

Office of the State Auditor

Division of Local Mandates

Early Voting Cost Certification Form

**for 2020 Postponed Spring Local Elections, 2020 Postponed State Special Elections
the September 1, 2020 State Primary, and the November 3, 2020 General Election**

The Division of Local Mandates (DLM) cost certification form outlined below seeks to tabulate expenses your office incurred to implement 2020 state mandated requirements associated with vote-by-mail ballots for postponed Spring local elections; postponed Spring state special elections; and vote-by-mail and in-person early voting for the September state primary and the November general elections.

Please review the following instructions before filling out the survey. Since the electronic form may "time out" after a period of inactivity, the bottom of the form in each section allows you to email a partially-completed copy to your email address to complete later, or you may print a paper version of the form for your records before entering the information into the electronic form.

The cost form is broken down into several sections, each with its own instructions. In each section, please answer, if applicable, whether your community received sufficient CARES Act funding to reimburse the expenses covered by that category, and/or did not incur more than incidental expenses for that particular category. If **"Yes"**, please click **NEXT** at the bottom of the form in each section and proceed to the next section of the survey. Answering "No" will allow you to enter incurred expenses.

There are questions across the survey where there are certain fields that require decimal points for entry (ie. \$12.00, 8.00 hours, etc.). Please make sure that you enter these fields appropriately or an error message will appear if you try to proceed to the next page.

Also, please note that fields with a red asterisk (*) are required. All other fields are optional and should be recorded based on your community's experiences with the 2020 elections.

Instructions

Checkbox Online Minimum Requirements:

Connectivity - A reliable internet connection

Browser - Microsoft Internet Explorer 9.0 or higher; Microsoft Edge, most recent versions of Chrome, Firefox, Safari (Firefox and Chrome recommended)

Section A: Contact Information

Instructions - Please select your municipality from the menu and provide your contact information. Please double check your email address that it is spelled correctly, so a copy of your survey response can be delivered to you.

Section B: 2020 Postponed Spring Local Elections

Instructions – Please detail expenses incurred for postponed Spring 2020 local elections, if any were held. Eligible costs include notifications provided to voters about the rescheduled local election; postage to mail ballots to registered voters; and expenses incurred to hire additional personnel to process both vote-by-mail applications and submitted ballots from registered voters. Other eligible expenses may include the rental of private space to process vote-by-mail applications and ballots.

When listing total expenses and average hourly rates of pay, only include additional workers hired to handle these tasks or regularly scheduled staff if they earned overtime rates of pay. Do not include the time of regular hourly or salaried staff working during their normal business hours.

Please list the total amount of funding received from the CARES Act, monetary assistance and reimbursements from the Secretary of State's office, and/or funding from other sources (such as the Center for Tech and Civic Life) **as applicable to this section**. Do not duplicate reimbursements throughout sections, as you will have an opportunity to list funding from these sources in upcoming sections.

The end of this section (and upcoming sections) will contain a comment box where you can provide DLM with additional information for consideration, if applicable.

Section C: 2020 Postponed State Special Elections

Instructions - Please detail expenses incurred for postponed Spring 2020 state special elections, if conducted for your community. Eligible costs include notifications provided to voters about the rescheduled state special election; postage to mail ballots to registered voters; and expenses incurred to hire additional personnel to process both vote-by-mail applications and submitted ballots from registered voters. Other eligible expenses may include the rental of private space to process vote-by-mail applications and ballots.

When listing total expenses and average hourly rates of pay, only include additional workers hired to handle these tasks or regularly scheduled staff if they earned overtime rates of pay. Do not include the time of regular hourly or salaried staff working during their normal business hours.

Also, please list the total amount of funding received from the CARES Act, monetary assistance and reimbursements from the Secretary of State's office, and/or funding from other sources (such as the Center for Tech and Civic Life) **as applicable to this section**. Do not duplicate reimbursements throughout sections, as you will have an opportunity to list funding from these sources in upcoming sections.

Section D: Mail-In Ballots for the September 2020 State Primary

Instructions - Please detail expenses incurred for mail-in ballots for the September 2020 state primary. Eligible costs include postage to mail ballots to registered voters; expenses incurred to hire additional personnel to process vote-by-mail applications and submitted ballots from registered voters; and expenses for data-entry concerning the mailed-in ballots into the Secretary of State's VRIS database. **Please do not include costs incurred during optional early voting hours (hours not mandated by state law).** When listing total expenses and average hourly rates of pay, only include additional workers hired to handle these tasks or regularly scheduled staff if they earned overtime rates of pay. Do not include the time of regular hourly or salaried staff working during their normal business hours. **Please do not replicate personnel expenses in Section E.** For example, if an individual was tasked with VRIS data entry of both mailed-in and in-person early voting ballots, please count their hourly rate of pay and expenses once.

