

**Appendix A
Survey Instrument**

UNITED STATES ELECTION ASSISTANCE COMMISSION



ELECTION DAY DATA SURVEY

The following form and its attachments should be completed on-line or in electronic format. Completed forms should be returned to the United States Election Assistance Commission via email to surveyresponse@eac.gov on or before the sixtieth day following the federal election.

Please complete all of the fields below. Specific instructions relative to certain fields are found at the end of this form. If your question or concern is not answered in the instructions section of this form, please contact Brian Hancock at 202-566-3100.

RESPONDANT INFORMATION:		
Name of the responding State:	Date response is submitted:	
Name of responding official:	Title of responding official:	
Address of responding official:	Email Address:	
	Phone Number:	Fax Number:
VOTER REGISTRATION:		
Please respond to the following questions on the attached spreadsheet or in similar format that can be imported to a spreadsheet or database file such as a comma separated values (.csv) format.		
1a. Total number of registered voters (active) by county/local election jurisdiction	1b. Total number of registered voters (inactive) by county/local election jurisdiction	
ELECTION RESULTS:		
Please respond to the following questions on the attached spreadsheet or in similar format that can be imported to a spreadsheet or database file such as a comma separated values (.csv) format.		
2a. Total number of ballots counted state-wide	2b. Total number of ballots counted by county/local election jurisdiction	
3a. Total number of ballots cast in polling places (state-wide) on election day (for Oregon – by mail)	3b. Total number of ballots cast on election day by county/local election jurisdiction	
4a. Total number of requested absentee ballots	4b. Total number of requested absentee ballots by county/local election jurisdiction	
5a. Total number of absentee ballots returned	5b. Total number of absentee ballots returned by county/local election jurisdiction	

6a. Total number of absentee ballots counted	6b. Total number of absentee ballots counted by county/local election jurisdiction
6c. Total number of absentee ballots that were not counted	6d. Identify the five most common reasons that absentee ballots were rejected
7a. Does your state conduct early voting?	7b. Total number of early voting ballots counted
7c. Total number of early voting ballots counted by county/local election jurisdiction	
8a. Total number of provisional ballots cast	8b. Total number of provisional ballots cast by county/local election jurisdiction
9a. Total number of provisional ballots counted	9b. Total number of provisional ballots counted by county/local election jurisdiction
9c. Identify the five most common reasons that provisional ballots were rejected	
10. Total number of undervotes reported in each federal contest by county/local election jurisdiction	11. Total number of overvotes reported in each federal contest by county/local election jurisdiction
12. Total number of votes cast for all candidates in each federal contest by county/local election jurisdiction	
VOTING EQUIPMENT:	
Please respond to the following questions by attaching a file in any of the following formats: .doc, .txt, or .csv.	
13. Provide a listing of the types of voting equipment in use in each county of the State including the type of voting system, manufacturer, number of units used in each county/local election jurisdiction, the software version (if applicable), and an indication as to whether the voting system has or has not previously been used in a Federal election in that jurisdiction.	
14. Identify by county and precinct, if available, where any of the following voting machine malfunctions occurred. Please identify if the voting machine was returned to service in the November 2, 2004 election.	
14a. Power failure	14b. Broken counter
14c. Computer failure	14d. Printer failure
14e. Screen failure	14f. Fatal damage to machine
14g. Modem failure	14h. Scanner failure
14i. Ballot encoder/activator failure	14j. Audio ballot failure
14k. Other (please specify)	
POLL WORKERS:	
Please respond to the following questions on the attached spreadsheet or in a similar format that can be imported to a spreadsheet or database file such as a comma separated values (.csv) format.	
15a. Total number of poll workers who served in the State on November 2, 2004	15b. Total number of poll workers who served in each county/local election jurisdiction on November 2, 2004
16. What is the required number of poll workers per precinct/polling place as established by law or regulation?	
17a. By county/local election jurisdiction, how many precincts/polling places did not have the required number of poll workers?	17b. In any county/local election jurisdiction where a deficit of poll workers existed, identify the number of additional poll workers needed to meet the requirement.

