 1100  
Washington, DC 20005  
Tel. (202) 566-3100 (main office)  
Tel. (202) 566-2209 (direct)



Fax (202) 566-3128 1st Time Voters Emergency Justification.doc 1st Time Voters Supporting Statements.doc



1st Time Voters Focus Group Quiz.doc 1st Time Voters Focus Group Script.doc

009727

**WINNER'S CIRCLE COMMUNICATIONS, LLC**  
**Study of First-Time Voters Who Register to Vote by Mail**

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**Focus Group Script and Questions**  
Prepared 11.06.06

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**Background**

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*Introduction*

Thank you for joining us today and agreeing to participate in this focus group discussion of your experiences as first-time voters who registered to vote by mail. My name is Meredith Imwalle and I'll be your facilitator, which means it's my job to keep today's session on track by asking a series of open-ended questions, and some more specific ones, intended to stimulate discussion. My colleague, Adam Bourne, will serve as a co-facilitator.

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## **Voters' Experiences Registering to Vote by Mail**

---

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Now that we've collected your completed quizzes, let's talk about your experiences registering to vote by mail.

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2. If you didn't include your driver's license number, Social Security Number or the last four digits of your Social Security Number with your application, why not?

### *Prompts*

Were the instructions unclear? Do you have a driver's license or Social Security Number? Did you hesitate to include one of these numbers due to privacy or security concerns?

3. If you included a copy of your utility bill or some other document that includes your name and address with your application, why did you choose to do so?

### *Prompts*

Did you believe you were required to include such information with your voter registration application? Were you hoping to save time at the polls by including the information with your application?

009729

## **Voters' Experiences at the Polls on Election Day**

---

### *Introduction*

Now we'd like to move on and discuss your experiences at the polling place on Election Day.

### *Questions*

4. Were you required to show ID at the polls before you could vote? What kind of ID were you asked to present?
5. Did a poll worker or election official clearly explain what kinds of ID would be accepted?
6. Did you know before you arrived at the polling place that you would be required to show ID? Did you know what kinds of ID would be accepted?
7. Were you able to present an acceptable form of ID at the polling place?
8. Which statement best represents your feelings about being required to present ID and why:
  - "I felt comfortable showing my ID to the poll worker."
  - "I felt singled out or intimidated when I was asked to present ID at the polling place."

**\*Fifteen Minute Break: Let's take a short break and reconvene here in 15 minutes.\***

## **Voters' Overall Perceptions of Voter ID Requirements**

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### *Introduction*

Let's discuss your overall perceptions of [STATE'S] voter ID requirements. Remember, we're interested in your opinions so there are no right or wrong answers. Any feedback you can offer may help the state improve upon current procedures.

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10. Do you think [STATE'S] ID requirements for first-time voters are too strict, not strict enough or appropriate?

11. Do you think the requirements made registering to vote more complicated than it should be, less complicated, or do you believe they had no noticeable effect?

12. How about the requirement to show ID at the polling place? Do you think it contributed to a longer wait time at your polling place? Did showing ID make voting more complicated than it would have been if you had not been required to show ID?

13. Do you feel ID requirements are necessary to prevent voters from attempting to commit fraud?

*Prompts*

Instances of voter fraud may include an individual impersonating a registered voter in order to vote in his or her name or an individual voting in more than one precinct.

14. How effectively do you think your state and local election officials communicated the ID requirements to first-time voters?

*Prompts*

What were the most effective or memorable techniques used? Television and radio spots? Mailers? Other voter education materials?

15. What are the advantages of requiring first-time voters who registered to vote by mail to show ID at the polls? What are your concerns or reservations about the requirement?

**Voters' Perceptions of the General Advisability of Unique ID**

---

*Introduction*

Now we'd like to get your impressions of whether or not it's a good idea for states to require voters to present ID at the polls.

*Questions*

16. Do you support requiring every voter to provide his or her driver's license number, Social Security Number or the last four digits of his or her Social Security Number as part of his or her application to register to vote?

*Prompts*

Are you concerned about privacy or security issues? Do you believe the requirement helps prevent voter fraud?

17. Do you support requiring first-time voters who registered to vote by mail to provide ID at the polling place?

009731

18. Should **all** voters be required to show ID at the polls, or just first-time voters?

*Prompts*

Are you concerned that some voters may not have the ID they need or may be intimidated by ID requirements? Do you believe that ID requirements could help prevent voter fraud?

19. Would you find it useful to have access to some form of special ID, provided by the state, that you could show at the polls in order to vote? Do you think such an ID should be provided free of charge to voters, or should voters pay to obtain this ID?

**Final Solicitation**

---

20. Do you have any other thoughts about your experiences registering to vote and casting a ballot for the first time this year that we haven't covered?

