



Preparing for the Fall 2024 Elections Early Voting Cost Certification Survey

Office of the State Auditor, Division of Local Mandates

December 11, 2024

Information as of December 11, 2024, and subject to change.
For general informational purposes only; it does not constitute
legal or other professional advice.

Welcome!

Today's presenters:

Carina DeBarcelos

Managing Analyst, DLM

857-242-5411

Carina.DeBarcelos@MassAuditor.gov

Sonia J. Kwon

Senior Legal Counsel, DLM

857-242-5446

Sonia.Kwon@MassAuditor.gov

Upcoming Cost Certification Survey

- **Early Voting for Fall 2024 State Elections**
 - September 2024 state primary
 - November 2024 general election
- **Survey Launch Date**
 - January 2025
- **Deadline for Survey Submissions to DLM**
 - 3 weeks after survey launch

Information and Expenses DLM Collects: Vote-by-Mail

- Postage expenses
- Necessary location rental expenses to manage the receipt and data entry of mailed-in ballots
- Additional staffing expenses related to handling and processing vote-by-mail
- Expenses related to consumable supplies and durable equipment

Information and Expenses DLM Collects: In-Person Early Voting

- Your office's business hours
- Your office's in-person early voting hours
- Necessary location rental expenses for the central in-person early voting location
- In-person early voting turnout data
- Additional staffing expenses related to in-person early voting
- Expenses related to consumable supplies and durable equipment

What other information will DLM collect?

We will be requiring invoices, contracts, written agreements, etc. for the following expenses:

- Rental expenses to manage the receipt and data entry of mailed-in ballots
- Rental expenses for the central in-person early voting location (if necessary)
- Staffing expenses for salaried employees:
 - Receiving additional compensation *at an hourly rate* by contract or written agreement
 - Receiving additional compensation *payable as a lump sum* by contract or written agreement
- Durable equipment expenses over \$500 (separate form will be provided)

Ineligible Expenses: Vote-by-Mail

- Costs for employees working during their normal business hours
- Election Day staffing expenses not exclusively related to vote-by-mail
- Ballot recounts
- Production and postage costs of mailing materials not related to vote-by-mail

Ineligible Expenses: In-Person Early Voting

- Costs for employees working during their normal business hours
- Secondary in-person early voting locations
- Costs for optional, extended in-person early voting hours
- Advertising costs and signage
- Police personnel
- Costs associated with non-essential functions

A Note on Coinciding Local Elections

- If your municipality held a local election *at the same time* as the September and/or November state elections:
 - Enter all early voting costs in this survey **except** for costs that are **exclusively** attributable to the local election(s)

Live Walkthrough:

Early Voting Cost Certification Survey for
the September 2024 State Primary and
the November 2024 General Election

DLM Website and Next Webinar

**For more information, please
visit:**

**[https://www.mass.gov/election-cost-
certifications](https://www.mass.gov/election-cost-certifications)**

Please join us:

Wednesday, January 15, 2025

12PM – 12:45PM

[Click here to register](#)

Q&A

May also be submitted to:

DLM.CostCertification@MassAuditor.gov

Jana DiNatale

Director, DLM

857-242-5399

Jana.DiNatale@MassAuditor.gov

Sonia J. Kwon

Senior Legal Counsel, DLM

857-242-5446

Sonia.Kwon@MassAuditor.gov

Carina DeBarcelos

Managing Analyst, DLM

857-242-5411

Carina.DeBarcelos@MassAuditor.gov

Thank you!

We will be sending a satisfaction survey after this webinar ends.

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X: @MassAuditor

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DIANA DIZOGLIO