Other eligible expenses may include the rental of private space to process September 2020 state primary vote-by-mail applications and ballots and unreimbursed expenses to purchase drop boxes. Please only enter these costs as a one-time expense, if applicable.

Also, please list the total amount of funding received from the CARES Act, monetary assistance and reimbursements from the Secretary of State's office, and/or funding from other sources (such as the Center for Tech and Civic Life) **as applicable to this section**. Do not duplicate reimbursements throughout sections, as you will have an opportunity to list funding from these sources in upcoming sections.

Section E: In-Person Early Voting for the September 2020 State Primary

Instructions - Please detail expenses incurred for in-person early voting for the September 2020 state primary. Eligible costs include expenses incurred to hire additional personnel to process in-person early voters and to enter early voter information into the Secretary of State's VRIS database. **Please do not include costs incurred during optional early voting hours (hours not mandated by state law) or expenses for operating voluntary additional early voting sites; or expenses for optional voter tabulation facilities; or optional police or constable costs.** When listing total expenses and average hourly rates of pay, only include additional workers hired to handle these tasks or regularly scheduled staff if they earned overtime rates of pay. Do not include the time of regular hourly or salaried staff working during their normal business hours.

Other eligible expenses may include the rental of private space to process in-person early voters and their ballots for the September 2020 state primary during required voting hours, costs incurred to set up and take down in-person early voting areas; and any unreimbursed expenses to modify polling places and/or purchase any personal protective equipment (PPE) or other protective measures. Please only enter these costs as a one-time expense if applicable.

Also, please list the total amount of funding received from the CARES Act, monetary assistance and reimbursements from the Secretary of State's office, and/or funding from other sources (such as the Center for Tech and Civic Life) **as applicable to this section**. Do not duplicate reimbursements throughout sections, as you will have an opportunity to list funding from these sources in upcoming sections.

Section F: Mail-In Ballots for the November 2020 General Election

Instructions - Please detail expenses incurred for mail-in ballots for the November 2020 general election. Eligible costs include postage to mail ballots to registered voters, expenses incurred to hire additional personnel to process vote-by-mail applications and submitted ballots from registered voters; and expenses for data-entry concerning the mailed-in ballots into the Secretary of State's VRIS database. **Please do not include costs incurred during optional early voting hours (hours not mandated by state law). Also, please do not include expenses incurred for the counting of mail-in ballots received after the November 3rd general election.** When listing total expenses and average hourly rates of pay, only include additional workers hired to handle these tasks or regularly scheduled staff if they earned overtime rates of pay. Do not include the time of regular hourly or salaried staff working during their normal business hours. **Please do not replicate personnel expenses in Section G.** For example, if an individual was tasked with data entry of both mailed-in and in-person early voting ballots, please count their hourly rate of pay and expenses once.

Other eligible expenses may include the rental of private space to process vote-by-mail applications and ballots for the November 2020 general election, and unreimbursed expenses to purchase drop boxes. Please only enter these costs as a one-time expense, if applicable.

Also, please list the total amount of funding received from the CARES Act, monetary assistance and reimbursements from the Secretary of State's office, and/or funding from other sources (such as the Center for Tech and Civic Life) **as applicable to this section**. Do not duplicate reimbursements throughout sections, as you will have an opportunity to list funding from these sources in Section G.

Section G: In-Person Early Voting for the November 2020 General Election

Instructions - Please detail expenses incurred for in-person early voting for the November 2020 general election. Eligible costs include expenses incurred to hire additional personnel to process in-person early voters during required hours and to enter early voter information into the Secretary of State's VRIS database. **Please do not include costs incurred during optional early voting hours (hours not mandated by state law); or expenses for operating voluntary additional voting sites; or expenses for optional voter tabulation facilities.** When listing total expenses and average hourly rates of pay, only include additional workers hired to handle these tasks or regularly scheduled staff if they earned overtime rates of pay. Do not include the time of regular hourly or salaried staff working during their normal business hours.

Other eligible expenses may include the rental of private space to process in-person early voters and their ballots for the November 2020 general election and costs incurred to set up and take down in-person early voting areas, and any unreimbursed expenses to modify polling places and/or purchase any personal protective equipment (PPE) or other protective measures. Please only enter these costs as a one-time expense if applicable.