21. What recommendations do you have for states working to educate first-time voters about ID requirements?

*Prompt*

What methods did your state use to educate voters about ID requirements? Were they effective? What did you like or dislike about them?

**Conclusion**

---

That concludes our focus group discussion. Thank you all for participating. The input you provided today will be studied and compiled into a report that we are preparing on behalf of the U.S. Election Assistance Commission. We expect it to be released some time in June 2007. To learn more about the EAC, visit their website: [www.eac.gov](http://www.eac.gov).

009732

**WINNER'S CIRCLE COMMUNICATIONS, LLC**  
**Study of First-Time Voters Who Register to Vote by Mail**

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**Quiz for Focus Group Participants**

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**PART ONE**

**Instructions**

Please select the answer that best describes your state's laws, rules and/or requirements as you understand them. Your answers to these questions will be used to determine how effectively [STATE] communicated its first-time voter identification, or ID, requirements.

1. What types of ID does [STATE] require each person applying to register to vote, or applicant, to include with his or her voter registration form when that form is submitted via mail? Please circle all that apply.

Driver's License Number

Last four digits of Social Security Number

Copy of Driver's License

Copy of Social Security Card

Entire Social Security Number

Copy of Utility Bill

Copy of photo ID

Any government document with the voter's name and address

All of the above

None of the above

2. If the applicant does not have a driver's license or social security number, the state will assign the applicant a number which will serve to identify the applicant for voter registration purposes. Please circle one.

True

False

009733

3. At the polls, [STATE] has different ID requirements for first-time voters who registered to vote by mail than it does for voters who have cast a ballot in another recent election. Please circle one.

True

False

4. All first-time voters in [STATE] are required to show government-issued photo ID at the polls. Please circle one.

True

False

5. Which of the following types of ID may first-time voters who registered to vote by mail show at the polls in order to meet [STATE'S] identification requirements? Please circle all that apply.

Any current and valid photo ID

Government-issued photo ID

Current utility bill

Bank statement

Government check

Paycheck

Any government document that includes the voter's name and address

All of the above

None of the above

**PART TWO**

**Instructions**

Please base your answers to the following questions on your own opinions and experiences.

1. On a scale of one to 10, with one being the least confident and 10 being the most confident, how confident are you that you understand [STATE'S] ID requirements for first-time voters who register to vote by mail? Please circle one.

1      2      3      4      5      6      7      8      9      10

2. How did you learn of [STATE'S] ID requirements for first-time voters who register to vote by mail? Please circle all that apply.

TV or radio advertisement(s)

State elections website

News reports

Local elections website

I contacted my state election office

I contacted my local election office

Instructions on voter registration form

From a poll worker at the polling place

All of the above

None of the above

Other (please explain)

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3. How effectively do you believe [STATE] communicated its ID requirements for first-time voters? Please rate the state on a scale of one to 10, with one being the least effective and 10 being the most effective.

1      2      3      4      5      6      7      8      9      10

## Supporting Statement A

OMB Control Number: xxxx-xxxx

U.S. Election Assistance Commission

### Study on First-Time Voters Who Register to Vote by Mail

#### A. JUSTIFICATION

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

The proposed information collection is necessary to meet requirements of the Help America Vote Act (HAVA) of 2002 (42 U.S.C. 15301). Section 244 of HAVA requires the U.S. Election Assistance Commission (EAC) to conduct a study of the effects of HAVA §303(b) on (1) first-time mail registrants who vote in person, (2) voter registration, (3) the accuracy of voter rolls, and (4) existing state practices. Upon completion of the study, the EAC is required to submit a report to the President and Congress on the study together with such recommendations for administrative and legislative action as the EAC determines appropriate.

**2. Explain how, by whom, how frequently, and for what purpose the information will be used.**

Section 244 of HAVA (42 U.S.C. 15301) requires the EAC to conduct this information collection and submit a report to the President and Congress on the study together with such recommendations for administrative and legislative action as the EAC determines appropriate. In addition, the EAC shall make the study and its findings available to the public. This information collection is being carried out only once for purposes of meeting the statutory requirements under HAVA.

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

The information collection will occur at in-person focus group meetings. The responses to the written "quiz" (included with this submission) will be recorded on paper by focus group participants. The remaining information will be collected via a scripted conversation (also included with this submission), which will be tape recorded for interoffice use only.

**4. Describe efforts to identify duplication.**

This is the first study conducted by the EAC on the effects of HAVA Section 303(b) and first-time voters who register by mail. The study contractor and the EAC staff have reviewed previous and contemporaneous surveys of election officials and voters to eliminate duplicative questions.

009737

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

Not applicable to this information collection.

**6. Describe the consequences to the Federal program or policy activities if the collection is not conducted or is conducted less frequently.**

If the EAC does not collect this information it may be unable to comply with its statutory requirements under HAVA (42 U.S.C. 15301). This is a one-time collection.

