



Election Day Is Coming—Are You Prepared for the 2024 EAVS?

Election Day 2024 is less than a month away, and voting is already in progress in many states and territories. Although you are undoubtedly busy with election preparations, now is also a good time to assess your state's readiness to complete the 2024 Election Administration and Voting Survey (EAVS). If you have not already done so:

- Review the [2024 EAVS questions](#), taking note of what has changed since the 2022 survey ([Newsletter 1](#) and the [Excel crosswalk](#) on the EAVS Portal provide more detail on what has changed).
- If local election officials in your state will provide data for some or all your EAVS submission, notify them now. Ensure they understand what data they will need to provide, how it will be provided, and important project deadlines.
- Review the information in this newsletter about the data collection templates to determine which template is best for your state or territory's needs. The survey help desk (eavs@forsmarsh.com) can help you develop a data submission plan and can assist you in customizing the online template.
- Assess whether your state will need to collect any EAVS data before Election Day. Examples of data you may be able to collect in advance of the election include:
 - The number of voter registration transactions processed, confirmation notices sent, voters removed from the registration rolls, and voter registration records merged (Section A) if your state's voter registration deadline has already passed
 - The number of mail ballots transmitted to Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) voters (Section B) and to mail voters (Section C)
 - The number of drop boxes used and their locations, both on Election Day and during any in-person voting before Election Day (Section C)
 - The number of precincts and polling places that will be used and their locations, both on Election Day and during any in-person voting before Election Day (Section D)
 - The ages of the poll workers, the difficulty of recruiting poll workers, and the number of poll workers who will be serving for the first time in the 2024 general election (Section D)
 - The election technology used; how many voting machines, e-poll books, and/or voter registration systems (VRS) will be deployed; and where the vote tally will take place (Section F)

Overview of the 2024 EAVS Data Collection Templates

There are two templates available to assist you in submitting data for the 2024 EAVS. The Excel template is a flat-file format that allows large amounts of data to be cut and pasted all at once. The online template is an online survey that facilitates entering the data item by item at the jurisdiction level. Both templates ask the same questions and incorporate built-in error checks to improve the quality of your data submission, but each template has a different layout and functionality. State and territory EAVS points of contact (POCs) are responsible for reviewing the data from their local jurisdictions and for preparing final data files for submission via the Excel template.



There are multiple ways to incorporate these templates into your EAVS data submission plans. States or territories that can provide all their EAVS data from their centralized database will use the Excel template throughout the entire process. States that collect data directly from their local jurisdiction officials can use the online template to assist with the data collection process.

Below is a description of the functionality of each template. When the templates are released in November, the EAVS project team will also provide a detailed user guide, with a step-by-step outline of the process for using each template. In addition, if you wish to tailor either template to your needs, please reach out to the EAVS project team at eavs@forsmarsh.com, and we will work with you to fulfill these requests.

Excel Template

The Excel template is ideal for states that have most of their election data in a central database, because this template makes it easy to enter data for multiple jurisdictions at once. In addition, each state or territory will use the Excel template to formally submit its draft and final data to the EAVS project team.

2024 Election Administration and Voting Survey (EAVS) Excel Data Collection Template			Registered and Eligible Voters in Jurisdiction						
Error Check			Registered Eligible Voters	Registered Eligible Voters	Registered Eligible Voters	Registered Eligible Voters	Registered Eligible Voters	Registered Eligible Voters	Registered Eligible Voters
			Total	Active Voters	Inactive Voters	Other Voters (not listed before): Description	Other Voters (not listed before): Count	Total Check	Comments
DATA MISSINGNESS CODES:			Enter Number or Does Not Apply or Data Not Available	Enter Number or Does Not Apply or Data Not Available	Enter Number or Does Not Apply or Data Not Available	Other Specify: (Text)	Enter Number or Does Not Apply or Data Not Available	Formula	Optional
Use "Data not available" (-99) when the data for responding to a question are not tracked			Survey Question Instructions for A1						
Use "Does not apply" (-88) if no applicable election policy is in place			Using Does Not Apply, Data Not Available, or Zero for A1			Using Other for A1			
FIPS Code	Jurisdiction Name	State	A1a	A1b	A1c	A1d_Other	A1d	A1Total	A1Comments
9000100000	A COUNTY	TEST	510,831	487,587	23,244			1,021,662	
9000300000	B COUNTY	TEST	425,693	406,323	19,370			851,386	
9000500000	C COUNTY	TEST	182,621	178,890	3,731			365,242	

Each column of the Excel template represents an EAVS item, and each row represents a jurisdiction within your state or territory. The [Excel crosswalk](#) lists the columns that correspond to each EAVS question in the Excel template. Other features of this template include:

- It offers flexibility in how you input your data. Data can be copied and pasted one row at a time, one column at a time, or multiple columns or rows at once.



- Data can be copied from multiple documents, such as Excel, Word, or text files. As long as your data have delimiters (e.g., commas or tabs) separating the data values, you can easily paste it into the Excel template.
- It has a pre-populated list of jurisdictions for which you will need to provide data.
- It contains complete instructions about each section and each question of the survey and how to use the responses of “Does not apply,” “Data not available,” and zero within the context of each question.
- There are built-in error checks and total columns to help you review your data for completeness, accuracy, and formatting. Color coding will highlight cells with possible data anomalies, so you can easily identify potential errors (including math errors, logic errors, inconsistencies with your state’s Policy Survey data, and missing data). You may correct and re-check your data as many times as needed before submitting the data.
- It is easy to download and submit; once your template is ready, log in to the EAVS Portal with your credentials to download the template to your local computer. Once you have input your data in the template, use the EAVS Portal to upload your completed file for the EAVS project team to review.

Online Template

The online template is ideal for local jurisdiction officials who answer the EAVS, because it helps users enter the data item by item and it can be completed entirely online. In 2022, 18 states and territories used the online template to assist them with collecting data from local jurisdictions. Using the online template to collect data from your local jurisdictions eliminates the need to create your own data collection template, simplifies the process of collecting data from jurisdictions, and reduces the survey’s time burden.

Other features of the online template include:

- It is compatible with multiple computer types, operating systems, and browsers. It does not require any software expertise or significant computing resources. Each jurisdiction will have a unique password that can be used to access the online template.
- The format of the questions as they appear in the online template closely matches the question layout used in the PDF. All survey instructions for each section and question appear in the online template, plus additional instructions for how to use the responses of “Does not apply,” “Data not available,” and zero within the context of each question.
- It allows users to fill out the survey at their own pace and to enter data one question at a time. The template allows users to save their progress, enter their data in multiple sessions, and review their data before submitting. The online template has a main menu and section menus that allow easy navigation between sections and question blocks.
- Built-in error checks help users ensure their data are complete and accurate. The survey programming will alert users when they have left a required response blank and will give users the opportunity to correct mathematical or logical errors or inconsistencies with your state’s Policy Survey responses as they input their data.
- It integrates with the Excel template. Once submitted, data from the online template are ported into the Excel template and made available to state and territory POCs through the EAVS Portal. In addition, the portal allows state and territory POCs to track the progress that jurisdiction officials are making through the survey.



- State and territory POCs maintain the ability to review data submitted through the online template before it goes to the EAVS project team for review.

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Registered and Eligible UOCAVA Voters: Question B1

This question asks about the number of registered voters covered under UOCAVA for the 2024 general election.

States may differ in how they grant UOCAVA status to voters, so please apply the guidelines your state follows.

- For some states, this may be the total number of voters that registered and requested a ballot using an FPCA for the November 2024 general election.
- For other states, this number might also include voters who did not register using an FPCA but identified themselves as a UOCAVA voter at some point during the voting process, such as on a state voter registration form or by having a non-U.S. mailing address.

In states where a person's FPCA remains valid across elections without requiring a new FPCA or other notification to be provided, include all UOCAVA voters who returned an FPCA in 2024 or who continued to have UOCAVA status from a previous request.

B1. Total Registered and Eligible UOCAVA Voters

For question B1a, report the total number of registered and eligible voters in your jurisdiction who were covered by UOCAVA in the November 2024 general election.

For questions B1b and B1c, separate the number of registered and eligible voters that were reported in B1a into the categories of Uniformed Services voters or non-military/civilian overseas voters. These amounts should sum to the total provided in B1a. If you are unable to distinguish between different UOCAVA voter types, complete B1a and check "Data not available" for B1b-B1c.

Provide any comments about the nuances of how your jurisdiction categorizes registered UOCAVA voters in the B1 Comments box.

	(?)	Data not available(?)
B1a. TOTAL registered and eligible UOCAVA voters: Report the total number of registered and eligible voters covered under UOCAVA for the November 2024 general election. Include active and inactive voters and any persons who might have registered as UOCAVA before or on Election Day.(?)	<input type="text"/>	<input type="checkbox"/>
If the total number of registered and eligible voters who were covered by UOCAVA in the November 2024 general election in your jurisdiction is zero, report "0" for B1a.		
B1b. Total registered and eligible Uniformed Services voters (members of the Uniformed Services and their eligible dependents)—domestic or foreign	<input type="text"/>	<input type="checkbox"/>
B1c. Total registered and eligible non-military/civilian overseas voters	<input type="text"/>	<input type="checkbox"/>

B1 Comments:

Please specify by typing here

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Customizing the Online Template

The online template can be customized to the needs of the jurisdictions within your state. Data that can be provided from the centralized state database can be pre-filled into the online template, and sections that local jurisdiction officials do not need to answer can be hidden, reducing the reporting burden. These features allow the online template to be customized in a variety of ways. Here are three examples of how the template could be customized based on specific needs:



- If your state POCs can pull the data in Section A (voter registration and list maintenance) from the centralized database and want to have jurisdiction officials review and correct those numbers, the online template can be customized to make this process easier. Your state can provide the Section A data through the Excel template, and the EAVS project team will fill the Section A data into your jurisdictions' online templates. Jurisdiction officials will be able to review, correct, and update the Section A data when they log in to the online template and will be able to enter information for the remaining sections of the survey. The online data provided to you on the EAVS Portal will contain the corrected Section A numbers and the Sections B–F data submitted online by the jurisdictions.
- If your state POCs can provide the data in Section E (provisional balloting) from the centralized database and do not want jurisdiction officials to review that data, then Section E can be hidden from the jurisdictions' online templates, and only Sections A–D and F would be available for jurisdiction officials to complete. Your state office would download the online template data from the EAVS Portal and fill in Section E before submitting data for the state.
- If your state only needs local jurisdiction officials to complete Section D (in-person polling operations), then Sections A–C and E–F can be hidden from the jurisdictions' online surveys. The Section D data can be downloaded from the EAVS Portal and combined with the rest of the state's EAVS submission.

In all cases, state or territory POCs will be able to review the online data before submitting their state's data to the EAVS project team.

Requests to pre-fill or to customize the online template will take approximately 5–7 business days to complete once the data are received. To avoid data loss or version control issues, any pre-fill or customization requests should be completed before local jurisdiction officials begin using the online template.

If you plan to customize the online template for your jurisdictions, please reach out to the EAVS project team at eavs@forsmarsh.com. Our help desk team can help you determine the best option for your state or territory. Although you may not be able to provide any pre-filled data until after the election, giving our team a heads up about your customization plans will help ensure that we can assist with those plans as quickly and efficiently as possible.