

Questionnaire for Implementing ED 2022-4 Reporting Requirement

This questionnaire is intended to assist departments/agencies in complying with the reporting requirement contained in Executive Directive 2022-4 of May 1, 2022. Reports should be provided to Jessica Weare (WeareJ@michigan.gov) and Kristina Gierhart (GierhartK1@michigan.gov) by close of business on June 30, 2022. Each department/agency should submit a report that consolidates the required information from bureaus, offices, or entities directly or indirectly supervised by that department/agency. In addition to answering the below questions, each department/agency should feel free to provide additional information or general context. Where it is not possible to provide certain information, please answer as best possible and explain why such information cannot be provided.

1. Please provide a list of all distinct bureaus, offices, or other entities that are directly or indirectly supervised by your department/agency (“organizations”).
2. For each organization identified in the answer to question 1, please choose from the following list approximately how many Michiganders the organization serves in a calendar year:
 - a. 0;
 - b. 1 – 1,000;
 - c. 1,001 – 10,000;
 - d. 10,001 – 100,000;
 - e. 100,001 – 1,000,000;
 - f. 1,000,001 or more.
3. For each organization identified in the answer to question 1, please provide the approximate size of the organization’s staff and the approximate percentage of that staff that serves in a public-facing capacity (this should include all types of transactions/interactions, whether in-person, online, over the phone, via mail or email, etc).
4. For each of the organizations included in your answer to question 1, to the extent possible, please estimate the percentage of public-facing transactions/interactions that are with members of any of the following communities:
 - a. Persons of color;
 - b. Persons with disabilities;
 - c. Persons with limited English proficiency;
 - d. Persons who are experiencing housing insecurity or persons who are likely to frequently change their place of residence;
 - e. Persons who have recently been released from jail or prison or who have a criminal record;
 - f. Persons who do not have a Michigan driver’s license or a Michigan state identification card;
 - g. Persons who are not citizens of the United States. Please also indicate whether the organization collects and/or verifies information on citizenship: (a) during the initial interaction with the individual; (b) during every transaction.

5. For each organization identified in the answer to question 1, please describe the transactions/interactions that the organization and/or its staff have with members of the public during the regular course of business. Please include any transactions/interactions where documents are mailed or emailed to members of the public. For each transaction/interaction, please specify the following:
 - a. All of the mediums by which the transaction/interaction might occur (e.g. in-person, online, over the phone, via the mail or email, etc., and an estimate of the percentage of the total transactions/interactions in that category that occur through each medium);
 - b. To the extent certain such transactions/interactions may repeat, the frequency of the interval on which the transaction/interaction would likely occur (e.g. one-time transactions, yearly, every six months, etc);
 - c. The general types of information that are collected from the public during these transactions/interactions (including but not limited to full name, date of birth, residency, and citizenship status);
 - d. Whether the transactions/interactions are frequently initiated because the member of the public changed their address or place of residence;
 - e. Whether the transactions/interactions involve the disbursement or provision of a cash payment, a financial credit, a rebate, a good or service (including classes or trainings) for which the member of the public did not pay full price (excluding promotions or other discounts provided to anyone), or the provision of any other public benefit;
 - f. If applicable, the status of person representing the organization in the transactions/interactions (e.g. a state employee, an employee of a local governmental agency, an employee of a nonprofit, a contractor, an employee of a private company, a volunteer, etc);
 - g. Whether the organization helps the individual complete the transaction/interaction or helps the individual interact with the organization, and if so, the nature of the assistance provided. Examples of help include assisting a person navigate a website, complete forms, or otherwise assisting with the actions required to interact with the organization.
6. For each organization identified in the answer to question 1, please approximate the number of locations that the public regularly visits. Please include the name of each place with one or more location and describe the general geographic areas covered by each location. If a location that is open to the public on a limited basis (e.g. is seasonal, is open only certain days of the week, has limited hours, etc) please provide this information. Locations that a member of the public might officially visit, but which are not primarily intended to serve the public, can be omitted from this list.
7. For each organization identified in the answer to question 1, please explain how the organization communicates with the public, beyond the types of direct transactions/interactions covered in (5) above. This could include informational displays in public spaces, printed materials distributed by the department or agency, online information on websites, paid or free advertising, public announcements, attending public

events, social media posts, etc). If possible, please include the following information about such communications:

- a. The frequency of communication with the public;
 - b. The form or forms that communication takes;
 - c. Whether the communication is handled by a dedicated staff member.
8. For each organization identified in the answer to question 1, please explain any existing efforts to register members of the public to vote or to educate members of the public about voting.
9. For each organization identified in the answer to question 1, please identify any specific ways that the organization could provide members of the public with information on voter registration and voting, including but not limited to informational displays in public spaces, printed materials distributed by the department/agency, online information on department/agency websites, public announcements, and social media posts. Should a department/agency need specific assistance in connection with these efforts, please explain. (For purposes of this question, department and agencies can assume that the relevant information would be provided to them.)
10. For each department/agency, and to the extent applicable, for each organization identified in the answer to question 1, please indicate whether there are appropriate places on the department/agency/organization's website to display links to the Michigan Online Voter Registration System and/or the Michigan Voter Information Center. If there are any concerns or unique advantages associated with placing such links on these websites, please explain.
11. For each department/agency/organization, please explain whether it would be feasible to offer some or all employees or contractors the opportunity to:
 - a. Have one hour during which the person could be excused from work in order to vote;
 - b. Spend election day serving as a poll worker, temporary election clerk staff, or election observer rather than performing normal job duties.
12. For each organization identified in the answer to question 1, please provide relevant information about the organization's fitness to serve as a voter registration agency, which would require the organization to distribute voter registration application forms, assist applicants in completing voter registration application forms in a non-partisan manner, and accept applications for voter registration. This assessment may refer back to information provided in response to previous question, but should also speak to:
 - a. The organization's specific ability to take on the tasks listed above;
 - b. The ability of the department/agency to ensure that relevant staff receive appropriate training and instructions (for the purposes of this question, departments/agencies can assume that the relevant training materials and instructions will be provided to them);
 - c. Whether the organization is already collecting information that would be needed for voter registration;
 - d. Whether the organization can implement safeguards to prevent non-citizens from attempting to register to vote; and

- e. Any specific challenges or advantages the organization may have in fulfilling these duties.
13. To the extent that a department/agency is aware of any legal issues that might restrict the ability of an organization identified in the answer to question 1 to provide voter registration services or otherwise provide information to Michiganders about voting, please describe those issues.
 14. To the extent that a department/agency is aware of any other practical, logistical, or other challenges associated with an organization identified in the answer to question 1 providing voter registration services or otherwise provide information to Michiganders about voting that were not provided in response to question 13, please describe those challenges.
 15. Please provide the name of at least one contact person at your department/agency whom the Executive Officer of the Governor or the Department of State can contact to follow up on your answers to these questions.