**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. Provide a copy of the PRA Federal Register notice that solicited public comments on the information collection prior to this submission. Summarize the public comments received in response to that notice and describe the actions taken by the agency in response to those comments. Describe the efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.**

The EAC is requesting emergency approval to collect this information. The EAC is requesting a waiver of the 60-day and 30-day *Federal Register* notices described in 5 CFR 1320.13(d) to ensure that it complies with HAVA and meets the needs of the public. The study Contractor has contacted state election officials that will be involved in the study to gather information on the burdens imposed by this information collection.

**9. Explain any decisions to provide payments or gifts to respondents, other than remuneration of contractors or grantees.**

Each focus group participant will be paid a \$100 stipend for his or her time, plus reimbursement of travel expenses.

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

There is no assurance of confidentiality.

009738

**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.**

There are no questions of a sensitive nature.

**12. Provide an estimate in hours of the burden of the collection of information.**

This information collection will consist of three (3) separate focus group meetings, each expected to last no more than two (2) hours based on the scripted conversation and the 15 minute "quiz," both of which are included with this submission. Prior to the focus group meetings, state election officials will assist the study contractor in identifying eligible focus group participants. This will involve three (3) state election offices. Assuming the use of both automated voter registration systems and limited manual sorting, it is estimated that each state election office will spend no more than four (4) hours identifying eligible focus group participants. Therefore, total, collective time burden for participating state election officials is expected to be no more than twelve (12) hours.

- a. Number of respondents = 30
- b. Number of responses per each respondent = 1
- c. Total annual responses = 1
- d. Hours per response = 2.25 hours
- e. Total annual reporting burden = 67.5 hours (*# of respondents x frequency of response x hours of response*)

**13. Provide an estimate of the total annual cost burden to the respondents or record-keepers resulting from the collection (excluding the value of the burden hours in #12 above).**

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 cost to the Federal Government is \$84,624. This estimate includes \$4,050 for stipends, transportation, and food for focus group participants; \$4,854 for staff travel, airfare, hotel, and per diem; and \$75,720 for staff labor.

**15. Explain the reasons for any program changes or adjustments reported in Items 13 or 14 of the OMB 83-I.**

This is the first time this information collection has been performed by the Federal 009739

Government.

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

Section 244 of HAVA (42 U.S.C. 15301) requires the EAC to conduct this information collection and submit a report to the President and Congress on the study together with such recommendations for administrative and legislative action as the EAC determines appropriate. In addition, the EAC shall make the study and its findings available to the public. The final report will be made available on EAC's website. The report is expected to be released in mid to late 2007.

**17. 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 information collection.

**18. Explain each exception to the certification statement identified in Item 19 of the OMB 83-I.**

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

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

This information collection does not employ statistical methods.

009740

## JUSTIFICATION

The EAC is requesting emergency review of this information collection. In compliance with the requirement of Section 3506(c)(2)(A) of the Paperwork Reduction Act of 1995, Pub. L. 104-13, the EAC is requesting emergency review because the collection of this information is needed before the expiration of the normal time limits under OMB's regulations at 5 CFR Part 1320(a)(2)(ii). The information collection at issue is necessary to conduct a study mandated by HAVA. The EAC cannot reasonably comply with the normal clearance procedures because failure to implement this study in an expedited fashion is reasonably likely to result in a public harm, as stated in 5 CFR 1320.13(a)(2)(i).

Emergency approval of this information collection is essential to comply with HAVA, which requires that the EAC conduct a study of voters who register by mail and the impact of HAVA Section 303(b). The study will take approximately nine (9) months to complete, at which time there will be approximately one (1) year until the 2008 Federal elections. Ensuring that this information is available to election administrators and policymakers in time to be of use for the 2008 Election Cycle is essential to the public welfare. To that end, the EAC respectfully requests that approval of this emergency collection be granted by November 22, 2006.

009741



Laiza N. Otero/EAC/GOV

11/15/2006 04:16 PM

To Alexander\_T.\_Hunt@omb.eop.gov

cc Juliet E. Hodgkins/EAC/GOV@EAC, Karen  
Lynn-Dyson/EAC/GOV@EAC

bcc

Subject New ICR - Emergency Submission

Dear Mr. Hunt,

This e-mail is to notify you that we have submitted a second ICR for emergency clearance as we had spoken about previously that we would do. This study is required under Section 244 of the Help America Vote Act of 2002, and we are required to report the results of this study to the President and Congress. If you have any questions or need more information relating to this particular ICR, please, do not hesitate to contact me at your earliest convenience. As always, thank you for your time and assistance in this matter.