Also, please list the total amount of funding received from the CARES Act, monetary assistance and reimbursements from the Secretary of State's office, and/or funding from other sources (such as the Center for Tech and Civic Life) **as applicable to this section**.

Completing the Survey

Once all sections are completed, you will be directed to sign the **Certification Clause**. Please enter the name of your community, your name, title, date, telephone number, and email. All of these fields are required before you can submit your certification form.

Please review the information in your submission for accuracy. When you are ready to submit your certification form, please select the "FINISH" button at the bottom of the page. If you are taken back to the top of the page, an error message will appear that a required field(s) is empty or has not been completed. Please look over the form to complete the field(s).

Once your form is submitted to DLM, you will also automatically receive a copy of your submission to your email address. If, once you review this confirmation, you have corrections and changes, please contact us at once so we can help you modify the submission.

Questions

If you have any questions or if any additional changes to your submitted form are necessary, please call or email Anthony D'Aiello (857-242-5425, or anthony.d'aiello@sao.state.ma.us), Carina DeBarcelos (857-242-5411, or carina.debarcelos@sao.state.ma.us), or Phil McLaughlin (857-242-5367, or Philip.T.McLaughlin@MassMail.State.MA.US).

Section A: Contact Information

City/Town*

Name of Survey Respondent*

Job Title*

Email Address: *

Telephone*

Date*

Section B: 2020 Postponed Spring Local Elections

St. 2020, c. 45: AN ACT GRANTING AUTHORITY TO POSTPONE 2020 MUNICIPAL ELECTIONS IN THE COMMONWEALTH AND INCREASE VOTING OPTIONS IN RESPONSE TO THE DECLARATION OF EMERGENCY TO RESPOND TO COVID-19; and St. 2020, c. 92: AN ACT RELATIVE TO MUNICIPAL GOVERNANCE DURING THE COVID-19 EMERGENCY

1). Did your municipality vote to postpone Spring local elections due to COVID-19? If yes, what was the postponed-to date?

Yes ____ No____

If Yes, Original election date: *

If Yes, Postponed to date: *

(If No, please skip to Section C.)

2). In order to comply with Chapters 45 and 92 of the Acts of 2020, did your office

- a) Incur no more than incidental expense for the postponed spring local election, or**
- b) Receive CARES Act funding or reimbursement from another source such that your net cost is incidental?**

Yes____ No____

(If Yes, please skip to Section C. If No, please complete this section.)

Section 1 (a) of St. 2020, c. 45 (as amended by Section 2 of St. 2020, c. 92) states that the select board, town council, board of registrars or city council of the city or town may vote on any day prior to the date of their scheduled municipal caucus or municipal

election to postpone the municipal caucus or municipal election to a date certain on or before August 1, 2020.

Section 1 (b) of the Act states that a notice of postponement of the local election shall be provided to the public in ways reasonably calculated to enable eligible voters to learn of the rescheduled election date and to cast ballots therein. The notice may include, but shall not be limited to, a "reverse-911" call, municipal list-serve notifications, advertisement on local cable television, or issuance of a press release sent to local news media.

3). If applicable, please list the type(s) of notification provided to voters about the rescheduled local election, and any costs incurred.

Type of Notification	Cost (X.XX)
Notification 1 _____	_____
Notification 2 _____	_____
Notification 3 _____	_____
Notification 4 _____	_____
Notification 5 _____	_____
Notification 6 _____	_____

Section 5 (a) of St. 2020, c. 45 (as amended by Section 5 of St. 2020, c. 92) states that any eligible voter may vote early by mail for any annual or special municipal election held on or before August 1, 2020.

Section 5 (b) states that any qualified voter wanting to early vote by mail may file with their local election official an application for an early voting ballot. Local election officials shall send early voting by mail ballots to those who have applied as soon as ballots are available.

4). How many local election ballots were mailed to eligible voters and what was the total postage expense?

Ballots mailed _____

Total postage expense \$ _____

5). How many local election ballots were returned? _____

of Ballots returned _____

6a). Did your office incur any additional personnel expenses to hire extra staff to manage the applications; mail local election ballots to eligible voters; and then process the returned

vote-by-mail ballots? Please do not include salaried staff, and please only include regularly scheduled employees if they earned overtime rates of pay.

Yes _____ No _____

6b). If yes, please detail the additional personnel expenses incurred. Please do not include salaried staff, and please only include regularly scheduled employees if they earned overtime rates of pay.

Position	Average Hourly Rate		Cost (X.XX)
	Total Hours Worked	(decimals only, do not include a dollar sign)	
Position 1			
Position 2			
Position 3			
Position 4			
Position 5			
Position 6			
Position 7			
Position 8			

7). Was the processing of the applications and ballots for postponed local elections conducted in a municipal building, such as a city or town hall?

Yes _____ No _____

If yes, please list the municipal building location: _____

If no, please list the private space location where applications and ballots were processed:

If no, total Private rental cost, if any \$ _____

8). Has your community applied for CARES Act funding for unbudgeted expenses incurred for postponed local elections vote-by-mail requirements?

Yes_____ No_____

If Yes, Amount of CARES Act reimbursement received \$ _____

9). Has your community received any COVID-19 assistance or reimbursement from the Secretary of State's office for postponed local elections\vote-by-mail costs?

Yes_____ No_____

If Yes, Type of assistance received from Secretary of State's office _____

If Yes, Amount of reimbursement received from Secretary of State's office, if any \$ _____

10). Has your community received any COVID-19 reimbursement from other sources for postponed local elections\vote-by-mail costs?

Yes_____ No_____

If Yes, Funding Source(s) _____

If Yes, Amount of funding received from other sources, if any \$ _____

11). Please use the space below to add any additional information or comments you would like DLM to consider relative to 2020 postponed local elections pursuant to Chapters 45 and 92 of the Acts of 2020.

Section C: 2020 Postponed State Special Elections

St. 2020, c. 45: AN ACT GRANTING AUTHORITY TO POSTPONE 2020 MUNICIPAL ELECTIONS IN THE COMMONWEALTH AND INCREASE VOTING OPTIONS IN RESPONSE TO THE DECLARATION OF EMERGENCY TO RESPOND TO COVID-19; and St. 2020, c. 92: AN ACT RELATIVE TO MUNICIPAL GOVERNANCE DURING THE COVID-19 EMERGENCY

1). Was your municipality included in a state special election which was postponed due to COVID-19? If yes, what was the postponed date?

If Yes, Date the election was actually held* _____

(If No, please skip to Section D.)

2). In order to comply with Chapters 45 and 92 of the Acts of 2020, did your office

- a) Incur no more than incidental expense for the postponed state special election, or**
b) Receive CARES Act funding or reimbursement from another source such that your net cost is incidental?

Yes _____ No _____

(If Yes, please skip to Section D. If No, please complete this section.)

3). If applicable, please list the type(s) of notification provided to voters about the rescheduled state special election, and any costs incurred.

	Type of Notification	Cost (X.XX)
Notification 1	_____	_____
Notification 2	_____	_____
Notification 3	_____	_____
Notification 4	_____	_____
Notification 5	_____	_____
Notification 6	_____	_____

Section 5 (a) of St. 2020, c. 45 (as amended by Section 5 of St. 2020, c. 92) states that any eligible voter may vote early by mail for any state special election held on or before August 1, 2020.

Section 5 (b) states that any qualified voter wanting to early vote by mail may file with their local election official an application for an early voting ballot. Local election officials shall send early voting by mail ballots to those who have applied as soon as ballots are available.

4). How many state special election ballots were mailed to eligible voters and what was the total postage expense?

Ballots mailed _____

Total postage expense \$ _____

5). How many state special election ballots were returned?

of Ballots returned _____

6a). Did your office incur any additional personnel expenses to hire extra staff to manage the applications; mail state special election ballots to eligible voters; and then process the returned vote-by-mail ballots? Please do not include salaried staff, and please only include regularly scheduled employees if they earned overtime rates of pay.

Yes_____ No_____

6b). If yes, please detail the additional personnel expenses incurred. Please do not include salaried staff, and please only include regularly scheduled employees if they earned overtime rates of pay.

Position	Total Hours Worked	Average Hourly Rate (decimals only, do not include a dollar sign)	Cost (X.XX)
Position 1			
Position 2			
Position 3			
Position 4			
Position 5			
Position 6			
Position 7			
Position 8			

7). Was the processing of the applications and ballots for the postponed state special election conducted in a municipal building, such as a city or town hall?

Yes _____ No _____

If yes, please list the municipal building location: _____

If no, please list the private space location where applications and ballots were processed: _____

If no, total private rental cost, if any \$ _____

8). Has your community applied for CARES Act funding for unbudgeted expenses incurred for postponed state special elections vote-by-mail requirements?

Yes _____ No _____

If Yes, Amount of CARES Act reimbursement received \$ _____

9). Has your community received any COVID-19 assistance or reimbursement from the Secretary of State's office for postponed state special elections\vote-by-mail costs?

