



---

# 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](mailto:Carina.DeBarcelos@MassAuditor.gov)

Sonia J. Kwon

Senior Legal Counsel, DLM

857-242-5446

[Sonia.Kwon@MassAuditor.gov](mailto: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](mailto:DLM.CostCertification@MassAuditor.gov)

Jana DiNatale

Director, DLM

857-242-5399

[Jana.DiNatale@MassAuditor.gov](mailto:Jana.DiNatale@MassAuditor.gov)

Sonia J. Kwon

Senior Legal Counsel, DLM

857-242-5446

[Sonia.Kwon@MassAuditor.gov](mailto:Sonia.Kwon@MassAuditor.gov)

Carina DeBarcelos

Managing Analyst, DLM

857-242-5411

[Carina.DeBarcelos@MassAuditor.gov](mailto:Carina.DeBarcelos@MassAuditor.gov)

# Thank you!

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

Mass.gov/Auditor  
X: @MassAuditor

---

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

OFFICE OF THE STATE AUDITOR  
**DIANA DIZOGLIO**