Respectfully yours,

Laiza N. Otero  
Research Associate  
U.S. Election Assistance Commission  
1225 New York Avenue, Suite 1100  
Washington, DC 20005  
Tel. (202) 566-3100 (main office)  
Tel. (202) 566-2209 (direct)  
Fax (202) 566-3128

009742

 **Laiza N. Otero/EAC/GOV**

12/12/2006 08:24 AM

To "Meredith" <mimwalle@winnerscirclecomm.com>, "Adam L. Bourne" 

cc

bcc

Subject Documents for viewing

Good morning,

Hope all is well. I'm preparing an announcement regarding your project for our website and I would like to have the final version of the focus group materials with the OMB info on them (number, expiration, disclaimer). We'll post the info under the Research and Reports section of our main page. It's just for informational purposes - it will include the background and scope of the project, the focus group materials, and a link to our ICR (OMB) documents. Thank you!

Laiza

Laiza N. Otero  
Research Associate  
U.S. Election Assistance Commission  
1225 New York Avenue, Suite 1100  
Washington, DC 20005  
Tel. (202) 566-3100 (main office)  
Tel. (202) 566-2209 (direct)  
Fax (202) 566-3128

009743

 Laiza N. Otero/EAC/GOV

12/12/2006 10:32 AM

To Karen Lynn-Dyson/EAC/GOV@EAC

cc

bcc

Subject First Time Voters Web Text

Hello,

Hope you feel better. I've pasted below for your review the draft text for the First-Time Voters study to post on our website. I've also asked Meredith for the final copy of the focus group materials with the OMB info on them so we can post that version. Thank you!

L.

## **U.S. Election Assistance Commission (EAC)**

### **Research in Progress: Study on First-Time Voters Who Register by Mail – Focus Groups (OMB Control No. 3265-0007 – ICR Ref. No. 200611-3265-002)**

#### **Background:**

Section 244 of the Help America Vote Act (HAVA) of 2002 (42 U.S.C. 15301) requires the EAC to conduct a study assessing the impact of HAVA §303(b) on: 1) first-time mail registrants who vote in person; 2) voter registration; 3) the accuracy of voter rolls; and 4) existing state practices. HAVA §303(b) requires citizens who (1) registered to vote by mail and (2) will be voting for the first time in their jurisdiction to supply a copy of a current valid photo identification or government document displaying their name and address before they cast their first ballot. First-time voters can avoid the heightened identification requirements by (1) sending a copy of such identification with their registration materials or (2) providing their driver's license number or a minimum of the last four digits of their social security number. If a first-time voter does not comply with any of these requirements, §303(b) allows citizens to cast provisional ballots.

To meet its requirements under HAVA §244, the EAC awarded a contract on September 2006 to Winner's Circle Communications, LLC to conduct case studies and focus groups on the effect that implementation of §303(b) has on first-time voters, voter registration, the accuracy of voter rolls, and existing state practices. The case study and focus groups will analyze the issues and impediments associated with implementation of §303(b) and provide the basis for recommendations regarding program administration and voter education should states choose to implement more stringent identification requirements in the future. Upon completion of the study, the EAC is required to submit a report to the President and Congress on the study together with such recommendations for administrative and legislative action as the EAC determines appropriate. In addition, the report will be made available on the EAC website at [www.eac.gov](http://www.eac.gov).

In accordance with the information clearance process under the Paperwork Reduction Act (PRA) of 1995, the EAC received approval from the Office of Management and Budget (OMB) to carry out the focus groups for this study; a copy of the survey and OMB documentation are available below.

009744

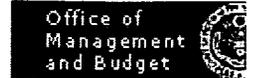
VIEW First-Time Voters Focus Group **Script** (OMB Control No. 3265-0007) (PDF)

VIEW First-Time Voters Focus Group **Quiz** (OMB Control No. 3265-0007) (PDF)

VIEW Information Collection Request (ICR) submitted to the Office of Management and Budget (OMB)  
– [http://www.reginfo.gov/public/do/PRAViewICR?ref\\_nbr=200611-3265-002](http://www.reginfo.gov/public/do/PRAViewICR?ref_nbr=200611-3265-002)

**Information:**

For more information or questions regarding this collection, please, contact the U.S. Election Assistance Commission at 1-866-747-1471 or by e-mail at [lotero@eac.gov](mailto:lotero@eac.gov).



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[View Information Collection \(IC\) List](#) [View Supporting Statement and Other Documents](#)

Please note that the OMB number and expiration date may not have been determined when this Information Collection Request and associated Information Collection forms were submitted to OMB. The approved OMB number and expiration date may be found by clicking on the Notice of Action link below.

## View ICR - OIRA Conclusion

**OMB Control No:** 3265-0007

**ICR Reference No:** 200611-3265-002

**Status:** Active

**Previous ICR Reference No:**

**Agency/Subagency:**

**Agency Tracking No:**

**Title:** EAC Study on First-Time Voters Who Register to Vote by Mail

**Type of Information Collection:** New collection (Request for a new OMB Control Number)

**Type of Review Request:** Emergency

**Approval Requested By:** 11/29/2006

**OIRA Conclusion Action:** Approved without change

**Conclusion Date:** 11/30/2006

[Retrieve Notice of Action \(NOA\)](#)

**Date Received in OIRA:** 11/15/2006

**Terms of Clearance:**

	Inventory as of this Action	Requested	Previously Approved
<b>Expiration Date</b>	05/31/2007	6 Months From Approved	
<b>Responses</b>	30	30	0
<b>Time Burden (Hours)</b>	68	68	0
<b>Cost Burden (Dollars)</b>	0	0	0

[Disclosure](#) | [Accessibility](#) | [Privacy Policy](#) | [Contact Us](#)

009746



Winner's Circle Communications, LLC for the  
UNITED STATES ELECTION ASSISTANCE COMMISSION  
Study of First-Time Voters Who Register to Vote by Mail

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Focus Group Script and Questions

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**Background**

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*Introduction*

Thank you for joining us today and agreeing to participate in this focus group discussion of your experiences as first-time voters who registered to vote by mail. My name is Meredith Imwalle and I'll be your facilitator, which means it's my job to keep today's session on track by asking a series of open-ended questions, and some more specific ones, intended to stimulate discussion. My colleague, Adam Bourne, will serve as a co-facilitator.

We've organized this focus group as part of a study our company, Winner's Circle Communications, is conducting on behalf of the United States Election Assistance Commission, a federal government agency created to provide guidance to states implementing election reforms that are required by the federal Help America Vote Act, often referred to as HAVA. Since HAVA requires that every state implement certain minimum identification, or ID, requirements for first-time voters like you, we've been asked to find out what your experiences were with registering to vote and voting this year. We hope to use your input to help us determine what state practices are working and how states can best communicate ID requirements to voters.

First let's go over a few ground rules for today:

- Your participation in this focus group is voluntary, and you may stop at any time. The entire session will last approximately two hours and 15 minutes.
- We hope to gather information about your voting experiences. There are no wrong answers today; please let everyone speak and respect everyone's opinion, even if it is different from your own.
- We will make an audio recording of this session, so that we can be sure not to miss any of your important comments today. The recording will not be released publicly, and it will not be shared with anyone outside of our company.

## **Voters' Level of Understanding of New Requirements**

---

Before we start our discussion today, we'd like to get a sense of how well each of you understand [STATE'S] voter ID requirements for first-time voters. Adam is handing out a quick quiz that we will give you 15 minutes to complete.

By testing your knowledge of [STATE'S] ID requirements, we are hoping to gauge how effectively your state's election officials communicated the requirements to you, the voters. So please answer the questions as best you can and don't worry if you don't have all of the answers.

*Distribute quizzes; allow participants 15 minutes to complete.*

## **Voters' Experiences Registering to Vote by Mail**

---

### *Introduction*

Now that we've collected your completed quizzes, let's talk about your experiences registering to vote by mail.

### *Questions*

1. We'd like to ask each of you to describe the process of filling out your voter registration application. Please provide an estimate of how long it took you to complete the application and tell us whether you thought the form's instructions for submitting the required identification information (your driver's license number, Social Security number or the last four digits of your Social Security number) were easy to understand.
2. If you didn't include your driver's license number, Social Security number or the last four digits of your Social Security number with your application, why not?

### *Prompts*

Were the instructions unclear? Do you have a driver's license or Social Security number? Did you hesitate to include one of these numbers due to privacy or security concerns?

3. If you included a copy of your utility bill or some other document that includes your name and address with your application, why did you choose to do so?

### *Prompts*

Did you believe you were required to include such information with your voter registration application? Were you hoping to save time at the polls by including the information with your application?

## **Voters' Experiences at the Polls on Election Day**

---

### *Introduction*

Now we'd like to move on and discuss your experiences at the polling place on Election Day.

### *Questions*

4. Were you required to show ID at the polls before you could vote? What kind of ID were you asked to present?
5. Did a poll worker or election official clearly explain what kinds of ID would be accepted?
6. Did you know before you arrived at the polling place that you would be required to show ID? Did you know what kinds of ID would be accepted?
7. Were you able to present an acceptable form of ID at the polling place?
8. Which statement best represents your feelings about being required to present ID and why:
  - "I felt comfortable showing my ID to the poll worker."
  - "I felt singled out or intimidated when I was asked to present ID at the polling place."

**\*Fifteen Minute Break: Let's take a short break and reconvene here in 15 minutes.\***

## **Voters' Overall Perceptions of Voter ID Requirements**

---

### *Introduction*

Let's discuss your overall perceptions of [STATE'S] voter ID requirements. Remember, we're interested in your opinions so there are no right or wrong answers. Any feedback you can offer may help the state improve upon current procedures.

### *Questions*

9. Did you find it to be easy or difficult to understand and comply with [STATE'S] voter ID requirements? Why?
10. Do you think [STATE'S] ID requirements for first-time voters are too strict, not strict enough or appropriate?

11. Do you think the requirements made registering to vote more complicated than it should be, less complicated, or do you believe they had no noticeable effect?

12. How about the requirement to show ID at the polling place? Do you think it contributed to a longer wait time at your polling place? Did showing ID make voting more complicated than it would have been if you had not been required to show ID?

13. Do you feel ID requirements are necessary to prevent voters from attempting to commit fraud?

*Prompts*

Instances of voter fraud may include an individual impersonating a registered voter in order to vote in his or her name or an individual voting in more than one precinct.

14. How effectively do you think your state and local election officials communicated the ID requirements to first-time voters?

*Prompts*

What were the most effective or memorable techniques used? Television and radio spots? Mailers? Other voter education materials?

15. What are the advantages of requiring first-time voters who registered to vote by mail to show ID at the polls? What are your concerns or reservations about the requirement?

**Voters' Perceptions of the General Advisability of Unique ID**

---

*Introduction*

Now we'd like to get your impressions of whether or not it's a good idea for states to require voters to present ID at the polls.

*Questions*

16. Do you support requiring every voter to provide his or her driver's license number, Social Security number or the last four digits of his or her Social Security number as part of his or her application to register to vote?

*Prompts*

Are you concerned about privacy or security issues? Do you believe the requirement helps prevent voter fraud?

17. Do you support requiring first-time voters who registered to vote by mail to provide ID at the polling place?

18. Should **all** voters be required to show ID at the polls, or just first-time voters?

*Prompts*

Are you concerned that some voters may not have the ID they need or may be intimidated by ID requirements? Do you believe that ID requirements could help prevent voter fraud?

19. Would you find it useful to have access to some form of special ID, provided by the state, that you could show at the polls in order to vote? Do you think such an ID should be provided free of charge to voters, or should voters pay to obtain this ID?

**Final Solicitation**

---

20. Do you have any other thoughts about your experiences registering to vote and casting a ballot for the first time this year that we haven't covered?

21. What recommendations do you have for states working to educate first-time voters about ID requirements?

*Prompts*

What methods did your state use to educate voters about ID requirements? Were they effective? What did you like or dislike about them?

**Conclusion**

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That concludes our focus group discussion. Thank you all for participating. The input you provided today will be studied and compiled into a report that we are preparing on behalf of the U.S. Election Assistance Commission. We expect it to be released some time in June 2007. To learn more about the EAC, visit their website: [www.eac.gov](http://www.eac.gov).

**About This Study**

Section 245 of the Help America Vote Act (HAVA) of 2002 (42 U.S.C. 15301) requires the U.S. Election Assistance Commission (EAC) to conduct a series of studies, including this study of first-time voters who register to vote by mail. The EAC will submit a report on the results of this study to Congress and the White House; and the agency will make the document publicly available on its website: [www.eac.gov](http://www.eac.gov). Focus group participants will include first-time voters who registered to vote by mail.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is OMB Control No. 3265-0007, which expires 05/31/2007. The time required to complete this information collection is estimated to average 2 hours and 15 minutes per focus group participant and 4 hours per state/local election office. This estimate includes the time it will take each focus group participant to complete the focus group discussion and a short quiz. The time burden estimate for state/local election offices includes the time it will take to identify potential focus group participants. Comments regarding this burden estimate should be sent to the Program Manager – Study on First-Time Voters Who Register to Vote by Mail, U.S. Election Assistance Commission, 1225 New York Ave, NW, Suite 1100, Washington, DC 20005.

009751



Winner's Circle Communications, LLC for the  
UNITED STATES ELECTION ASSISTANCE COMMISSION  
Study of First-Time Voters Who Register to Vote by Mail

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Quiz for Focus Group Participants

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**PART ONE**

**Instructions**

Please select the answer that best describes your state's laws, rules and/or requirements as you understand them. Your answers to these questions will be used to determine how effectively [STATE] communicated its first-time voter identification, or ID, requirements.

1. What types of ID does [STATE] require each person applying to register to vote, or applicant, to include with his or her voter registration form when that form is submitted via mail? Please circle all that apply.

Driver's License Number

Last Four Digits of Social Security  
Number

Copy of Driver's License

Copy of Social Security Card

Entire Social Security Number

Copy of Utility Bill

Copy of Photo ID

Any Government Document that  
Includes the Voter's Name and Address

All of the Above

None of the Above

2. If the applicant does not have a driver's license or Social Security number, the state will assign the applicant a number which will serve to identify the applicant for voter registration purposes. Please circle one.

True

False

3. At the polls, [STATE] has different ID requirements for first-time voters who registered to vote by mail than it does for voters who have cast a ballot in another recent election. Please circle one.