VOTING JURISDICTIONS: Please respond to the following questions on the attached spreadsheet or in a similar format that can be imported to a spreadsheet or database file such as a comma separated values (.csv) format.	
18. Identify what constitutes a local election jurisdiction in your State (e.g. county, parish, township, city).	
19. Total number of precincts by county/local election jurisdiction	
20. Total number of polling places by county/local election jurisdiction	
21a. Total number of polling places by county/local election jurisdiction that can be accessed by a voter who uses a wheelchair	21b. Total number of polling places by county/local election jurisdiction where a visually impaired voter can cast a private ballot
21c. Total number of polling places where a physically disabled voter can cast a ballot on an accessible voting system.	
SOURCES OF INFORMATION: Please respond to the following questions by attaching a file in any of the following formats: .doc, .txt, or .csv.	
22. Total number of local election jurisdictions that provided information for purposes of responding to this survey	
23. Provide the name and contact information for each local election jurisdiction official that provided information for purposes of responding to this survey.	
24. Identify any other sources of information used to respond to this survey other than those provided in response to questions 22 and 23.	

Instructions:

Please answer every question. Do not leave any questions blank. The appropriate answer may be “0”, “none”, or “N/A”. This survey seeks information on both a State and local election jurisdiction level.

A spreadsheet has been attached for your convenience in responding to the majority of the questions, above. However, States may provide the same information in a similar format through any .csv formatted file. Please add additional columns where necessary to report additional Congressional or Senatorial district information and to accommodate all counties/local election jurisdictions in the State.

Definitions:

The following are specific instructions and definitions for your use in completing the numbered questions in the form, above:

1. Provide by county/local jurisdiction, only, the number of registered voters. If your state differentiates between active and inactive voters, place each number in the respective column on the attached spreadsheet. If your state does not differentiate, place results in the “active” column.

2. The number provided in response to this question should include all ballots that were counted during election day, absentee, early voting or late counting for the November 2, 2004 election (e.g., paper, electronic, military, absentee, and provisional ballots)
3. The number provided in response to this question should include all ballots cast and counted during election day voting (at the polls). This number does not include the number of absentee or early voting ballots counted.
- 4a. – 6d. Absentee voting is defined as voting prior to election day which requires that the voter meet qualifications other than those generally required to register to vote. The numbers provided in response to questions 4a. – 6b. should not include ballots requested by military and overseas voters. The number should reflect only those non-military and overseas absentee ballots that were requested, returned, cast and counted, respectively.
- 6e. Identify the most common reasons for rejecting an absentee ballot. The response to this question can be provided in any electronic format.
7. “Early voting” is defined as any voting that occurred prior to November 2, 2004 for which there were no eligibility requirements. For example, the voter did not have to attest that he/she would be absent from the voting jurisdiction on the day of the election.
8. The number provided in response to this question should include the total number of ballots cast in the State’s program for contingent or provisional ballots that complies with section 302(a) of the Help America Vote Act.
- 9a. The number provided in response to this question should include the total number of ballots identified in response to question 8 that were verified as having been cast by eligible voters and were counted in the November 2, 2004 election.
- 9b. The number provided in response to this question should include the total number of ballots identified in response to question 8 that were not verified as having been cast by eligible voters and which were not counted in the November 2, 2004 election.
- 9c. Identify the most common reasons for rejecting a provisional ballot. The response to this question can be provided in any electronic format.
10. An “undervote” occurs at any time when a voter makes less than that allowed number of selections in a single race/contest or when a voter votes on less than all of the races/contests for which he/she is eligible to vote.
11. An “overvote” occurs when a voter makes more than the permitted number of selections in a single race/contest or when a voter makes a selection in a race/contest on which he/she was not eligible to vote.
12. Report all votes cast for all candidates in the presidential, senatorial and congressional contests, respectively. If response to this question is made using the sample spreadsheet, columns must be added so that each senatorial and congressional contest is reported separately.
13. Respond to question 13 by identifying in an electronic document (.doc, .txt, or .csv format) the county and/or precinct, the type of voting system (i.e., punch card, lever, optical scan or direct record electronic (DRE)), the manufacturer of the equipment used, and the number of units in use in the county (and/or precinct, if available), the software version (if applicable) and an indication as to whether this technology was used in a Federal election in that jurisdiction prior to November 2, 2004.
14. The answer to this question should identify the location (county or precinct, if available) and number of occurrences of each type of machine malfunction that occurred on November 2, 2004 or during any absentee or early voting period for the November 2, 2004 election.
- 14a. “Power failure” means any interruption or failure of the power system of the voting system that would render the voting machine incapable of counting votes for more than 5 minutes during election day, absentee or early voting.
- 14b. “Broken counter” means with reference to a lever voting system the malfunction of the counting mechanism that renders the voting system incapable of counting additional votes on any votable position on the machine.

