Office of the State Auditor
Division of Local Mandates
Early Voting Cost Certification Survey
for Regularly Scheduled Local Elections

The following information must be reviewed before beginning the survey. Review will assist you and prevent errors.

1. Deadline: Municipalities have 1 week after survey launch or the date of their regularly scheduled local election, whichever is later, to submit a response. Municipalities with **June** elections have 24 hours (or one business day) after the date of their regularly scheduled local election to submit a response.

2. Expenses Covered: This survey is for municipalities to report **early voting** expenses. Do not include expenses for which funding from another source has been received (such as grants). DLM may ask for additional information and supporting documentation in connection with any expenses submitted for certification. Early voting includes **vote-by-mail** and **in-person early voting**. If an individual performs both vote-by-mail and in-person early voting tasks, an allocation of hours and compensation must be made between vote-by-mail and in-person early voting. Likewise, if an individual performs early voting tasks and works on Election Day, an allocation of hours and compensation must be made between vote-by-mail, in-person early voting, and Election Day activities (total not to exceed 100%). The hours and compensation allocated to vote-by-mail and in-person early voting must be entered in the appropriate sections; do not duplicate entries.

3. Elections Covered: This survey is for **regularly scheduled local elections held during the fiscal year** (July 1 to June 30). ***Each municipality must submit a response to this early voting cost certification survey.*** The survey will automatically advance past inapplicable questions based on your responses. If your regularly scheduled local election includes a **preliminary** local election, expenses for the preliminary local election should be included in this survey response. If your municipality holds a **special** local election, expenses for those elections (including preliminary special local elections) should **not** be submitted in this survey but should be submitted in the survey specific to special local elections.

4. Coinciding Elections: If your municipality holds a local election **at the same time** as a state election, enter **only** early voting expenses **exclusively** attributable to your local election in this survey. All other early voting expenses should be submitted in the early voting cost certification survey for regularly scheduled state elections or the early voting cost certification survey for special state elections; do not duplicate entries submitted in other early voting cost certification surveys in this survey.

5. Municipalities with Multiple In-Person Early Voting Locations: M.G.L. c. 54, § 25B(c)(4), requires each city and town to establish an in-person early voting site for local elections that is centrally located, suitable, and in a convenient public building. DLM will only certify **in-person early voting expenses**, including compensation and durable equipment, related to the municipality's **central in-person early voting location**. Expenses related to additional in-person early voting sites will not be certified.

6. Durable Equipment Expenses: Expenses must be submitted in the cost certification survey immediately following the purchase/lease/rental to be eligible for certification. Durable equipment purchases/leases/rentals

incurred since your municipality's last state or local early voting cost certification survey submission must be submitted in this cost certification survey to be considered for certification.

7. Definitions: The following terms are used throughout this survey. Please ensure you are familiar with these terms.

- ***"consumable supplies"*** – refers to supplies the useful life of which is not anticipated to exceed the applicable early voting period (e.g., ink/toner, flash drives for tabulators, labels, postage meter supplies)
- ***"durable equipment"*** – refers to equipment the useful life of which is anticipated to exceed or which exceeds the applicable early voting period (e.g., first ballot drop box, tabulators)
- ***"early voting"*** – refers to **both** vote-by-mail and in-person early voting, unless otherwise specified
- ***"municipal employee"*** – refers to an individual who works regular recurring hours for and receives regular recurring compensation from the applicable municipality
- ***"temporary worker"*** *or* ***"poll worker"*** – refers to a temporary hire, i.e., an individual who does not work regular recurring hours for, nor receives regular recurring compensation from, the applicable municipality

8. Instructions: Fields marked with a red asterisk (*) are required. You can save your progress and return to the survey at another time by selecting the **yellow "Save and Exit"** button. Once you complete and submit the survey using the **green "Click Here to Submit Survey"** button, you will automatically receive an email confirming receipt of your submission and will have access to your submission through the DLM Survey Portal. Please review your submission promptly; if changes must be made to your submission you will have 1 business day (24 hours) after submission to make edits by clicking the **orange "Edit Submission"** button and resubmitting by clicking the **green "Click Here to Submit Survey"** button. A PDF copy of your response will be made available to you in the portal after the edit period has passed. Please refer to our ***Survey Portal Navigation Aide*** for additional information. Clicking the link provided below will open a new window.

DLM Survey Portal Navigation Aide

9. Communicating with DLM: To communicate with DLM about this survey, please use the "Message DLM" tab within the survey. Write a message in the provided textbox and click on the **blue "Message DLM"** button to send. A DLM team member will reply to messages within 1-2 business days. Please refer to our ***Survey Portal Navigation Aide***. If you have trouble using the "Message DLM" function, support is available by email DLM.CostCertification@massauditor.gov or phone **617-727-0980**.

10. Frequently Asked Questions: For more information about specific expenses or scenarios, please refer to our ***Frequently Asked Questions (FAQs)***. Clicking the link provided below will open a new window.

Early Voting Cost Certification FAQs

11. Survey Sections: This survey has six sections, A-F. Additional information is provided in each section.

- **Section A: Qualifying Questions**
- **Section B: Vote-by-Mail Expenses**
  - General Information
  - Postage Expenses
  - Rental Expenses
  - Compensation Expenses

- **Section C: In-Person Early Voting: General Information, Ballots, and Location**
  - General Information
  - Ballot Data
  - Location Questions
- **Section D: In-Person Early Voting Expenses**
  - Compensation Expenses
- **Section E: Consumable Supplies and Durable Equipment for Vote-by-Mail and In-Person Early Voting**
- **Section F: Certification Clause**

Section A: Qualifying Questions

A1a. * Did your municipality hold a regularly scheduled local election during the fiscal year?

- Yes
- No

If yes…

A1b. * Did your municipality incur any vote-by-mail or in-person early voting expenses for a regularly scheduled local election held during the fiscal year (see *Eligible Expenses* and *Ineligible Expenses* below)?

- Yes
- No

Eligible Expenses: Early voting expenses eligible for certification include, but are not limited to:

- Compensation paid to **temporary workers** or **poll workers** hired directly and primarily **to implement early voting** (e.g., ballot mailing, managing and processing mailed-in ballots, assisting early voters at the central in-person early voting location, setting up/taking down the central in-person early voting location, and/or performing data entry into the Secretary of the Commonwealth's Voter Registration Information System (VRIS) at the end of each early voting day).
- Additional compensation paid to municipal employees, **if and only if**:
  - **(1)** the hours worked **(a)** are directly and primarily **to implement early voting and (b)** cause the employee to work more than the employee's regular number of hours during the applicable pay period; **and**
  - **(2)** the compensation paid for those hours causes the employee to receive more than the employee's regular amount of compensation for the applicable pay period.

  Only **additional** compensation paid for **additional** hours may be submitted.
- Postage expenses for ballot mailing.
- Rental expenses for a separate location to manage the receipt and data entry of mailed-in ballots (if necessary).
- Necessary rental expenses for an alternative location that will be used as the central in-person early voting location (if no public building is available or suitable).
- Purchases of consumable supplies directly and primarily to implement early voting (e.g., ink/toner, flash drives for tabulators, labels, postage meter supplies).

- Purchases, leases, or rentals of durable equipment directly and primarily to implement early voting (e.g., first ballot drop box, tabulators).

Ineligible Expenses: Do not submit ineligible expenses. Expenses that are ineligible for certification include, but are not limited to:

- Any compensation paid to employees working their regular number of hours during the applicable pay period or regular compensation paid to employees for the applicable pay period regardless of hours worked *even if* they are performing early voting duties (not attributable to early voting).
- Expenses related to producing, mailing, managing, or processing **absentee** ballots, whether returned by mail or in person (not attributable to early voting).
- Election Day expenses that are **not exclusively** related to processing vote-by-mail ballots (not attributable to early voting).
- Expenses related to producing, mailing, or managing **applications** for vote-by-mail (optional).
- Production and postage costs of mailing materials not related to vote-by-mail (not attributable to early voting).
- Expenses related to additional sites for in-person early voting (additional sites are optional; only expenses related to the central in-person early voting location should be submitted).
- Expenses related to extended hours for in-person early voting (hours outside of regular business hours are optional unless alternative hours are specified in the required vote authorizing in-person early voting).
- Expenses for meals, transportation, advertising costs, and signage (optional or incidental administrative costs).
- Public safety official expenses (expressly at the cost of the municipality for early voting).
- Expenses related to voter registration (not attributable to early voting).
- Expenses related to ballot recounts (not attributable to early voting).
- Costs associated with functions that are not essential to the implementation of early voting (optional).

If yes…

A2. * Did your municipality hold a regularly scheduled local election <u>at the same time</u> as a state election?

- ○ Yes
- ○ No

If yes is selected, the following blurb appears:

Reminder: If your municipality holds a local election **at the same time** as a state election, enter **only** early voting expenses **exclusively** attributable to your local election in this survey. All other early voting expenses should be submitted in the early voting cost certification survey for regularly scheduled state elections or the early voting cost certification survey for special state elections; do not duplicate entries submitted in other early voting cost certification surveys in this survey.

A3. * Did your municipality hold a preliminary local election?

- Yes
- No

If yes is selected, the following blurb appears:

Reminder: If a local election includes a **preliminary** local election, expenses for the preliminary local election and the local election should be submitted in a **single** survey response.

A4. List the date(s) of the local election(s) you are submitting for this survey.

Use the following when filling in "Election Type":

- Preliminary Local Election
- Local Election

Election Type	Date of Election

Section B: Vote-by-Mail Expenses

This section asks for information about ballots mailed and returned, postage expenses, rental expenses, compensation paid to temporary workers, and additional compensation paid to municipal employees.

General Information

B1. * State law provides for vote-by-mail for local elections by default. Municipalities may opt out of vote-by-mail for certain local elections by public hearing and vote in accordance with M.G.L. c. 54, § 25B(a)(1). Did your municipality opt out of vote-by-mail for a regularly scheduled local election held during the fiscal year?

Note: By opting out of vote-by-mail for one or more elections, any expenses incurred by your municipality related to mailing and handling ballots for those election(s) will not be eligible for certification.

- Yes
- No

If YES to B1 …

B2. * If your municipality opted out of vote-by-mail for a local election, list the local governing body that conducted the public hearing and by recorded and public vote opted out of vote-by-mail for each election, and specify the date of the vote.

Use the following when filling in "Election Type":

- Preliminary Local Election

- Local Election

Election Type	Local Governing Body	Date of Vote

If NO to B1 …

B3. * Did your municipality incur *any* vote-by-mail expenses for a regularly scheduled local election held during the fiscal year (see *Eligible Expenses* and *Ineligible Expenses* below)?

- Yes
- No

Eligible Expenses: Vote-by-mail expenses eligible for certification include, but are not limited to:

- Compensation expenses for ballot mailing, managing and processing mailed-in ballots (including advance processing of vote-by-mail ballots and/or **exclusively** processing vote-by-mail ballots, whether at a central tabulation facility or a polling location, on Election Day), and data entry of mailed-in ballots into VRIS.
- Postage expenses for ballot mailing.
- Rental expenses for a separate location to manage the receipt and data entry of mailed-in ballots (if necessary).
- Purchases of consumable supplies directly and primarily to implement vote-by-mail.
- Purchases, leases, or rentals of durable equipment directly and primarily to implement vote-by-mail.

Ineligible Expenses: Do not submit ineligible expenses. Expenses that are ineligible for certification include, but are not limited to:

- Any compensation paid to employees working their regular number of hours during the applicable pay period or regular compensation paid to employees for the applicable pay period regardless of hours worked *even if* they are performing early voting duties (not attributable to early voting).
- Expenses related to producing, mailing, managing, or processing **absentee** ballots, whether returned by mail or in person (not attributable to early voting).
- Election Day expenses that are **not exclusively** related to processing vote-by-mail ballots (not attributable to early voting).
- Expenses related to producing, mailing, or managing **applications** for vote-by-mail (optional).
- Production and postage costs of mailing materials not related to vote-by-mail (not attributable to early voting).
- Expenses for meals and transportation (optional).
- Expenses related to ballot recounts (not attributable to early voting).

Postage Expenses

Note: Unless a municipality uses postage at a discounted rate, DLM will certify postage for all municipalities at the effective USPS letter rate up to 2 ounces. If your municipality is required to provide bilingual ballots or has a

multi-card ballot, enter the resulting postage rate in this survey and provide explanation. Additional postage will be certified where required by law. If your municipality's postage was discounted via a postage meter, enter the discounted postage rate in this survey.

B4. * Did your municipality incur any postage expenses to mail ballots for a regularly scheduled local election held during the fiscal year?

- Yes
- No

If yes…

B5. Did you use the standard 2-ounce USPS letter rate to mail out ballots for the local election(s)?

Note: Select "No" if you used a discounted rate from a postage meter.

- Yes
- No

If yes….

B6a. List how many vote-by-mail ballots were sent to voters and returned to the municipal clerk's or elections office for the election(s). Do NOT include any absentee ballots in your count.

Note: The Secretary of the Commonwealth's office provides instructions on how to retrieve vote-by-mail and in-person early voting turnout data. If you haven't already retrieved this data from VRIS, retrieve **Extract 22** for each election as soon as possible. The Secretary's office recommends that clerks and local election officials retrieve reports and extracts **as close to elections as possible** to get the most accurate data. **Click the link below for more information; clicking on the link will open a new window.**

VRIS Instructions: Retrieving VBM/IPEV Ballot Data

Use the following when filling in "Election Type":

- Preliminary Local Election
- Local Election

Election Type	# of Ballots Mailed	# of Ballots Returned	Total Postage

Total Ballots Mailed: _____
Total Ballots Returned: _____
Total Postage: _____

If a non-standard postage rate was used…

B6b. * Select the reason(s) why a non-standard postage rate was used to mail ballots for the election(s).

- Discounted meter rate
- Bilingual ballot
- Multi-card ballot
- Other

B6c. * If a non-standard postage rate was used, list all materials that were included in the mailing of the vote-by-mail ballots.

B6d. List how many vote-by-mail ballots were sent to voters and returned to the municipal clerk's or elections office for the election(s) and enter your postage cost per ballot below. Do NOT include any absentee ballots in your count.

Note: The Secretary of the Commonwealth's office provides instructions on how to retrieve vote-by-mail and in-person early voting turnout data. If you haven't already retrieved this data from VRIS, retrieve **Extract 22** for each election as soon as possible. The Secretary's office recommends that clerks and local election officials retrieve reports and extracts **as close to elections as possible** to get the most accurate data. **Click the link below for more information; clicking on the link will open a new window.**

VRIS Instructions: Retrieving VBM/IPEV Ballot Data

Use the following when filling in "Election Type":

- Preliminary Local Election
- Local Election

Election Type	# of Ballots Mailed	# of Ballots Returned	Postage Rate	Total Postage

Total Ballots Mailed: _____
Total Ballots Returned: _____
Total Postage: _____

B7. If your municipality incurred additional postage expenses for the local election(s), enter your total postage cost.

Reminder: Expenses related to producing, mailing, or managing **applications** for vote-by-mail, including notification of incomplete or incorrect applications, are **ineligible** for certification and should not be submitted. Expenses related to consumable supplies (including printing and production of early voting ballots) and durable equipment should be entered in Section E.

Use the following when filling in "Election Type":

- Preliminary Local Election
- Local Election

Election Type	Explanation of Postage Expense	Total Postage Cost

Total Additional Postage Expenses: _____

Rental Expenses

B8. * Did your municipality incur any necessary rental expenses for a separate location to manage the receipt and data entry of mailed-in ballots for a regularly scheduled local election held during the fiscal year?

- Yes
- No

If yes…

B9. * Enter the total rental expense incurred for a separate location to manage the receipt and data entry of mailed-in ballots if the separate location was necessary for your municipality.

Use the following when filling in "Election Type":

- Preliminary Local Election
- Local Election

Election Type	Total Rental Cost

Total Rental Expenses: _____

B10. If your municipality incurred necessary rental expenses for a separate location to manage the receipt and data entry of mailed-in ballots, upload the rental agreement here. _____

Compensation Expenses

Reminder: If an individual performs both vote-by-mail and in-person early voting tasks, an allocation of their hours must be made between vote-by-mail and in-person early voting. The hours and associated compensation allocated to **vote-by-mail** must be entered in this section; do not duplicate entries reported in this section in other sections of the survey.

Reminder: In this section, you may submit additional compensation paid to municipal employees, **if and only if:**

- **(1)** the hours worked **(a)** are directly and primarily to implement **vote-by-mail and (b)** cause the employee to work more than the employee's regular number of hours during the applicable pay period; **and**

- **(2)** the compensation paid for those hours causes the employee to receive more than the employee's regular amount of compensation for the applicable pay period.

Only **additional** compensation paid for **additional** hours may be submitted.

B11. * Did your municipality incur any expenses related to temporary workers hired directly and primarily to implement vote-by-mail?

Reminder: ***"temporary worker"*** *or* ***"poll worker"*** refers to a temporary hire, i.e., an individual who does not work regular recurring hours for, nor receives regular recurring compensation from, the applicable municipality.

- Yes
- No

If yes…

B12. * List the hourly rates of pay for temporary workers hired directly and primarily to implement vote-by-mail.

Note: Workers who receive different rates of pay should be entered on separate lines regardless of title or tasks performed.

Use the following when filling in "Election Type":

- Preliminary Local Election
- Local Election

Election Type	Hourly Rate	# of Temporary Workers at Specified Hourly Rate	Total Hours Worked (all temporary workers) at Specified Hourly Rate	Total Cost

Total Vote-by-Mail Temporary Worker Expenses: _____

B13a. * Were any of the temporary worker compensation expenses above related to a property tax write-off program?

- Yes
- No

If yes…

B13b. Upload any available documentation you may have regarding the property tax write-off program applicable to the listed temporary workers receiving compensation via this method.

Note: For more information on what written documentation substantiates the compensation of temporary workers via property tax write-off programs, please refer to "I had temporary election workers or poll workers that were compensated by a senior property tax write-off program. Is that something I can submit?" in our Early Voting Cost Certification FAQs. **Click the link below for more information; clicking on the link will open a new window.**

Early Voting Cost Certification FAQs

B14. * Did your municipality incur any expenses related to additional compensation paid to hourly employees directly and primarily to implement vote-by-mail?

- Yes
- No

If yes…

B15. * List the rates of pay for additional compensation paid to hourly employees, if and only if: (1) the hours worked (a) are directly and primarily to implement vote-by-mail and (b) cause the employee to work more than the employee's regular number of hours during the applicable pay period; and (2) the compensation paid for those hours causes the employee to receive more than the employee's regular amount of compensation for the applicable pay period.

Note: Hourly employees who receive different rates of pay should be entered on separate lines regardless of title or tasks performed.

Use the following when filling in "Election Type":

- Preliminary Local Election
- Local Election

Use the following position titles when filling in "Position Type":

- Clerk - Hourly Employee
- Asst. Clerk - Hourly Employee
- Registrar - Hourly Employee
- Clerk's/Elections Office Staff – Hourly Employee
- Other Hourly Employee

Note: If "Other" is selected, use the comment box after this question to specify the position used for the election.

Election Type	Position Type	Hourly Rate	# of Employees at Specified Hourly Rate	Total Hours Worked (all employees) at Specified Hourly Rate	Total Cost

Total Vote-by-Mail Hourly Employee Expenses: _____

B16. * Explain how the compensation above is determined (e.g., overtime hours at regular rate, overtime hours at time and a half, etc.)

If you selected "Other Hourly Employee" above, use the comment box below to provide the position title.

B17. * Did your municipality incur any expenses related to salaried employees receiving additional compensation *at an hourly rate* by contract or other written agreement directly and primarily to implement vote-by-mail?

- Yes
- No

If yes…

B18. * List the rates of pay for salaried employees receiving additional compensation *at an hourly rate* by contract or other written agreement, if and only if: (1) the hours worked (a) are directly and primarily to implement vote-by-mail and (b) cause the employee to work more than the employee's regular number of hours during the applicable pay period; and (2) the compensation paid for those hours causes the employee to receive more than the employee's regular amount of compensation for the applicable pay period.

Note: Salaried employees who receive different rates of pay should be entered on separate lines regardless of title or tasks performed.

Use the following when filling in "Election Type":

- Preliminary Local Election
- Local Election

Use the following position titles when filling in "Position Type":

- Clerk
- Asst. Clerk
- Registrar
- Clerk's/Elections Office Staff – Salaried Employee
- Other Salaried Employee

Note: If "Other" is selected, use the comment box after this question to specify the position used for the election.

Election Type	Position Type	Hourly Rate	# of Employees at Specified Hourly Rate	Total Hours Worked (all employees) at Specified Hourly Rate	Total Cost

Total Vote-by-Mail Salaried Employee (Hourly) Expenses: _____

B19. * Explain how the compensation above is determined (e.g., overtime hours at regular rate, overtime hours at time and a half, etc.)

If you selected "Other Salaried Employee" above, use the comment box below to provide the position title.

B20. * Upload documentation (e.g., contract or written agreement) authorizing the payment of additional compensation *at an hourly rate* to the listed salaried workers. _____

Note: For more information on what written documentation substantiates the payment of additional compensation, please refer to "Can my municipality submit costs for regular employees' compensation, if they are working on early voting?" in our **Early Voting Cost Certification FAQs. Please refer to the links below to visit our FAQs and review examples of additional compensation; clicking on the links will open a new window.**

Early Voting Cost Certification FAQs
Additional Compensation Examples

B21. * Did your municipality incur any expenses related to additional compensation paid *as a lump sum* to salaried employees by contract or other written agreement (e.g., stipend, bonus, equivalent to 1 week's pay) directly and primarily to implement vote-by-mail?

- Yes
- No

If yes…

B22. *List the additional compensation paid *as a lump sum* to salaried employees by contract or other written agreement, if and only if: (1) the hours worked (a) are directly and primarily to implement vote-by-mail and (b) cause the employee to work more than the employee's regular number of hours during the applicable pay period; and (2) the compensation paid for those hours causes the employee to receive more than the employee's regular amount of compensation for the applicable pay period.

Reminder: If a salaried employee receives additional lump sum compensation for early voting and Election Day work, a percentage allocation must be made between vote-by-mail, in-person early voting, and Election Day

activities (total not to exceed 100%). The percentage of additional compensation allocated to **vote-by-mail** must be entered in this section; do not duplicate entries reported in this section in other sections of the survey.

Use the following when filling in “Election Type”:

- Preliminary Local Election
- Local Election

Use the following position titles when filling in “Position Type”:

- Clerk
- Asst. Clerk
- Registrar
- Clerk’s/Elections Office Staff – Salaried Employee
- Other Salaried Employee

Note: If "Other" is selected, use the comment box after this question to specify the position used for the election.

Election Type	Position Type	Total Lump Sum Payment	# of Employees	% of Payment Attributable to Vote-by-Mail	Total Cost

Total Vote-by-Mail Salaried Employee (Lump Sum) Expenses: _____

B23. * Explain how the compensation above is determined.

If you selected “Other Salaried Employee” above, use the comment box below to provide the position title.

B24. * Upload documentation (e.g., contract or written agreement) authorizing the payment of additional compensation *as a lump sum* to the listed salaried workers. _____

Note: For more information on what written documentation substantiates the payment of additional compensation, please refer to “Can my municipality submit costs for regular employees’ compensation, if they

are working on early voting?" in our **Early Voting Cost Certification FAQs. Please refer to the links below to visit our FAQs and review examples of additional compensation; clicking on the links will open a new window.**

Early Voting Cost Certification FAQs
Additional Compensation Examples

Section C: In-Person Early Voting: General Information, Ballots, and Location

This section asks for information about in-person early voting processes, such as the regular business hours of the municipal clerk's or elections office, in-person early voting hours, in-person early voting ballot data, the central in-person early voting location, and rental expenses.

In-Person Early Voting General Information

C1. * Generally, for local elections that do not coincide with state elections, in-person early voting is not required by state law. However, municipalities may vote to authorize in-person early voting for non-coinciding local elections in accordance with M.G.L. c. 54, § 25B(c)(1), and current budget language allows consideration of in-person early voting expenses for such elections for certification. Did your municipality vote to authorize in-person early voting in accordance with the statute for a regularly scheduled local election held during the fiscal year?

- Yes
- No

If yes …

C2. * Did the vote authorizing in-person early voting specifically establish in-person early voting hours outside of the regular business hours of the municipal clerk's or elections office?

Note: M.G.L. c. 54, § 25B(c)(3), defaults to the usual business hours of the city or town clerk for in-person early voting. If alternative hours are set (outside regular business hours including weekends), the alternative hours must be specified in the vote authorizing in-person early voting. Without a vote specifying the alternative hours, expenses related to those hours, including compensation, cannot be considered for certification. **Please** visit our **Early Voting Cost Certification FAQs** if the municipal clerk's or elections office does not have regular business hours. **Click the link below for more information; clicking on the link will open a new window.**

Early Voting Cost Certification FAQs

- Yes
- No

C3. * Upload documentation of the vote (e.g., an attested copy of the vote or council order, a link to the meeting recording noting the time of the vote, an attested copy of meeting minutes including draft minutes, etc.). _____

C4. * If your municipality voted to authorize in-person early voting for a non-coinciding local election, list the local governing body that voted to authorize in-person early voting for each election, and specify the date of the vote.

Use the following when filling in "Election Type":

- Preliminary Local Election
- Local Election

Election Type	Local Governing Body	Date of Vote

C5. * Did your municipality incur *any* <u>in-person early voting</u> expenses for a regularly scheduled local election held during the fiscal year (see *Eligible Expenses* and *Ineligible Expenses* below)?

- Yes
- No

Eligible Expenses: In-person early voting expenses eligible for certification include, but are not limited to:

- Compensation expenses for assisting early voters at the central in-person early voting location, setting up/taking down the central in-person early voting location, and data entry of in-person early voting ballots into VRIS.
- Necessary rental expenses for an alternative location that will be used as the central in-person early voting location (if no public building is available or suitable).
- Purchases of consumable supplies directly and primarily to implement in-person early voting.
- Purchases, leases, or rentals of durable equipment directly and primarily to implement in-person early voting.

Ineligible Expenses: Do not submit ineligible expenses. Expenses that are ineligible for certification include, but are not limited to:

- Any compensation paid to employees working their regular number of hours during the applicable pay period or regular compensation paid to employees for the applicable pay period regardless of hours worked *even if* they are performing early voting duties (not attributable to early voting).
- Expenses related to producing, mailing, managing, or processing **absentee** ballots, whether returned by mail or in person (not attributable to early voting).
- Expenses related to additional sites for in-person early voting (additional sites are optional; only expenses related to the central in-person early voting location should be submitted).
- Expenses related to extended hours for in-person early voting (hours outside of regular business hours are optional unless alternative hours are specified in the required vote authorizing in-person early voting).
- Expenses for meals, transportation, advertising costs, and signage (optional or incidental administrative costs).

- Public safety official expenses (expressly at the cost of the municipality for early voting).
- Expenses related to voter registration (not attributable to early voting).
- Expenses related to ballot recounts (not attributable to early voting).
- Costs associated with functions that are not essential to the implementation of early voting (optional).

Early Voting Hours Questions

C6. * List the regular business hours of the municipal clerk's or elections office.

Only specify the day(s) where the municipal clerk's or elections office is open. Make sure the hour range and AM/PM are correct. Use the "Notes" column to specify days that are open by appointment only.

	Opening Time	Midday Closure Start Time	Midday Closure End Time	Closing Time	Notes	Total Business Hours
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						

Total Weekly Business Hours: _____

C7. * List the dates and hours the municipal clerk's or elections office was open for in-person early voting during the in-person early voting periods for regularly scheduled local elections held during the fiscal year.

Please make sure the hour range and AM/PM are correct.

Use the following when filling in "Election Type":

- Preliminary Local Election
- Local Election

Election Type	Date	Day of Week	In-Person Early Voting Opening Time	Midday Closure Start Time (if any)	Midday Closure End Time (if any)	In-Person Early Voting Closing Time	Total In-Person Early Voting Hours

Ballot Data

C8. * List how many ballots were cast during the in-person early voting periods for regularly scheduled local elections held during the fiscal year. Do NOT include any absentee ballots in your count.

Note: The Secretary of the Commonwealth's office provides instructions on how to retrieve vote-by-mail and in-person early voting turnout data. If you haven't already retrieved this data from VRIS, retrieve **Extract 22** for each election as soon as possible. The Secretary's office recommends that clerks and local election officials retrieve reports and extracts **as close to elections as possible** to get the most accurate data. **Click the link below for more information; clicking on the link will open a new window.**

VRIS Instructions: Retrieving VBM/IPEV Ballot Data

Use the following when filling in "Election Type":

- Preliminary Local Election
- Local Election

Election Type	# of Ballots Cast

Total In-Person Early Voting Ballots Cast: _____

Location Questions

Reminder: M.G.L. c. 54, § 25B(c)(4), requires each city and town to establish an in-person early voting site for local elections that is centrally located, suitable, and in a convenient public building. DLM will only certify **in-person early voting expenses**, including compensation and durable equipment, related to the municipality's **central in-person early voting location**. Expenses related to additional in-person early voting sites will not be certified.

C9. * Did you use the municipal building where the municipal clerk's or elections office is located or another public building as the central in-person early voting location?

- Yes
- No

If no…

C10. * Explain why no public building was available or suitable to serve as the central in-person early voting location.

C11. * If a necessary rental expense was incurred for the central in-person early voting location, provide the location address.

C12. Enter the total necessary rental expense incurred for the central in-person early voting location.

Use the following when filling in "Election Type":

- Preliminary Local Election
- Local Election

Election Type	Total Rental Cost

Total In-Person Early Voting Rental Expenses: _____

C13. If your municipality incurred necessary rental expenses for the central in-person early voting location, upload the rental agreement here. _____

Section D: In-Person Early Voting: Compensation Expenses

This section asks for information about compensation paid to poll workers, and additional compensation paid to municipal employees.

Compensation Expenses

Reminder: If an individual performs both vote-by-mail and in-person early voting tasks, an allocation of their hours must be made between vote-by-mail and in-person early voting. The hours and associated compensation

allocated to **in-person early voting** must be entered in this section; do not duplicate entries reported in this section in other sections of the survey.

Reminder: In this section, you may submit additional compensation paid to municipal employees, **if and only if:**

- **(1)** the hours worked **(a)** are directly and primarily to implement **in-person early voting and (b)** cause the employee to work more than the employee's regular number of hours during the applicable pay period; **and**

- **(2)** the compensation paid for those hours causes the employee to receive more than the employee's regular amount of compensation for the applicable pay period.

Only **additional** compensation paid for **additional** hours may be submitted.

Reminder: M.G.L. c. 54, § 25B(c)(4), requires each city and town to establish an in-person early voting site for local elections that is centrally located, suitable, and in a convenient public building. DLM will only certify **in-person early voting expenses**, including compensation and durable equipment, related to the municipality's **central in-person early voting location**. Expenses related to additional in-person early voting sites will not be certified.

Reminder: M.G.L. c. 54, § 25B(c)(3), defaults to the usual business hours of the city or town clerk for in-person early voting. If alternative hours are set (outside regular business hours including weekends), the alternative hours must be specified in the vote authorizing in-person early voting. Without a vote specifying the alternative hours, expenses related to those hours, including compensation, cannot be considered for certification.

D1. * Did your municipality incur any expenses related to poll workers hired directly and primarily to implement in-person early voting at the central in-person early voting location?

Reminder: ***"temporary worker"*** *or* ***"poll worker"*** refers to a temporary hire, i.e., an individual who does not work regular recurring hours for, nor receives regular recurring compensation from, the applicable municipality.

- Yes
- No

If yes…

D2. * List the hourly rates of pay for poll workers hired directly and primarily to implement in-person early voting at the central in-person early voting location.

Note: Workers who receive different rates of pay should be entered on separate lines regardless of title or tasks performed.

Use the following when filling in "Election Type":

- Preliminary Local Election
- Local Election

Election Type	Hourly Rate	# of Poll Workers at Specified Hourly Rate	Total Hours Worked (all poll workers) at Specified Hourly Rate	Total Cost

Total In-Person Early Voting Poll Worker Expenses: _____

D3a. * Were any of the poll worker compensation expenses above related to a property tax write-off program?

- Yes
- No

If yes…

D3b. Upload any available documentation regarding the property tax write-off program applicable to the listed poll workers receiving compensation via this method.

Note: For more information on what written documentation substantiates the compensation of poll workers via property tax write-off programs, please refer to "I had temporary election workers or poll workers that were compensated by a senior property tax write-off program. Is that something I can submit?" in our Early Voting Cost Certification FAQs. **Click the link below for more information; clicking on the link will open a new window.**

Early Voting Cost Certification FAQs

D4. * Did your municipality incur any expenses related to <u>additional compensation paid to hourly employees</u> directly and primarily <u>to implement in-person early voting</u> at the central in-person early voting location?

- Yes
- No

If yes…

D5. * List the rates of pay for additional compensation paid to hourly employees, if and only if: (1) the hours worked (a) are directly and primarily to implement in-person early voting at the central in-person early voting location and (b) cause the employee to work more than the employee's regular number of hours during the applicable pay period; and (2) the compensation paid for those hours causes the employee to receive more than the employee's regular amount of compensation for the applicable pay period.

Note: Hourly employees who receive different rates of pay should be entered on separate lines regardless of title or tasks performed.

Use the following when filling in "Election Type":

- Preliminary Local Election
- Local Election

Use the following position titles when filling in "Position Type":

- Clerk - Hourly Employee
- Asst. Clerk - Hourly Employee
- Registrar - Hourly Employee
- Clerk's/Elections Office Staff – Hourly Employee
- Other Hourly Employee

Note: If "Other" is selected, use the comment box after this question to specify the position used for the election.

Election Type	Position Type	Hourly Rate	# of Employees at Specified Hourly Rate	Total Hours Worked (all employees) at Specified Hourly Rate	Total Cost

Total In-Person Early Voting Hourly Employee Expenses: _____

D6. * Explain how the compensation above is determined (e.g., overtime hours at regular rate, overtime hours at time and a half, etc.)

If you selected "Other Hourly Employee" above, use the comment box below to provide the position title.

D7. * Did your municipality incur any expenses related to salaried employees receiving additional compensation *at an hourly rate* by contract or other written agreement directly and primarily to implement in-person early voting at the central in-person early voting location?

- Yes
- No

If yes…

D8. * List the rates of pay for salaried employees receiving additional compensation *at an hourly rate* by contract or other written agreement, if and only if: (1) the hours worked (a) are directly and primarily to implement in-person early voting at the central in-person early voting location and (b) cause the employee to work more than the employee's regular number of hours during the applicable pay period; and (2) the compensation paid for those hours causes the employee to receive more than the employee's regular amount of compensation for the applicable pay period.

Note: Salaried employees who receive different rates of pay should be entered on separate lines regardless of title or tasks performed.

Use the following when filling in "Election Type":

- Preliminary Local Election
- Local Election

Use the following position titles when filling in "Position Type":

- Clerk
- Asst. Clerk
- Registrar
- Clerk's/Elections Office Staff – Salaried Employee
- Other Salaried Employee

Note: If "Other" is selected, use the comment box after this question to specify the position used for the election.

Election Type	Position Type	Hourly Rate	# of Employees at Specified Hourly Rate	Total Hours Worked (all employees) at Specified Hourly Rate	Total Cost

Total In-Person Early Voting Salaried Employee (Hourly) Expenses: _____

D9. * Explain how the compensation above is determined (e.g., overtime hours at regular rate, overtime hours at time and a half, etc.)

If you selected "Other Salaried Employee" above, use the comment box below to provide the position title.

D10. * Upload documentation (e.g., contract or written agreement) authorizing the payment of additional compensation *at an hourly rate* to the listed salaried workers. _____

Note: For more information on what written documentation substantiates the payment of additional compensation, please refer to "Can my municipality submit costs for regular employees' compensation, if they are working on early voting?" in our **Early Voting Cost Certification FAQs. Please refer to the links below to visit our FAQs and review examples of additional compensation; clicking on the links will open a new window.**

Early Voting Cost Certification FAQs
Additional Compensation Examples

D11. * Did your municipality incur any expenses related to additional compensation paid *as a lump sum* to salaried employees by contract or other written agreement (e.g., stipend, bonus, equivalent to 1 week's pay) directly and primarily to implement in-person early voting at the central in-person early voting location?

- Yes
- No

If yes…

D12. * List the additional compensation paid *as a lump sum* to salaried employees by contract or other written agreement, if and only if: (1) the hours worked (a) are directly and primarily to implement in-person early voting at the central in-person early voting location and (b) cause the employee to work more than the employee's regular number of hours during the applicable pay period; and (2) the compensation paid for those hours causes the employee to receive more than the employee's regular amount of compensation for the applicable pay period.

Reminder: If a salaried employee receives additional lump sum compensation for early voting and Election Day work, a percentage allocation must be made between vote-by-mail, in-person early voting, and Election Day activities (total not to exceed 100%). The percentage of additional compensation allocated to **in-person early voting** must be entered in this section; do not duplicate entries reported in this section in other sections of the survey.

Use the following when filling in "Election Type":

- Preliminary Local Election
- Local Election

Use the following position titles when filling in "Position Type":

- Clerk
- Asst. Clerk
- Registrar
- Clerk's/Elections Office Staff – Salaried Employee
- Other Salaried Employee

Note: If "Other" is selected, use the comment box after this question to specify the position used for the election.

Election Type	Position Type	Total Lump Sum Payment	# of Employees	% of Payment Attributable to In-Person Early Voting	Total Cost

Total In-Person Early Voting Salaried Employee (Lump Sum) Expenses: _____

D13. * Explain how the compensation above is determined.

If you selected "Other Salaried Employee" above, use the comment box below to provide the position title.

D14. * Upload documentation (e.g., contract or written agreement) authorizing the payment of additional compensation *as a lump sum* to the listed salaried workers. _____

Note: For more information on what written documentation substantiates the payment of additional compensation, please refer to "Can my municipality submit costs for regular employees' compensation, if they are working on early voting?" in our **Early Voting Cost Certification FAQs. Please refer to the links below to visit our FAQs and review examples of additional compensation; clicking on the links will open a new window.**

Early Voting Cost Certification FAQs
Additional Compensation Examples

Section E: Consumable Supplies and Durable Equipment for Vote-by-Mail and In-Person Early Voting

In reference to supplies, the term ***"consumable"*** means supplies the useful life of which is not anticipated to exceed the applicable early voting period (e.g., ink/toner, flash drives for tabulators, labels, postage meter supplies).

In reference to equipment, the term ***"durable"*** means equipment the useful life of which is anticipated to exceed or which exceeds the applicable early voting period (e.g., first ballot drop box, tabulators).

For expenses for consumable supplies and durable equipment to be considered for certification, they must be ***actually*** incurred and incurred ***directly*** and ***primarily*** to implement early voting. In other words, payment for the supplies or equipment must be **ascertainable**, the expense would not have been incurred **but for** early voting, and the supplies or equipment must be used to implement early voting **more than** for any other purpose (more than 50%).

For **each item** of durable equipment exceeding $500, municipalities will be required to provide additional information in this section, including the estimated **percentage** use of such equipment **specifically attributable to early voting** over such equipment's useful life or length of lease/rental which will be the basis of the expense amount certified.

DLM will be carefully examining the percentages submitted by municipalities for election-related equipment that can be used on Election Day and for general office equipment that can be used for activities other than early voting.

Consumable Supplies

E1. * Did your municipality incur any expenses for consumable supplies (including printing and production of early voting ballots) directly and primarily to implement early voting for a regularly scheduled local election held during the fiscal year?

- Yes
- No

If yes…

E2. * Did your municipality incur any expenses to produce and print early voting ballots for a regularly scheduled local election held during the fiscal year?

- Yes
- No

If yes…

E2a. List expenses for early voting and absentee ballot printing and production (including applicable taxes and shipping) needed for the local election(s).

Use the following when filling in "Election Type":

- Preliminary Local Election
- Local Election

Election Type	# of Early & Absentee Ballots Ordered	# of Vote-by-Mail Ballots Mailed	# of In-Person Early Voting Ballots Cast	# of Absentee Ballots Cast	Total Production Cost	Total Eligible Production Cost

Total Ballot Printing and Production Expenses: _____

E2b. * Upload the invoice(s) detailing the ballot production and printing expenses associated with the local election(s). _____

E3. List expenses for consumable supplies incurred to implement early voting for the local election(s) and provide a percentage allocation of use of the supplies between vote-by-mail, in-person early voting, and general office use/tasks unrelated to early voting (totaling 100%). Consumable supply expenses must be itemized in order to be considered for certification.

Note: The following categories include various consumable supplies:

- Printing and Processing Supplies: e.g., ink/toner, flash drives for tabulators
- Mailing Supplies: e.g., labels, envelopes, glue stick/sealers, tape, postage meter supplies
- Office Supplies: e.g., paper, pens, storage boxes
- Other

Note: Do not include any expenses for supplies that are otherwise provided by the Secretary of the Commonwealth's office that your municipality chooses not to use; expenses should only be submitted for additional necessary supplies.

Category	Items Purchased	Consumable Supply Expense	Primary Use	% Use: Vote-by-Mail	% Use: In-Person Early Voting	% Use: General Office Use/Unrelated Tasks	Certified Total

Total Consumable Supply Expenses: _____

Durable Equipment

E4a. * Did your municipality incur any expenses for durable equipment directly and primarily to implement early voting for a regularly scheduled local election held during the fiscal year?

Reminder: Expenses must be submitted in the cost certification survey immediately following the purchase/lease/rental to be eligible for certification. Durable equipment purchases/leases/rentals incurred since your municipality's last state or local early voting cost certification survey submission must be submitted in this cost certification survey to be considered for certification.

- Yes
- No

If yes…

E4b. * Did your municipality incur any expenses for durable equipment at a cost of $500 or more per item directly and primarily to implement early voting for a regularly scheduled local election held during the fiscal year?

Note: Excludes extended warranties, optional add-ons, service or maintenance fees, finance charges, and other indirect costs.

- Yes
- No

Selecting No will skip to Question E18.

E5. * Did your municipality incur any expenses to acquire an *address printer*?

- Yes
- No

Selecting No will skip to Question E6.

E5.1. * Was the *address printer* expense incurred for the *primary* purpose of / *primarily* for early voting?

Note: The equipment must have been acquired more to implement early voting than for any other purpose (more than 50% of the equipment's use is attributable to early voting – e.g., an additional tabulator was deemed necessary and utilized for processing early voting ballots).

- Yes

- No

E5.2. * Was the *address printer* expense incurred for the *direct* purpose of / *directly* for or due to early voting?

Note: The equipment would not have been acquired but for early voting (e.g., an envelope opener was deemed necessary due to the volume of vote-by-mail ballots and would not have been purchased otherwise).

- Yes
- No

E5.3. * Was the *address printer* expense *actually* incurred / an *actual* expense of the municipality for early voting?

Note: The expense must have been incurred in anticipation of or during the applicable early voting period, or, if incurred on or after Election Day, it must have been exclusively attributable to early voting (e.g., costs for central tabulation activities occurring on Election Day for processing vote-by-mail ballots), for which an ascertainable payment has been or will be made.

- Yes
- No

If "No" was answered for questions E5.1, E5.2, and/or E5.3…

(for question E5.1) The expense was not incurred for the primary purpose of/primarily for early voting; the equipment will not be used more than 50% for early voting; the expense cannot be certified. Please contact DLM.CostCertification@massauditor.gov for questions.

(for question E5.2) The expense was not incurred for the direct purpose of/directly for or due to early voting; the equipment would have been acquired regardless of early voting; the expense cannot be certified. Please contact DLM.CostCertification@massauditor.gov for questions.

(for question E5.3) The expense was not actually incurred in anticipation of or during the applicable early voting period, or, if incurred on or after Election Day, was not exclusively attributable to early voting, or an ascertainable payment was not made; the expense cannot be certified. Please contact DLM.CostCertification@massauditor.gov for questions.

If "Yes" was answered for questions E5.2, E5.3, and E5.4 …

Your prior responses indicate that you must complete the following questions for the ***address printer*** expense(s) to be considered for certification.

E5.4. * Provide the following information about the *address printer.*

Vendor(s):	
Manufacturer(s):	
Model(s):	
Serial Number(s):	

Date(s) of Acquisition:	
Quantity:	
Primary Use:	

E5.5. * Was the *address printer* purchased, leased, or rented?

- Purchase
- Lease
- Rental

E5.6. * If purchased, what is the *address printer's* anticipated useful life (number of months)? _____

E5.7. * If the *address printer* was leased or rented, what is the length of the contract?

Start of Lease/Rental: _____
End of Lease/Rental: _____

E5.8. * If the *address printer* was leased or rented, does the contract include a buyout option?

- Yes
- No

E5.9. * Upload the invoice or lease/rental contract of the *address printer* here: _____

E5.10. * Provide the incurred expense and a percentage allocation of use of the *address printer* between vote-by-mail, in-person early voting, and general office use/tasks unrelated to early voting (totaling 100%) over such equipment's useful life or length of lease/rental.

Reminder: Excludes extended warranties, optional add-ons, service or maintenance fees, finance charges, and other indirect costs.

Equipment Expense	% Use: Vote-by-Mail	% Use: In-Person Early Voting	% Use: General Office Use/Unrelated Tasks	Total Eligible Durable Equipment Expense

Total Durable Equipment Expense: _____

E5.11. Enter any other information or explanation relevant to demonstrate that the *address printer* was acquired directly and primarily to implement vote-by-mail and/or in-person early voting at the central in-person early voting location.

E6. * Did your municipality incur any expenses to acquire a *ballot drop box* for the first time?

Note: DLM will only certify ballot drop box expenses related to the purchase of a municipality's *first* ballot drop box or replacement of a municipality's first ballot drop box due to damage or other circumstances rendering the first drop box unusable. Purchases of secondary drop boxes or replacements of secondary drop boxes are ineligible for certification. Do not submit expenses for purchases or replacements of secondary drop boxes.

- Yes
- No

Selecting No will skip to Question E7.

E6.1. * Was the *ballot drop box* expense incurred for the *primary* purpose of / *primarily* for early voting?

Note: The equipment must have been acquired more to implement early voting than for any other purpose (more than 50% of the equipment's use is attributable to early voting – e.g., an additional tabulator was deemed necessary and utilized for processing early voting ballots).

- Yes
- No

E6.2. * Was the *ballot drop box* expense incurred for the *direct* purpose of / *directly* for or due to early voting?

Note: The equipment would not have been acquired but for early voting (e.g., an envelope opener was deemed necessary due to the volume of vote-by-mail ballots and would not have been purchased otherwise).

- Yes
- No

E6.3. * Was the *ballot drop box* expense *actually* incurred / an *actual* expense of the municipality for early voting?

Note: The expense must have been incurred in anticipation of or during the applicable early voting period, or, if incurred on or after Election Day, it must have been exclusively attributable to early voting (e.g., costs for central tabulation activities occurring on Election Day for processing vote-by-mail ballots), for which an ascertainable payment has been or will be made.

- Yes
- No

If "No" was answered for questions E6.1, E6.2, and/or E6.3…

(for question E6.1) The expense was not incurred for the primary purpose of/primarily for early voting; the equipment will not be used more than 50% for early voting; the expense cannot be certified. Please contact DLM.CostCertification@massauditor.gov for questions.

(for question E6.2) The expense was not incurred for the direct purpose of/directly for or due to early voting; the equipment would have been acquired regardless of early voting; the expense cannot be certified. Please contact DLM.CostCertification@massauditor.gov for questions.

(for question E6.3) The expense was not actually incurred in anticipation of or during the applicable early voting period, or, if incurred on or after Election Day, was not exclusively attributable to early voting, or an ascertainable payment was not made; the expense cannot be certified. Please contact DLM.CostCertification@massauditor.gov for questions.

If "Yes" was answered for questions E6.1, E6.2, and E6.3 …

Your prior responses indicate that you must complete the following questions for the ***ballot drop box*** expense to be considered for certification.

E6.4. * Provide the following information about the *ballot drop box.*

Vendor(s):	
Manufacturer(s):	
Model(s):	
Serial Number(s):	
Date(s) of Acquisition:	
Quantity:	
Primary Use:	

E6.5. * Was the *ballot drop box* purchased, leased, or rented?

- Purchase
- Lease
- Rental

E6.6. * If purchased, what is the *ballot drop box*'s anticipated useful life (number of months)? _____

E6.7. * If the *ballot drop box* was leased or rented, what is the length of the contract?

Start of Lease/Rental: _____
End of Lease/Rental: _____

E6.8. * If the *ballot drop box* was leased or rented, does the contract include a buyout option?

- Yes
- No

E6.9. * Upload the invoice or lease/rental contract of the *ballot drop box* here: _____

E6.10. * Provide the incurred expense and a percentage allocation of use of the *ballot drop box* between vote-by-mail, in-person early voting, and general office use/tasks unrelated to early voting (totaling 100%) over such equipment's useful life or length of lease/rental.

Reminder: Excludes extended warranties, optional add-ons, service or maintenance fees, finance charges, and other indirect costs.

Equipment Expense	% Use: Vote-by-Mail	% Use: In-Person Early Voting	% Use: General Office Use/Unrelated Tasks	Total Eligible Durable Equipment Expense:

Total Durable Equipment Expense: _____

E6.11. Enter any other information or explanation relevant to demonstrate that the *ballot drop box* was acquired directly and primarily to implement vote-by-mail and/or in-person early voting at the central in-person early voting location.

E7. * Did your municipality incur any expenses to acquire a *replacement ballot drop box*?

Note: DLM will only certify ballot drop box expenses related to the purchase of a municipality's *first* ballot drop box or replacement of a municipality's first ballot drop box due to damage or other circumstances rendering the first drop box unusable. Purchases of secondary drop boxes or replacements of secondary drop boxes are ineligible for certification. Do not submit expenses for purchases or replacements of secondary drop boxes.

- Yes
- No

Selecting No will skip to Question E8.

E7.1. * Was the *replacement ballot drop box* expense incurred for the *primary* purpose of / *primarily* for early voting?

Note: The equipment must have been acquired more to implement early voting than for any other purpose (more than 50% of the equipment's use is attributable to early voting – e.g., an additional tabulator was deemed necessary and utilized for processing early voting ballots).

- Yes
- No

E7.2. * Was the *replacement ballot drop box* expense incurred for the *direct* purpose of / *directly* for or due to early voting?

Note: The equipment would not have been acquired but for early voting (e.g., an envelope opener was deemed necessary due to the volume of vote-by-mail ballots and would not have been purchased otherwise).

- Yes
- No

*** E7.3. Was the *replacement ballot drop box* expense *actually* incurred / an *actual* expense of the municipality for early voting?**

Note: The expense must have been incurred in anticipation of or during the applicable early voting period, or, if incurred on or after Election Day, it must have been exclusively attributable to early voting (e.g., costs for central tabulation activities occurring on Election Day for processing vote-by-mail ballots), for which an ascertainable payment has been or will be made.

- Yes
- No

If "No" was answered for questions E7.1, E7.2, and/or E7.3…

(for question E7.1) The expense was not incurred for the primary purpose of/primarily for early voting; the equipment will not be used more than 50% for early voting; the expense cannot be certified. Please contact DLM.CostCertification@massauditor.gov for questions.

(for question E7.2) The expense was not incurred for the direct purpose of/directly for or due to early voting; the equipment would have been acquired regardless of early voting; the expense cannot be certified. Please contact DLM.CostCertification@massauditor.gov for questions.

(for question E7.3) The expense was not actually incurred in anticipation of or during the applicable early voting period, or, if incurred on or after Election Day, was not exclusively attributable to early voting, or an ascertainable payment was not made; the expense cannot be certified. Please contact DLM.CostCertification@massauditor.gov for questions.

If "Yes" was answered for questions E7.1, E7.2, and E7.3 …

Your prior responses indicate that you must complete the following questions for the ***replacement ballot drop box*** expense to be considered for certification.

E7.4. * Provide the following information about the *replacement ballot drop box.*

Vendor(s):	
Manufacturer(s):	
Model(s):	
Serial Number(s):	
Date(s) of Acquisition:	
Quantity:	
Primary Use:	

E7.5. * Was the *replacement ballot drop box* purchased, leased, or rented?

- Purchase

- Lease
- Rental

E7.6. * If purchased, what is the *replacement ballot drop box*'s anticipated useful life (number of months)?

_____

E7.7. * If the *replacement ballot drop box* was leased or rented, what is the length of the contract?

Start of Lease/Rental: _____
End of Lease/Rental: _____

E7.8. * If the *replacement ballot drop box* was leased or rented, does the contract include a buyout option?

- Yes
- No

E7.9. * Upload the invoice or lease/rental contract of the *replacement ballot drop box* here: _____

E7.10. * Provide the incurred expense and a percentage allocation of use of the *replacement ballot drop box* between vote-by-mail, in-person early voting, and general office use/tasks unrelated to early voting (totaling 100%) over such equipment's useful life or length of lease/rental.

Reminder: Excludes extended warranties, optional add-ons, service or maintenance fees, finance charges, and other indirect costs.

Equipment Expense	% Use: Vote-by-Mail	% Use: In-Person Early Voting	% Use: General Office Use/Unrelated Tasks	Total Eligible Durable Equipment Expense

Total Durable Equipment Expense: _____

E7.11. Enter any other information or explanation relevant to demonstrate that the *replacement ballot drop box* was acquired directly and primarily to implement vote-by-mail and/or in-person early voting at the central in-person early voting location.

E8. * Did your municipality incur any expenses to acquire an *envelope opener*?

- Yes
- No

Selecting No will skip to Question E9.

E8.1. * Was the *envelope opener* expense incurred for the *primary* purpose of / *primarily* for early voting?

Note: The equipment must have been acquired more to implement early voting than for any other purpose (more than 50% of the equipment's use is attributable to early voting – e.g., an additional tabulator was deemed necessary and utilized for processing early voting ballots).

- Yes
- No

E8.2. * Was the *envelope opener* expense incurred for the *direct* purpose of / *directly* for or due to early voting?

Note: The equipment would not have been acquired but for early voting (e.g., an envelope opener was deemed necessary due to the volume of vote-by-mail ballots and would not have been purchased otherwise).

- Yes
- No

*** E8.3. Was the *envelope opener* expense *actually* incurred / an *actual* expense of the municipality for early voting?**

Note: The expense must have been incurred in anticipation of or during the applicable early voting period, or, if incurred on or after Election Day, it must have been exclusively attributable to early voting (e.g., costs for central tabulation activities occurring on Election Day for processing vote-by-mail ballots), for which an ascertainable payment has been or will be made.

- Yes
- No

If "No" was answered for questions E8.1, E8.2, and/or E8.3…

(for question E8.1) The expense was not incurred for the primary purpose of/primarily for early voting; the equipment will not be used more than 50% for early voting; the expense cannot be certified. Please contact DLM.CostCertification@massauditor.gov for questions.

(for question E8.2) The expense was not incurred for the direct purpose of/directly for or due to early voting; the equipment would have been acquired regardless of early voting; the expense cannot be certified. Please contact DLM.CostCertification@massauditor.gov for questions.

(for question E8.3) The expense was not actually incurred in anticipation of or during the applicable early voting period, or, if incurred on or after Election Day, was not exclusively attributable to early voting, or an ascertainable payment was not made; the expense cannot be certified. Please contact DLM.CostCertification@massauditor.gov for questions.

If "Yes" was answered for questions E8.1, E8.2, and E8.3 …

Your prior responses indicate that you must complete the following questions for the ***envelope opener*** expense(s) to be considered for certification.

E8.4. * Provide the following information about the *replacement ballot drop box.*

Vendor(s):	
Manufacturer(s):	
Model(s):	
Serial Number(s):	
Date(s) of Acquisition:	
Quantity:	
Primary Use:	

E8.5. * Was the *envelope opener* purchased, leased, or rented?

- Purchase
- Lease
- Rental

E8.6. * If purchased, what is the *envelope opener*'s anticipated useful life (number of months)? _____

E8.7. * If the *envelope opener* was leased or rented, what is the length of the contract?

Start of Lease/Rental: _____
End of Lease/Rental: _____

E8.8. * If the *envelope opener* was leased or rented, does the contract include a buyout option?

- Yes
- No

E8.9. * Upload the invoice or lease/rental contract of the *envelope opener* here:_____

E8.10. * Provide the incurred expense and a percentage allocation of use of the *envelope opener* between vote-by-mail, in-person early voting, and general office use/tasks unrelated to early voting (totaling 100%) over such equipment's useful life or length of lease/rental.

Reminder: Excludes extended warranties, optional add-ons, service or maintenance fees, finance charges, and other indirect costs.

Equipment Expense	% Use: Vote-by-Mail	% Use: In-Person Early Voting	% Use: General Office Use/Unrelated Tasks	Total Eligible Durable Equipment Expense

Total Durable Equipment Expense: _____

E8.11. Enter any other information or explanation relevant to demonstrate that the *envelope opener* was acquired directly and primarily to implement vote-by-mail and/or in-person early voting at the central in-person early voting location.

E9. * Did your municipality incur any expenses to acquire a *paper folding machine*?

- Yes
- No

Selecting No will skip to Question E10.

E9.1. * Was the *paper folding machine* expense incurred for the *primary* purpose of / *primarily* for early voting?

Note: The equipment must have been acquired more to implement early voting than for any other purpose (more than 50% of the equipment's use is attributable to early voting – e.g., an additional tabulator was deemed necessary and utilized for processing early voting ballots).

- Yes
- No

E9.2. * Was the *paper folding machine* expense incurred for the *direct* purpose of / *directly* for or due to early voting?

Note: The equipment would not have been acquired but for early voting (e.g., an envelope opener was deemed necessary due to the volume of vote-by-mail ballots and would not have been purchased otherwise).

- Yes
- No

*** E9.3. Was the *paper folding machine* expense *actually* incurred / an *actual* expense of the municipality for early voting?**

Note: The expense must have been incurred in anticipation of or during the applicable early voting period, or, if incurred on or after Election Day, it must have been exclusively attributable to early voting (e.g., costs for central tabulation activities occurring on Election Day for processing vote-by-mail ballots), for which an ascertainable payment has been or will be made.

- Yes
- No

If "No" was answered for questions E9.1, E9.2, and/or E9.3…

(for question E9.1) The expense was not incurred for the primary purpose of/primarily for early voting; the equipment will not be used more than 50% for early voting; the expense cannot be certified. Please contact DLM.CostCertification@massauditor.gov for questions.

(for question E9.2) The expense was not incurred for the direct purpose of/directly for or due to early voting; the equipment would have been acquired regardless of early voting; the expense cannot be certified. Please contact DLM.CostCertification@massauditor.gov for questions.

(for question E9.3) The expense was not actually incurred in anticipation of or during the applicable early voting period, or, if incurred on or after Election Day, was not exclusively attributable to early voting, or an ascertainable payment was not made; the expense cannot be certified. Please contact DLM.CostCertification@massauditor.gov for questions.

If "Yes" was answered for questions E9.1, E9.2, and E9.3 …

Your prior responses indicate that you must complete the following questions for the ***paper folding machine*** expense(s) to be considered for certification.

E9.4. * Provide the following information about the *paper folding machine.*

Vendor(s):	
Manufacturer(s):	
Model(s):	
Serial Number(s):	
Date(s) of Acquisition:	
Quantity:	
Primary Use:	

E9.5. * Was the *paper folding machine* purchased, leased, or rented?

- Purchase
- Lease
- Rental

E9.6. * If purchased, what is the *paper folding machine*'s anticipated useful life (number of months)? _____

E9.7. * If the *paper folding machine* was leased or rented, what is the length of the contract?

Start of Lease/Rental: _____
End of Lease/Rental: _____

E9.8. * If the *paper folding machine* was leased or rented, does the contract include a buyout option?

- Yes
- No

E9.9. * Upload the invoice or lease/rental contract of the *paper folding machine* here: _____

E9.10. * Provide the incurred expense and a percentage allocation of use of the *paper folding machine* between vote-by-mail, in-person early voting, and general office use/tasks unrelated to early voting (totaling 100%) over such equipment's useful life or length of lease/rental.

Reminder: Excludes extended warranties, optional add-ons, service or maintenance fees, finance charges, and other indirect costs.

Equipment Expense	% Use: Vote-by-Mail	% Use: In-Person Early Voting	% Use: General Office Use/Unrelated Tasks	Total Eligible Durable Equipment Expense

Total Durable Equipment Expense: _____

E9.11. Enter any other information or explanation relevant to demonstrate that the *paper folding machine* was acquired directly and primarily to implement vote-by-mail and/or in-person early voting at the central in-person early voting location.

E10. * Did your municipality incur any expenses to acquire a *poll pad*?

Note: If your expense includes a ***poll pad address printer*** and/or a ***poll pad receipt printer*****,** report those expenses separately in **Question E11 and Question E12**.

- Yes
- No

Selecting No will skip to Question E11.

E10.1. * Was the *poll pad* expense incurred for the *primary* purpose of / *primarily* for early voting?

Note: The equipment must have been acquired more to implement early voting than for any other purpose (more than 50% of the equipment's use is attributable to early voting – e.g., an additional tabulator was deemed necessary and utilized for processing early voting ballots).

- Yes
- No

E10.2. * Was the *poll pad* expense incurred for the *direct* purpose of / *directly* for or due to early voting?

Note: The equipment would not have been acquired but for early voting (e.g., an envelope opener was deemed necessary due to the volume of vote-by-mail ballots and would not have been purchased otherwise).

- Yes
- No

*** E10.3. Was the *poll pad* expense *actually* incurred / an *actual* expense of the municipality for early voting?**

Note: The expense must have been incurred in anticipation of or during the applicable early voting period, or, if incurred on or after Election Day, it must have been exclusively attributable to early voting (e.g., costs for central tabulation activities occurring on Election Day for processing vote-by-mail ballots), for which an ascertainable payment has been or will be made.

- Yes
- No

If "No" was answered for questions E10.1, E10.2, and/or E10.3…

(for question E10.1) The expense was not incurred for the primary purpose of/primarily for early voting; the equipment will not be used more than 50% for early voting; the expense cannot be certified. Please contact DLM.CostCertification@massauditor.gov for questions.
(for question E10.2) The expense was not incurred for the direct purpose of/directly for or due to early voting; the equipment would have been acquired regardless of early voting; the expense cannot be certified. Please contact DLM.CostCertification@massauditor.gov for questions.

(for question E10.3) The expense was not actually incurred in anticipation of or during the applicable early voting period, or, if incurred on or after Election Day, was not exclusively attributable to early voting, or an ascertainable payment was not made; the expense cannot be certified. Please contact DLM.CostCertification@massauditor.gov for questions.

If "Yes" was answered for questions E10.1, E10.2, and E10.3 …

Your prior responses indicate that you must complete the following questions for the ***poll pad*** expense(s) to be considered for certification.

E10.4. * Provide the following information about the *poll pad.*

Vendor(s):	
Manufacturer(s):	
Model(s):	
Serial Number(s):	
Date(s) of Acquisition:	
Quantity:	
Primary Use:	

E10.5. * Was the *poll pad* purchased, leased, or rented?

- Purchase
- Lease
- Rental

E10.6. * If purchased, what is the *poll pad*'s anticipated useful life (number of months)? _____

E10.7. * If the *poll pad* was leased or rented, what is the length of the contract?

Start of Lease/Rental: _____
End of Lease/Rental: _____

E10.8. * If the *poll pad* was leased or rented, does the contract include a buyout option?

- Yes
- No

E10.9. * Upload the invoice or lease/rental contract of the *poll pad* here:_____

E10.10. * Provide the incurred expense and a percentage allocation of use of the *poll pad* between vote-by-mail, in-person early voting, and general office use/tasks unrelated to early voting (totaling 100%) over such equipment's useful life or length of lease/rental.

Reminder: Excludes extended warranties, optional add-ons, service or maintenance fees, finance charges, and other indirect costs.

Equipment Expense	% Use: Vote-by-Mail	% Use: In-Person Early Voting	% Use: General Office Use/Unrelated Tasks	Total Eligible Durable Equipment Expense

Total Durable Equipment Expense: _____

E10.11. Enter any other information or explanation relevant to demonstrate that the *poll pad* was acquired directly and primarily to implement vote-by-mail and/or in-person early voting at the central in-person early voting location.

E11. * Did your municipality incur any expenses to acquire a *poll pad address printer*?

- Yes
- No

Selecting No will skip to Question E12.

E11.1. * Was the *poll pad address printer* expense incurred for the *primary* purpose of / *primarily* for early voting?

Note: The equipment must have been acquired more to implement early voting than for any other purpose (more than 50% of the equipment's use is attributable to early voting – e.g., an additional tabulator was deemed necessary and utilized for processing early voting ballots).

- Yes
- No

E11.2. * Was the *poll pad address printer* expense incurred for the *direct* purpose of / *directly* for or due to early voting?

Note: The equipment would not have been acquired but for early voting (e.g., an envelope opener was deemed necessary due to the volume of vote-by-mail ballots and would not have been purchased otherwise).

- Yes
- No

*** E11.3. Was the *poll pad address printer* expense *actually* incurred / an *actual* expense of the municipality for early voting?**

Note: The expense must have been incurred in anticipation of or during the applicable early voting period, or, if incurred on or after Election Day, it must have been exclusively attributable to early voting (e.g., costs for central tabulation activities occurring on Election Day for processing vote-by-mail ballots), for which an ascertainable payment has been or will be made.

- Yes
- No

If "No" was answered for questions E11.1, E11.2, and/or E11.3…

(for question E11.1) The expense was not incurred for the primary purpose of/primarily for early voting; the equipment will not be used more than 50% for early voting; the expense cannot be certified. Please contact DLM.CostCertification@massauditor.gov for questions.

(for question E11.2) The expense was not incurred for the direct purpose of/directly for or due to early voting; the equipment would have been acquired regardless of early voting; the expense cannot be certified. Please contact DLM.CostCertification@massauditor.gov for questions.

(for question E11.3) The expense was not actually incurred in anticipation of or during the applicable early voting period, or, if incurred on or after Election Day, was not exclusively attributable to early voting, or an ascertainable payment was not made; the expense cannot be certified. Please contact DLM.CostCertification@massauditor.gov for questions.

If "Yes" was answered for questions E11.1, E11.2, and E11.3 …

Your prior responses indicate that you must complete the following questions for the ***poll pad address printer*** expense(s) to be considered for certification.

E11.4. * Provide the following information about the *poll pad address printer.*

Vendor(s):	
Manufacturer(s):	
Model(s):	
Serial Number(s):	
Date(s) of Acquisition:	
Quantity:	
Primary Use:	

E11.5. * Was the *poll pad address printer* purchased, leased, or rented?

- Purchase
- Lease
- Rental

E11.6. * If purchased, what is the *poll pad address printer*'s anticipated useful life (number of months)? _____

E11.7. * If the *poll pad address printer* was leased or rented, what is the length of the contract?

Start of Lease/Rental: _____
End of Lease/Rental: _____

E11.8. * If the *poll pad address printer* was leased or rented, does the contract include a buyout option?

- Yes
- No

E11.9. * Upload the invoice or lease/rental contract of the *poll pad address printer* here: _____

E11.10. * Provide the incurred expense and a percentage allocation of use of the *poll pad address printer* between vote-by-mail, in-person early voting, and general office use/tasks unrelated to early voting (totaling 100%) over such equipment's useful life or length of lease/rental.

Reminder: Excludes extended warranties, optional add-ons, service or maintenance fees, finance charges, and other indirect costs.

Equipment Expense	% Use: Vote-by-Mail	% Use: In-Person Early Voting	% Use: General Office Use/Unrelated Tasks	Total Eligible Durable Equipment Expense

Total Durable Equipment Expense: _____

E11.11. Enter any other information or explanation relevant to demonstrate that the *poll pad address printer* was acquired directly and primarily to implement vote-by-mail and/or in-person early voting at the central in-person early voting location.

E12. * Did your municipality incur any expenses to acquire a *poll pad label printer*?

- Yes
- No

Selecting No will skip to Question E13.

E12.1. * Was the *poll pad label printer* expense incurred for the *primary* purpose of / *primarily* for early voting?

Note: The equipment must have been acquired more to implement early voting than for any other purpose (more than 50% of the equipment's use is attributable to early voting – e.g., an additional tabulator was deemed necessary and utilized for processing early voting ballots).

- Yes
- No

E12.2. * Was the *poll pad label printer* expense incurred for the *direct* purpose of / *directly* for or due to early voting?

Note: The equipment would not have been acquired but for early voting (e.g., an envelope opener was deemed necessary due to the volume of vote-by-mail ballots and would not have been purchased otherwise).

- Yes
- No

*** E12.3. Was the *poll pad label printer* expense *actually* incurred / an *actual* expense of the municipality for early voting?**

Note: The expense must have been incurred in anticipation of or during the applicable early voting period, or, if incurred on or after Election Day, it must have been exclusively attributable to early voting (e.g., costs for central tabulation activities occurring on Election Day for processing vote-by-mail ballots), for which an ascertainable payment has been or will be made.

- Yes

- No

If "No" was answered for questions E12.1, E12.2, and/or E12.3…

(for question E12.1) The expense was not incurred for the primary purpose of/primarily for early voting; the equipment will not be used more than 50% for early voting; the expense cannot be certified. Please contact DLM.CostCertification@massauditor.gov for questions.

(for question E12.2) The expense was not incurred for the direct purpose of/directly for or due to early voting; the equipment would have been acquired regardless of early voting; the expense cannot be certified. Please contact DLM.CostCertification@massauditor.gov for questions.

(for question E12.3) The expense was not actually incurred in anticipation of or during the applicable early voting period, or, if incurred on or after Election Day, was not exclusively attributable to early voting, or an ascertainable payment was not made; the expense cannot be certified. Please contact DLM.CostCertification@massauditor.gov for questions.

If "Yes" was answered for questions E11.1, E11.2, and E11.3 …

Your prior responses indicate that you must complete the following questions for the ***poll pad label printer*** expense(s) to be considered for certification.

E12.4. * Provide the following information about the *poll pad label printer.*

Vendor(s):	
Manufacturer(s):	
Model(s):	
Serial Number(s):	
Date(s) of Acquisition:	
Quantity:	
Primary Use:	

E12.5. * Was the *poll pad label printer* purchased, leased, or rented?

- Purchase
- Lease
- Rental

E12.6. * If purchased, what is the *poll pad label printer*'s anticipated useful life (number of months)? _____

E12.7. * If the *poll pad label printer* was leased or rented, what is the length of the contract?

Start of Lease/Rental: _____
End of Lease/Rental: _____

E12.8. * If the *poll pad label printer* was leased or rented, does the contract include a buyout option?

- Yes
- No

E12.9. * Upload the invoice or lease/rental contract of the *poll pad label printer* here: _____

E12.10. * Provide the incurred expense and a percentage allocation of use of the *poll pad label printer* between vote-by-mail, in-person early voting, and general office use/tasks unrelated to early voting (totaling 100%) over such equipment's useful life or length of lease/rental.

Reminder: Excludes extended warranties, optional add-ons, service or maintenance fees, finance charges, and other indirect costs.

Equipment Expense	% Use: Vote-by-Mail	% Use: In-Person Early Voting	% Use: General Office Use/Unrelated Tasks	Total Eligible Durable Equipment Expense

Total Durable Equipment Expense: _____

E12.11. Enter any other information or explanation relevant to demonstrate that the *poll pad label printer* was acquired directly and primarily to implement vote-by-mail and/or in-person early voting at the central in-person early voting location.

E13. * Did your municipality incur any expenses to acquire a *privacy screen*?

Note: Expenses for voting booths and privacy screens will typically **not** be certified as these items are generally used both for early voting and Election Day activities. Under these circumstances, the equipment will fail the primary use test (more than 50% attributable to early voting than for any other purpose) as ballots cast on Election Day continue to outnumber ballots cast during in-person early voting. However, expenses may be submitted in the limited instance where early voting and Election Day activities occur in different locations, and the equipment is acquired specifically for use at the central in-person early voting location due to an inability to transport equipment between locations.

- Yes
- No

Selecting No will skip to Question E14.

E13.1. * Was the *privacy screen* expense incurred for the *primary* purpose of / *primarily* for early voting?

Note: The equipment must have been acquired more to implement early voting than for any other purpose (more than 50% of the equipment's use is attributable to early voting – e.g., an additional tabulator was deemed necessary and utilized for processing early voting ballots).

- Yes
- No

E13.2. * Was the *privacy screen* expense incurred for the *direct* purpose of / *directly* for or due to early voting?

Note: The equipment would not have been acquired but for early voting (e.g., an envelope opener was deemed necessary due to the volume of vote-by-mail ballots and would not have been purchased otherwise).

- Yes
- No

*** E13.3. Was the *privacy screen* expense *actually* incurred / an *actual* expense of the municipality for early voting?**

Note: The expense must have been incurred in anticipation of or during the applicable early voting period, or, if incurred on or after Election Day, it must have been exclusively attributable to early voting (e.g., costs for central tabulation activities occurring on Election Day for processing vote-by-mail ballots), for which an ascertainable payment has been or will be made.

- Yes
- No

If "No" was answered for questions E13.1, E13.2, and/or E13.3…

(for question E13.1) The expense was not incurred for the primary purpose of/primarily for early voting; the equipment will not be used more than 50% for early voting; the expense cannot be certified. Please contact DLM.CostCertification@massauditor.gov for questions.

(for question E13.2) The expense was not incurred for the direct purpose of/directly for or due to early voting; the equipment would have been acquired regardless of early voting; the expense cannot be certified. Please contact DLM.CostCertification@massauditor.gov for questions.

(for question E13.3) The expense was not actually incurred in anticipation of or during the applicable early voting period, or, if incurred on or after Election Day, was not exclusively attributable to early voting, or an ascertainable payment was not made; the expense cannot be certified. Please contact DLM.CostCertification@massauditor.gov for questions.

If "Yes" was answered for questions E13.1, E13.2, and E13.3 …

Your prior responses indicate that you must complete the following questions for the ***privacy screen*** expense(s) to be considered for certification.

E13.4. * Provide the following information about the *privacy screen.*

Vendor(s):	
Manufacturer(s):	
Model(s):	
Serial Number(s):	
Date(s) of Acquisition:	
Quantity:	
Primary Use:	

E13.5. * Was the *privacy screen* purchased, leased, or rented?

- Purchase
- Lease
- Rental

E13.6. * If purchased, what is the *privacy screen*'s anticipated useful life (number of months)? _____

E13.7. * If the *privacy screen* was leased or rented, what is the length of the contract?

Start of Lease/Rental: _____
End of Lease/Rental: _____

E13.8. * If the *privacy screen* was leased or rented, does the contract include a buyout option?

- Yes
- No

E13.9. * Upload the invoice or lease/rental contract of the *privacy screen* here: _____

E13.10. * Provide the incurred expense and a percentage allocation of use of the *privacy screen* between vote-by-mail, in-person early voting, and general office use/tasks unrelated to early voting (totaling 100%) over such equipment's useful life or length of lease/rental.

Reminder: Excludes extended warranties, optional add-ons, service or maintenance fees, finance charges, and other indirect costs.

Equipment Expense	% Use: Vote-by-Mail	% Use: In-Person Early Voting	% Use: General Office Use/Unrelated Tasks	Total Eligible Durable Equipment Expense

Total Durable Equipment Expense: _____

E13.11. Enter any other information or explanation relevant to demonstrate that the *privacy screen* was acquired directly and primarily to implement vote-by-mail and/or in-person early voting at the central in-person early voting location.

E14. * Did your municipality incur any expenses to acquire a *storage solution such as a storage bin, cart, or cabinet*?

- Yes
- No

Selecting No will skip to Question E15.

E14.1. * Was the *storage solution* expense incurred for the *primary* purpose of / *primarily* for early voting?

Note: The equipment must have been acquired more to implement early voting than for any other purpose (more than 50% of the equipment's use is attributable to early voting – e.g., an additional tabulator was deemed necessary and utilized for processing early voting ballots).

- Yes
- No

E14.2. * Was the *storage solution* expense incurred for the *direct* purpose of / *directly* for or due to early voting?

Note: The equipment would not have been acquired but for early voting (e.g., an envelope opener was deemed necessary due to the volume of vote-by-mail ballots and would not have been purchased otherwise).

- Yes
- No

*** E14.3. Was the *storage solution* expense *actually* incurred / an *actual* expense of the municipality for early voting?**

Note: The expense must have been incurred in anticipation of or during the applicable early voting period, or, if incurred on or after Election Day, it must have been exclusively attributable to early voting (e.g., costs for central tabulation activities occurring on Election Day for processing vote-by-mail ballots), for which an ascertainable payment has been or will be made.

- Yes
- No

If "No" was answered for questions E14.1, E14.2, and/or E14.3…

(for question E14.1) The expense was not incurred for the primary purpose of/primarily for early voting; the equipment will not be used more than 50% for early voting; the expense cannot be certified. Please contact DLM.CostCertification@massauditor.gov for questions.

(for question E14.2) The expense was not incurred for the direct purpose of/directly for or due to early voting; the equipment would have been acquired regardless of early voting; the expense cannot be certified. Please contact DLM.CostCertification@massauditor.gov for questions.

(for question E14.3) The expense was not actually incurred in anticipation of or during the applicable early voting period, or, if incurred on or after Election Day, was not exclusively attributable to early voting, or an ascertainable payment was not made; the expense cannot be certified. Please contact DLM.CostCertification@massauditor.gov for questions.

If "Yes" was answered for questions E14.1, E14.2, and E14.3 …

Your prior responses indicate that you must complete the following questions for the ***storage solution*** expense(s) to be considered for certification.

E14.4. * Provide the following information about the *storage solution.*

Vendor(s):	
Manufacturer(s):	
Model(s):	
Serial Number(s):	
Date(s) of Acquisition:	
Quantity:	
Primary Use:	

E14.5. * Was the *storage solution* purchased, leased, or rented?

- Purchase
- Lease
- Rental

E14.6. * If purchased, what is the *storage solution*'s anticipated useful life (number of months)? _____

E14.7. * If the *storage solution* was leased or rented, what is the length of the contract?

Start of Lease/Rental: _____
End of Lease/Rental: _____

E14.8. * If the *storage solution* was leased or rented, does the contract include a buyout option?

- Yes
- No

E14.9. * Upload the invoice or lease/rental contract of the *storage solution* here: _____

E14.10. * Provide the incurred expense and a percentage allocation of use of the *storage solution* between vote-by-mail, in-person early voting, and general office use/tasks unrelated to early voting (totaling 100%) over such equipment's useful life or length of lease/rental.

Reminder: Excludes extended warranties, optional add-ons, service or maintenance fees, finance charges, and other indirect costs.

Equipment Expense	% Use: Vote-by-Mail	% