## A Message from the Commissioners of the U.S. Election Assistance Commission (EAC)

To prepare for administering the general election on November 8, 2022, officials across the country worked tirelessly to ensure the election was accessible, secure, accurate, and safe for voters and poll workers. As U.S. Election Assistance (EAC) commissioners, we applaud your hard work and thank you for serving America's voters.

As many states are certifying their election results and conducting runoffs, recounts, and audits, the EAC is formally launching today the data collection period for the 2022 Election Administration and Voting Survey (EAVS). Draft data submissions are due on February 1, 2023, and final data submissions are due on March 1, 2023. When these data and

(L–R) EAC commissioners Thomas Hicks, Benjamin Hovland, Christy McCormick, and Donald Palmer

the accompanying report are released next summer, it will help tell the story of the 2022 general election and of your hard work from the perspective of the election administrators across the country who are on the ground serving voters. We know this data collection takes time to complete and we hope the improvements in this iteration of the EAVS are beneficial to you as you begin this process. The EAC looks forward to the 2022 EAVS results and hopes this will be the most successful, complete, and accurate survey in its history.

## Resources to Assist with the 2022 EAVS

The EAVS project team is pleased to announce the start of the data collection period for the 2022 EAVS. Starting today, state EAVS points of contact (POC) and, if necessary, local election officials may begin using the Excel and online templates to prepare their EAVS data submissions. At the same time, the EAVS project team is making available several resources to help state and local election officials complete their data submissions.

We know the EAVS can be challenging to complete, and most survey users will have questions as they work on their data submissions. The resources available on the EAVS Portal (https://eavsportal.com/) should answer most questions on how to interpret the survey questions and instructions, enter data into the EAVS templates, and submit data to the project team for review. If you have questions that are not answered by the resources on the EAVS Portal, then please read on in this newsletter for information on how to contact the EAVS technical assistance team.

### Resources Available on the EAVS Portal

The following resources are available on the EAVS Portal whenever you need to access them.

- **PDF of the 2022 EAVS Survey Questions** (https://eavsportal.com/Home/Downloads): This document lists all of the survey questions and instructions in one location. We recommend that you reference this PDF version of the survey as you compile your data, and that you carefully read through each section before answering any of the questions.
- **Excel Template** (https://eavsportal.com/Account/Login): *State officials will need to log in with their EAVS Portal credentials to access this page*. This flat file data template will be used by each state or territory to formally submit its EAVS data to the project team. The blank version of this template can be downloaded from the EAVS Portal. When the template has been filled in and is ready to submit, state and territory POCs may use the "File Upload" function of the EAVS Portal to submit data to the EAVS project team. The Guide to Using the 2022 EAVS Data Collection Templates (listed below) has important instructions for using the Excel template.
- **Jurisdiction Passwords for Online Template** (https://eavsportal.com/Account/Login): *State officials will need to log in with their EAVS Portal credentials to access this page*. For states that will use the online template to facilitate EAVS data collection from local jurisdictions, the passwords that have been assigned to each jurisdiction can be found here. This document will include testing passwords for state POCs to use to familiarize themselves with the online template; these testing passwords should not be used to submit data for any jurisdictions. Only share these passwords with designated jurisdiction officials; this will prevent unauthorized or mistaken EAVS submissions. To maintain the security of your EAVS data, we recommend you do not post this document publicly or mass-email the document. The online template can be found at https://survey.eavsportal.com/. The Guide to Using the 2022 EAVS Data Collection Templates (listed below) has important instructions for using the online template.
- **"A Closer Look" Videos** (https://eavsportal.com/Home/Resources): These six videos provide a close look at each section of the survey. They walk users through the instructions for each question, how to answer them, and how to interpret key terms. These videos also outline changes that have been made to the questions in each survey section.
- **EAVS Webinar Videos** (https://eavsportal.com/Home/Resources): This series includes three videos. The first, "Preparing for the 2022 EAVS," features members of the EAVS project team discussing the changes that have been made to the 2022 survey questions, the process and timeline for the EAVS, and helpful advice. The second, "New POCs," is geared toward POCs who are new to leading the EAVS data collection for their state or territory. It features advice from state EAVS POCs on how to successfully manage the project. The third, "Working with Local Jurisdictions," is for state POCs who work in partnership with their local jurisdictions to assemble their EAVS data. It features advice from state EAVS POCs on how to ensure local jurisdiction officials complete the EAVS effectively.
- **Guide to Using the 2022 EAVS Data Collection Templates** (https://eavsportal.com/Home/Resources): This document provides step-by-step instructions for using the two data collection templates that are available for submitting your data: the Excel template and the online template. This guide walks you through the process of opening the templates, navigating through them, entering your data and checking it for errors, and submitting your data. Some of the functionality of the two templates has changed from previous years, so the project team recommends that all POCs review this guide prior to beginning their data collection.
- **Excel 2020-22 Crosswalk** (https://eavsportal.com/Home/Resources): This crosswalk documents the changes that have been made to the EAVS questions between 2020 and 2022 and lists the columns that correspond to each question within the Excel data collection template. States and territories that use database queries to compile their EAVS data will find this document especially helpful.
- **EAVS Newsletters** (https://eavsportal.com/Home/Resources): These newsletters are periodic updates from the EAVS project team on topics related to the project. In addition to being emailed directly to

state EAVS POCs, all EAVS newsletters are posted on the EAVS Portal for easy reference and sharing with local jurisdiction officials. If you need to remind yourself of changes that have been made to the 2022 EAVS, or if you want to learn more about the data validation process, the EAVS templates, or how EAVS data are used and reported, then these newsletters are a great place to find that information.

- **EAVS Glossary** (https://eavsportal.com/Home/Resources): This glossary discusses more than 130 terms and phrases used in the 2022 EAVS and Policy Survey. It is designed to help election officials understand the survey questions and provide data that are accurate and comprehensive, as well as to establish data consistency across states and jurisdictions.

## EAVS Technical Assistance

If you need more individualized support in assembling your EAVS data, then technical assistance is available as well. You can get in touch with a trained EAVS technical support assistant in one of the following ways:

- **Email**: eavs@forsmarsh.com is accepting inquiries now, and all requests will be answered within 1 business day. When sending an email, it can be helpful to include screenshots of any errors you are experiencing; this will help the project team provide customized support.
- **Telephone**: Part-time support is being provided from 1:00 p.m. to 5:00 p.m. Eastern time, Monday through Friday (excluding federal holidays) so you can receive immediate responses to your questions. Beginning in January 2023, our phone line will be staffed full time from 8:00 a.m. to 6:00 p.m. Eastern time. The phone number for the help desk can be found by logging in to the EAVS Portal with your POC credentials.

Please do not hesitate to reach out to the technical assistance team if you encounter any difficulties in completing the EAVS. We want to hear about challenges you are having, and we will work with you to solve them.

## EAVS Project Timeline

Although the EAVS data collection period has begun, the important due dates for your data submissions remain the same as previous years. Important dates to keep in mind are:

- **Wednesday, February 1, 2023**: The first draft of your state's or territory's data submission is due. Your submission should be substantially complete. Early submissions are encouraged and welcomed.
- **Mid-February 2023**: The EAVS project team will review your draft data submission and send you a memo within 10 business days of your submission. This memo will summarize the results of the project team's data review and highlight items or jurisdictions that need further review before your state's or territory's finalized data are submitted. Stay tuned for a future edition of the EAVS Newsletter that will cover this review process in more detail.
- **Wednesday, March 1, 2023**: Final state and territory data submissions are due. Once the final data submission has been received, the EAVS project team will generate the analysis that will appear in the tables of the 2022 EAVS report and share this analysis with the state or territory POC for final review and the addition of footnotes. Once the data analysis is reviewed and accepted, the state or territory POC will certify their 2022 EAVS submission as final and will sign a certification form. In addition, the

EAVS project team will send a link to complete a brief feedback survey about the POC's experience completing the 2022 EAVS.

- **Thursday, March 30, 2023**: The 2022 EAVS data set will be locked for analysis and no further changes will be accepted.
- **No later than June 30, 2023**: The 2022 EAVS report and data set will be published on the EAC's website and sent to members of the U.S. Congress. Any data changes received after the data lock date of March 30, 2023, will be published on the EAC website on a quarterly basis following the 2022 report's publication.

## Pre-Filling Data into the EAVS Online Template

State POCs who will use the online template to collect data from their jurisdiction may wish to pre-fill data from the centralized state database into the online template (see the "Customizing the Online Template" section of EAVS Newsletter Vol. 3 for more details). If you intend to customize the online template, please reach out to the EAVS project team at eavs@forsmarsh.com to discuss these plans, including what EAVS items you intend to pre-fill and when the pre-fill data will be ready. Please keep in mind that customization requests should be completed before local jurisdiction officials begin using the online template and that requests to pre-fill or customize the online template will take approximately 5–7 business days to complete once the EAVS project team receives the data from the state POC.