Yes_____ No_____

If Yes, Type of assistance received from Secretary of State's office _____

If Yes, Amount of reimbursement received from Secretary of State's office, if any \$ _____

10). Has your community received any COVID-19 reimbursement from other sources for postponed state special elections\vote-by-mail costs?

Yes_____ No_____

If Yes, Funding Source(s)_____

If Yes, Amount of funding received from other sources, if any \$ _____

11). Please use the space below to add any additional information or comments you would like DLM to consider relative to 2020 postponed state special elections pursuant to Chapters 45 and 92 of the Acts of 2020.

Section D: Mail in Ballots for the September 2020 State Primary

St. 2020, c. 115: AN ACT RELATIVE TO VOTING OPTIONS IN RESPONSE TO COVID-19.

St. 2020, c. 115, section 6 (b) states that there shall be early voting by mail for the September 2020 state primary election and November 2020 general election. Section 6 (c) states that the election officers and registrars of every city or town shall allow any qualified voter to cast an early ballot by mail for the primary election and general election and any city or town election held at the same time.

Section 6 (d)(1) states that the state secretary shall, not later than July 15, 2020, mail to all registered voters an application for said voters to be permitted to vote early by mail for the September 2020 state primary election.

1). In order to comply with Chapter 115 of the Acts of 2020, did your office

- a) Incur no more than incidental expense for the September primary mail in ballot requirements or**
- b) Receive CARES Act funding or reimbursement from another source such that your net cost is incidental?**

Yes _____ No _____

(If Yes, please skip to Section E. If No, please complete this section.)

2). As required by Section 6 (g)(1), how many September 2020 state primary vote-by-mail ballots were mailed to eligible voters, and what was the total postage expense?

Ballots mailed _____

Total postage expense \$ _____

3). Section 6 (h)(1) states that voters can return completed vote-by-mail ballots either by delivering the ballot in person to the city and town clerk, by using a municipal drop box, or mailing it to the city or town clerk. How many September 2020 state primary election ballots were returned?

of Ballots returned _____

4a). Did your office incur any additional personnel expenses to hire extra staff to manage the applications; mail September 2020 state primary election ballots to eligible voters; and then process the returned vote-by-mail ballots? Please do not include salaried staff, and please only include regularly scheduled employees if they earned overtime rates of pay.

Yes _____ No _____

4b). If yes, please detail the additional personnel expenses incurred. Please do not include salaried staff, and please only include regularly scheduled employees if they earned overtime rates of pay.

Position	Total Hours Worked	Average Hourly Rate (decimals only, do not include a dollar sign)	Cost (X.XX)
Position 1			
Position 2			
Position 3			
Position 4			
Position 5			
Position 6			
Position 7			
Position 8			

5a). Were any added expenses incurred to data-enter the mailed-in ballots into the Secretary of State's VRIS database?

Yes _____ No _____

5b). If yes, please detail the additional personnel expenses incurred for VRIS data entry. Please do not include salaried staff, and please only include regularly scheduled employees if they earned overtime rates of pay.

Position	Total Hours Worked	Average Hourly Rate (decimals only, do not include a dollar sign)	Cost (X.XX)
Position 1			
Position 2			
Position 3			
Position 4			
Position 5			
Position 6			
Position 7			
Position 8			

6). Was the processing of the applications and ballots for the September 2020 state primary conducted in a municipal building, such as a city or town hall?

Yes _____ No _____

If yes, please list the municipal building location: _____

If no, please list the private space location where applications and ballots were processed:

If no, total private rental cost, if any \$ _____

7). Did your office incur unreimbursed expenses to purchase drop boxes for the September 2020 state primary election?

Yes _____ No _____

If Yes, # of Drop Boxes Purchased _____

If Yes, Total Incurred Expense \$ _____

8). Has your community applied for CARES Act reimbursement for unbudgeted expenses incurred for September 2020 state primary vote-by-mail requirements?

Yes _____ No _____

If Yes, Amount of CARES Act reimbursement received \$ _____

9). Has your community received any COVID-19 assistance or reimbursement from the Secretary of State's office for vote-by-mail costs in the September 2020 state primary?

Yes _____ No _____

If Yes, Type of assistance received from Secretary of State's office _____

If Yes, Amount of reimbursement received from Secretary of State's office, if any \$ _____

10). Has your community received any additional COVID-19 reimbursement from other sources for September 2020 state primary vote-by-mail costs?