- 14c. "Computer failure" means any malfunction, disablement or interruption of the software, hardware or firmware that makes up the voting unit such that the unit is incapable of presenting the ballot, recording votes or printing and/or tabulating results.
- 14d. "Printer failure" means any malfunction or interruption of the printer hardware, software or mechanical components that constitute the mechanism for creating a printed result of all races voted on a single or on multiple voting machines. Printer failures shall include printers on both electronic and mechanical or lever voting machines.
- 14e. "Screen failure" means with reference to a DRE a malfunction or interruption of the screen display or indicator lights such that the DRE cannot accurately indicate to the voter which choices have been made or which races on which the voter is eligible to vote.
- 14f. "Fatal damage to a machine" means the damage or destruction of a voting machine that renders it incapable of functioning to record votes or print results of voting.
- 14g. "Modem failure" means the malfunction or interruption of modem or the computer hardware or software using the modem to transmit results to a central counting location such that the modem is rendered incapable of transmitting results.
- 14h. "Scanner failure" is the malfunction or interruption of a paper ballot reading device that renders it incapable of counting votes or renders the result tabulated by the reader inaccurate.
- 14i. "Ballot encoder/activator failure" with reference to a DRE means the malfunction or interruption of that piece of electronic equipment that encodes a smart card or other similar device with the voter's ballot or critical demographic data that allows the voting system to access the proper ballot for the individual voter.
- 14j. "Audio ballot failure" with reference to a DRE means any malfunction or interruption of the hardware, software or peripherals that renders the voting machine incapable of playing an audio version of the ballot.
- 14k. "Other" refers to any voting machine malfunction that does not fall within the categories established in 14a – 14i.
15. The answer to this question should include the number of persons who served in all polling places in the State as poll workers, election judges, wardens, commissioners or other similar term that refers to the person or persons who verify the identity of a voter; assist the voter with signing the register, affidavits or other documents required to cast a ballot; assist the voter by providing the voter with a ballot or setting up the voting machine for the voter; and serving other functions as dictated by state law. The answer to this question shall include the head poll worker for each precinct. The response to this question shall not include observers stationed at the polling place.
16. In responding to this question, please provide any prescribed minimum number of poll workers needed to serve in a precinct/polling place on election day.
17. In response to this question, the State shall identify the county and precinct, if available, where less than a full complement of poll workers was present on election day and the number of poll workers that it was short by county or local election jurisdiction.
18. Identify in any electronic format what constitutes a local election jurisdiction in your State (e.g., county, parish, township, city)
19. "Precinct" is that geographic area to which voters are assigned.
20. "Polling place" is that physical structure where residents of a precinct go to cast their votes on election day. A polling place includes any structure that houses one or more precincts.
- 21a. Identify the total number of polling places that are accessible to persons using wheelchairs.
- 21b. Identify the total number of polling places where voting equipment is used such that a visually disabled voter can cast a private ballot (e.g., a DRE with audio ballot capability or paper ballots printed in Braille).
- 21c. Identify the total number of polling places where voting equipment is used that is accessible to a physically disabled voter (e.g., a touch screen DRE which can be handed to the

voter, a voting machine which can be lowered to allow access to voter using a wheelchair, other paper ballots or voting systems that are accessible to voters with physical disabilities).

23. In response to this question, the State shall identify name, address, phone number and email address (if available) of the local election officials or jurisdictions responsible for conducting elections in a specified geographic area that have provided data to assist the State in responding to this survey.

24. All other sources of data shall include information obtained from a state-wide voter registration database or any other public or non-public source.