True

False

4. All first-time voters in [STATE] are required to show government-issued photo ID at the polls. Please circle one.

True

False

5. Which of the following types of ID may first-time voters who registered to vote by mail show at the polls in order to meet [STATE'S] identification requirements? Please circle all that apply.

Any Current and Valid Photo ID

Government-Issued Photo ID

Current Utility Bill

Bank Statement

Government Check

Paycheck

Any Government Document that  
Includes the Voter's Name and Address

All of the Above

None of the Above

**PART TWO**

**Instructions**

Please base your answers to the following questions on your own opinions and experiences.

1. On a scale of one to 10, with one being the least confident and 10 being the most confident, how confident are you that you understand [STATE'S] ID requirements for first-time voters who register to vote by mail? Please circle one.

1      2      3      4      5      6      7      8      9      10

2. How did you learn of [STATE'S] ID requirements for first-time voters who register to vote by mail? Please circle all that apply.

TV or Radio Advertisement(s)

State Elections Website

News Reports

Local Elections Website

I Contacted My State Election Office

I Contacted My Local Election Office

Instructions on Voter Registration Form

From a Poll Worker at the Polling Place

All of the Above

None of the Above

Other (please explain)

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---

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3. How effectively do you believe [STATE] communicated its ID requirements for first-time voters? Please rate the state on a scale of one to 10, with one being the least effective and 10 being the most effective.

1      2      3      4      5      6      7      8      9      10

**About This Study**

Section 245 of the Help America Vote Act (HAVA) of 2002 (42 U.S.C. 15301) requires the U.S. Election Assistance Commission (EAC) to conduct a series of studies, including this study of first-time voters who register to vote by mail. The EAC will submit a report on the results of this study to Congress and the White House; and the agency will make the document publicly available on its website: [www.eac.gov](http://www.eac.gov). Focus group participants will include first-time voters who registered to vote by mail.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is OMB Control No. 3265-0007, which expires 05/31/2007. The time required to complete this information collection is estimated to average 2 hours and 15 minutes per focus group participant and 4 hours per state/local election office. This estimate includes the time it will take each focus group participant to complete the focus group discussion and a short quiz. The time burden estimate for state/local election offices includes the time it will take to identify potential focus group participants. Comments regarding this burden estimate should be sent to the Program Manager – Study on First-Time Voters Who Register to Vote by Mail, U.S. Election Assistance Commission, 1225 New York Ave, NW, Suite 1100, Washington, DC 20005.

009755



Laiza N. Otero/EAC/GOV  
12/12/2006 01:14 PM

To "Meredith"  
<mimwalle@winnerscirclecomm.com>@GSAEXTERNAL  
cc  
bcc  
Subject Re: OMB Control Number

At the beginning preferably, but it can go at the end as well. For the number and exp date, it can either be a header or a footer - depends on the layout of your document and your personal preference. Also, when I submitted the documents to OMB, I placed the EAC logo on the upper right hand corner of the documents to make it "official" - I'm attaching the document so you can see it and also a separate file containing the logo in case you want to use it in other documents. Let me know if you have any questions.

Laiza



Focus Group Quiz.doc



EAC Logo.JPG

Laiza N. Otero  
Research Associate  
U.S. Election Assistance Commission  
1225 New York Avenue, Suite 1100  
Washington, DC 20005  
Tel. (202) 566-3100 (main office)  
Tel. (202) 566-2209 (direct)  
Fax (202) 566-3128  
"Meredith" <mimwalle@winnerscirclecomm.com>



"Meredith"  
<mimwalle@winnerscirclecomm.com>  
12/12/2006 12:36 PM

To lotero@eac.gov  
cc  
Subject Re: OMB Control Number

Thanks Laiza. Have other projects included this information as a header or footer on every page or just at the beginning or end of each document?

----- Original Message -----

**From:** [lotero@eac.gov](mailto:lotero@eac.gov)  
**To:** [mimwalle@winnerscirclecomm.com](mailto:mimwalle@winnerscirclecomm.com)  
**Sent:** Tuesday, December 12, 2006 11:32 AM  
**Subject:** Re: OMB Control Number

No need to put the ICR reference number. Below is the boiler plate information - just insert your information on the parts I have emphasized:

**This information collection is required for the EAC to meet its statutory requirements under the Help America Vote Act (HAVA) of 2002 (42 U.S.C. 15301), the National Voter Registration Act (NVRA) (42 U.S.C. 1973gg-1 et seq.), and the Uniformed and Overseas**

009756

**Citizens Absentee Voters Act (UOCAVA) (42 U.S.C. 1973ff-1). Respondent's obligation to reply to this information collection is mandatory as required under NVRA (42 U.S.C. 1973gg-1 et seq.) and UOCAVA (42 U.S.C. 1973ff-1); respondents include the 50 States, the District of Columbia, and the U.S. Territories.** This information will be made publicly available on the EAC website at [www.eac.gov](http://www.eac.gov). According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is **OMB Control No. 3265-0006 (expires 11/30/2009)**. The time required to complete this information collection is estimated to average **115.07 hours per response**. This estimate includes the time for reviewing the instructions, gathering information, and completing the form. Comments regarding this burden estimate should be sent to the Program Manager - 2006 Election Administration and Voting Survey, U.S. Election Assistance Commission, 1225 New York Ave, NW, Suite 1100, Washington, DC 20005.

Below is how it was modified for one of the other projects:

Section 245 of the Help America Vote Act (HAVA) of 2002 (42 U.S.C. 15301) requires the U.S. Election Assistance Commission (EAC) to conduct a study of issues and challenges, including the potential for election fraud, that are presented by the incorporation of communications and Internet technologies in the Federal, State, and local electoral process; the EAC is required to submit a report on the results of the study to Congress. In addition, this information will be made publicly available on the EAC website at [www.eac.gov](http://www.eac.gov). Respondents to this survey are uniformed and overseas voters. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is OMB Control No. 3265-0005 (expires 5/31/2007). The time required to complete this information collection is estimated to average .25 hours per response. This estimate includes the time for reviewing the instructions, gathering information, and completing the form. Comments regarding this burden estimate should be sent to the Program Manager - 2006 Election Administration and Voting Survey, U.S. Election Assistance Commission, 1225 New York Ave, NW, Suite 1100, Washington, DC 20005.

"Meredith" <[mimwalle@winnerscirclecomm.com](mailto:mimwalle@winnerscirclecomm.com)>

12/12/2006 12:04 PM

To [lotero@eac.gov](mailto:lotero@eac.gov), [adamlbourne@gmail.com](mailto:adamlbourne@gmail.com)

cc

Subject Re: OMB Control Number

009757

Laiza:

I have the OMB control number and expiration date, but I don't think we ever received the boiler plate information you mentioned below. If you'll send that over, I'll add it to the documents and send them to you today. Also, were you able to determine whether we are required to include the ICR reference number?

Thanks,

*Meredith Battle Imwalle*

Meredith Battle Imwalle  
President  
Winner's Circle Communications, LLC  
703.786.1823 cell  
<http://www.winnerscirclecomm.com>

----- Original Message -----

**From:** [lotero@eac.gov](mailto:lotero@eac.gov)

**To:** [mimwalle@winnerscirclecomm.com](mailto:mimwalle@winnerscirclecomm.com) ; [adamlbourne@gmail.com](mailto:adamlbourne@gmail.com)

**Cc:** [klynndyson@eac.gov](mailto:klynndyson@eac.gov)

**Sent:** Monday, December 04, 2006 10:37 AM

**Subject:** OMB Control Number

Greetings to all,

The OMB Control number for the focus groups collection is: 3265-0007. The expiration date is 5/31/2007. Both these pieces of information need to appear everywhere on the collection instrument - my suggestion is to make them part of the heading or footer of the pages. In addition, there is boiler plate information I am working on today with our general counsel's office that needs to be included as well - the latter is info on the time and cost burden on respondents, the response requirements (voluntary/mandatory), and compliance with the PRA process - I should have that information by the end of today.

Also, for your records the ICR Reference Number is: 200611-3265-002. This is an internal OMB number given to the request we made. This may or may not have to be included - waiting to hear on that.

If you have any questions or need more information, please, do not hesitate to contact me at your earliest convenience. Have a great day!

Sincerely,

Laiza N. Otero

009758

Research Associate  
U.S. Election Assistance Commission  
1225 New York Avenue, Suite 1100  
Washington, DC 20005  
Tel. (202) 566-3100 (main office)  
Tel. (202) 566-2209 (direct)  
Fax (202) 566-3128

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# U.S. ELECTION ASSISTANCE COMMISSION

## WINNER'S CIRCLE COMMUNICATIONS, LLC Study of First-Time Voters Who Register to Vote by Mail

### Quiz for Focus Group Participants

#### PART ONE

##### Instructions

Please select the answer that best describes your state's laws, rules and/or requirements as you understand them. Your answers to these questions will be used to determine how effectively [STATE] communicated its first-time voter identification, or ID, requirements.

1. What types of ID does [STATE] require each person applying to register to vote, or applicant, to include with his or her voter registration form when that form is submitted via mail? Please circle all that apply.

Driver's License Number

Last four digits of Social Security Number

Copy of Driver's License

Copy of Social Security Card

Entire Social Security Number

Copy of Utility Bill

Copy of photo ID

Any government document with the voter's name and address

All of the above

None of the above

2. If the applicant does not have a driver's license or social security number, the state will assign the applicant a number which will serve to identify the applicant for voter registration purposes. Please circle one.

True

False

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