Yes _____ No _____

If Yes, Funding source(s) _____

If Yes, Amount of reimbursement from other source(s) received \$ _____

11). Please use the space below to add any additional information or comments you would like DLM to consider relative to September 2020 state primary vote-by-mail requirements pursuant to Chapter 115 of the Acts of 2020.

Section E: In-Person Early Voting for the September 2020 State Primary

St. 2020, c. 115: AN ACT RELATIVE TO VOTING OPTIONS IN RESPONSE TO COVID-19.

Section 7 (b)(1) states that the election officers and registrars of every city or town shall allow any qualified voter to cast an early ballot in person for the September primary election during the early voting period, which shall begin on Saturday, August 22, 2020 and end on Friday, August 28, 2020. Early voting in person shall also apply to any city or town election held at the same time.

Section 7 (d)(1) states that each city and town shall establish an early voting site for the primary election that shall include the election office for the city or town; provided, however, that if the city or town determines that the office is unavailable or unsuitable for early voting in the primary election, the registrars of each city or town shall identify and provide for an alternative centrally-located, suitable and convenient public building within that city or town as an early voting site.

1. In order to comply with Chapter 115 of the Acts of 2020, did your office

a) Incur no more than incidental expense for in-person early voting requirements for the September 2020 state primary, or

b) Receive CARES Act funding or reimbursement from another source such that your net cost is incidental?

Yes _____ No _____

(If Yes, please skip to Section F. If No, please complete this section.)

2). Was in-person early voting for the September 2020 state primary conducted in the Clerk's office? If "no", please list the alternate in-person early voting location(s), and any costs incurred to rent these location(s).

Yes _____ No _____

If "no", please list the alternative sites: _____

If "no", please list any rental space costs \$ _____

3a). Did your office incur any additional personnel expenses to hire extra staff to process in-person early voters for the September 2020 state primary? Please do not include salaried staff, and please only include regularly scheduled employees if they earned overtime rates of pay.

Yes _____ No _____

3b). If yes, please detail the additional personnel expenses incurred. Please do not include salaried staff, and please only include regularly scheduled employees if they earned overtime rates of pay.

Position	Total Hours Worked	Average Hourly Rate (decimals only, do not include a dollar sign)	Cost (X.XX)
Position 1			
Position 2			
Position 3			
Position 4			
Position 5			
Position 6			
Position 7			
Position 8			

4a). Did your office incur any additional personnel expenses to conduct data entry of early voting information into The Secretary of State's VRIS database? Please do not include salaried staff, and please only include regularly scheduled employees if they earned overtime rates of pay.

Yes _____ No _____

4b). If yes, please detail the additional personnel expenses incurred. Please do not include salaried staff, and please only include regularly scheduled employees if they earned overtime rates of pay.

Position	Total Hours Worked	Average Hourly Rate (decimals only, do not include a dollar sign)	Cost (X.XX)
Position 1			
Position 2			
Position 3			
Position 4			
Position 5			
Position 6			
Position 7			
Position 8			

5). How many weekend hours was your office open to accept in-person early voters for the September 2020 state primary?

Saturday, August 22, 2020 # of hours _____

Sunday, August 23, 2020 # of hours _____

6). Were expenses incurred to set-up and take down in-person early voting areas? If yes, please list costs incurred.

Yes _____ No _____

If Yes, Set-up, take-down costs incurred \$ _____

7). Did your office need to modify polling places and/or purchase any personal protective equipment (PPE) or other protective measures such as erecting barriers for the September 2020 state primary early voting period, and if so, what, if any, unreimbursed expenses were incurred?

Yes _____ No _____

If Yes, Poll location modification expenses incurred \$ _____

If Yes, PPE expenses incurred \$ _____

8. Has your community applied for CARES Act reimbursement for unbudgeted expenses incurred for September 2020 state primary in-person early voting?

Yes _____ No _____

If Yes, Amount of CARES Act reimbursement received \$ _____

9). Has your community received any COVID-19 assistance or reimbursement from the Secretary of State's office for unbudgeted expenses incurred for September 2020 state primary in-person early voting?

Yes _____ No _____

If Yes, Type of assistance received from Secretary of State's office _____

If Yes, Amount of reimbursement received from Secretary of State's office, if any \$ _____

10). Has your community received any additional reimbursement from other sources for September 2020 state primary in-person early voting costs?

Yes _____ No _____

If Yes, Funding source(s) _____

If Yes, Amount of reimbursement from other sources received, if any \$ _____

11). Please use the space below to add any additional information or comments you would like DLM to consider relative to September 2020 state primary in-person early voting requirements pursuant to Chapter 115 of the Acts of 2020.

Section F: Mail in Ballots for November 2020 General Election

St. 2020, c. 115: AN ACT RELATIVE TO VOTING OPTIONS IN RESPONSE TO COVID-19.

Section 6 (d)(2) states that the state secretary shall, not later than September 14, 2020, mail to all registered voters an application to said voters to be permitted to vote early by mail in the November 2020 general election.

Section 6 (f)(1) states that a voter wishing to vote early by mail in the November 2020 general election shall complete the application for a mail-in ballot and shall return said application to the appropriate city or town clerk.

1). In order to comply with Chapter 115 of the Acts of 2020, did your office

- a) Incur no more than incidental expense for November 2020 general election mail-in ballot requirements, or**
- b) Receive CARES Act funding or reimbursement from another source such that your net cost is incidental?**

Yes _____ No _____

(If Yes, please skip to Section G. If No, please complete this section.)

2). As required by Section 6 (g)(1), how many November 2020 general election vote-by-mail ballots were mailed to eligible voters and what was the total postage expense?

ballots mailed _____

Total postage expense \$ _____

3). Section 6 (h)(2) states that voters can return completed vote-by-mail ballots either by delivering the ballot in person to the city and town clerk, by using a municipal drop box, or mailing it to the city or town clerk. How many November 2020 general election ballots were returned?

of ballots returned _____

4a). Did your office incur any additional personnel expenses to hire extra staff to manage the applications; mail November 2020 general election ballots to eligible voters; and then process the returned vote-by-mail ballots? Please do not include salaried staff, and please only include regularly scheduled employees if they earned overtime rates of pay.

Yes _____ No _____

4b). If yes, please detail the additional personnel expenses incurred. Please do not include salaried staff, and please only include regularly scheduled employees if they earned overtime rates of pay.

Position	Total Hours Worked	Average Hourly Rate (decimals only ,do not include a dollar sign)	Cost (X.XX)
Position 1			
Position 2			
Position 3			
Position 4			
Position 5			
Position 6			
Position 7			
Position 8			

5a). Were any added expenses incurred for the November 2020 general election to data-enter the mailed-in ballots into the Secretary of State's VRIS database?

Yes _____ No _____

5b). If yes, please detail the additional personnel expenses incurred. Please do not include salaried staff, and please only include regularly scheduled employees if they earned overtime rates of pay.

Position	Total Hours Worked	Average Hourly Rate (decimals only, do not include a dollar sign)	Cost (X.XX)
Position 1			
Position 2			
Position 3			
Position 4			
Position 5			
Position 6			
Position 7			
Position 8			

6). Did your office incur unreimbursed expenses to purchase drop boxes for the November 2020 general election?

Yes _____ No _____

If Yes, # of Drop Boxes Purchased _____

If Yes, Total Incurred Expense \$ _____

7). Was the processing of the applications and ballots for the November 2020 general election conducted in a municipal building, such as a city or town hall?

Yes _____ No _____

If yes, please list the municipal building location: _____

If No, Private Space Location _____

If No, Total Private rental cost, if any \$ _____

8). Has your community applied for CARES Act reimbursement for unbudgeted expenses incurred for November 2020 state general election vote-by-mail costs?

Yes _____ No _____

If Yes, Amount of CARES Act reimbursement received \$ _____

9). Has your community received any COVID-19 assistance or reimbursement from the Secretary of State's office for November 2020 general election vote-by-mail costs?

Yes _____ No _____

If Yes, Type of assistance received from Secretary of State's office _____

If Yes, Amount of reimbursement received, from Secretary of State's office, if any \$ _____

10). Has your community received any additional COVID-19 reimbursement from other sources for November 2020 general election vote-by-mail costs?

Yes _____ No _____

If Yes, Funding source(s) _____

If Yes, Amount of funding received from other sources \$ _____

11). Please use the space below to add any additional information or comments you would like DLM to consider relative to November 2020 general election vote-by-mail requirements pursuant to Chapter 115 of the Acts of 2020.

Section G: In-Person Early Voting for the November 2020 General Election

St. 2020, c. 115: AN ACT RELATIVE TO VOTING OPTIONS IN RESPONSE TO COVID-19.

Section 7 (b)(2) states that the election officers and registrars of every city or town shall allow any qualified voter to cast an early ballot in person for the November 2020 general election during the early voting period, which shall begin on Saturday, October 17, 2020 and end on Friday, October 30, 2020. Early voting in person shall also apply to any city or town election held at the same time.

Section 7 (d)(1) states that each city and town shall establish an early voting site for the general election that shall include the election office for the city or town; provided, however, that if the city or town determines that the office is unavailable or unsuitable for early voting in the general election, the registrars of each city or town shall identify and provide for an alternative centrally-located, suitable and convenient public building within that city or town as an early voting site.

1.) In order to comply with Chapter 115 of the Acts of 2020, did your office

- a) Incur no more than incidental expense for in-person early voting requirements for the November 2020 general election, or**
- b) Receive CARES Act funding or reimbursement from another source such that your net cost is incidental?**

Yes_____ No_____

(If Yes, please skip to the next section. If No, please complete this section.)

2). Was in person early voting for the November 2020 election conducted in the Clerk's office? If "no", please list the alternate in-person early voting location(s), and any costs incurred to rent these location(s).

Yes_____ No_____

If "no", please list the alternate sites: _____

If "no", please list any rental space costs \$ _____

3a). Did your office incur any additional personnel expenses to hire extra staff to process in-person early voters for the November 2020 general election? Please do not include salaried staff, and please only include regularly scheduled employees if they earned overtime rates of pay.

Yes_____ No_____

3b). If yes, please detail the additional personnel expenses incurred. Please do not include salaried staff, and please only include regularly scheduled employees if they earned overtime rates of pay.

Position	Total Hours Worked	Average Hourly Rate (decimals only, do not include a dollar sign)	Cost (X.XX)
Position 1			
Position 2			
Position 3			
Position 4			
Position 5			
Position 6			
Position 7			
Position 8			

4a). Did your office incur any additional personnel expenses to conduct data entry of early voting information into The Secretary of State's VRIS database? Please do not include salaried staff, and please only include regularly scheduled employees if they earned overtime rates of pay.

Yes _____ No _____

4b). If yes, please detail the additional personnel expenses incurred. Please do not include salaried staff, and please only include regularly scheduled employees if they earned overtime rates of pay.

Position	Total Hours Worked	Average Hourly Rate (decimals only, do not include a dollar sign)	Cost (X.XX)
Position 1			
Position 2			
Position 3			
Position 4			
Position 5			
Position 6			
Position 7			
Position 8			

5). How many weekend hours was your office open to accept in-person early voters for the November 2020 general election?

Saturday, October 17, 2020 # of hours _____

Sunday, October 18, 2020 # of hours _____

Saturday, October 24, 2020 # of hours _____

Sunday, October 25, 2020 # of hours _____

6). Were expenses incurred to set-up and take down in person early voting areas? If yes, please list costs incurred.

Yes_____ No_____

If Yes, Set-up, take-down costs incurred \$ _____

7). Did your office need to modify polling places and/or purchase any personal protective equipment (PPE) or other protective measures such as erecting barriers for the November 2020 general election early voting period, and if so, what, if any, expenses were incurred?

Yes_____ No_____

If Yes, Poll location modification expenses incurred \$ _____

If Yes, PPE expenses incurred \$ _____

8). Has your community applied for CARES Act reimbursement for unbudgeted expenses incurred for November 2020 general election in-person early voting?

Yes_____ No_____

If Yes, Amount of CARES Act reimbursement received \$ _____

9). Has your community received any COVID-19 assistance or reimbursement from the Secretary of State's office for unbudgeted expenses incurred for November 2020 general election in-person early voting?

Yes_____ No_____

If Yes, Type of assistance received from Secretary of State's office _____

If Yes, Amount of reimbursement received from Secretary of State's office, if any \$ _____

10). Has your community received any additional reimbursement from other sources for November 2020 general election in-person early voting costs?

Yes_____ No_____

If Yes, Funding source(s) _____

If Yes, Amount of funding received from other sources \$ _____

11). Please use the space below to add any additional information or comments you would like DLM to consider relative to the November 2020 general election in-person early voting requirements of Chapter 115 of the Acts of 2020.

Certification Clause

Before completing the certification clause, please review your survey answers to ensure they are complete and accurate.

Once your form is returned to DLM, you will also automatically receive a copy of your submission. Please call or email Anthony D'Aiello (857-242-5425, or anthony.d'aiello@sao.state.ma.us), Carina DeBarcelos (857-242-5411, or carina.debarcelos@sao.state.ma.us), or Phil McLaughlin (857-242-5367, or Philip.McLaughlin@sao.state.ma.us) if any additional changes to your submitted form are necessary.

I certify that information provided herein for the city or town named below is true to the best of my knowledge, information, and belief.

Name *

Title *

City/Town *

Telephone (ie. 5555555555) *

Email Address: *

Date *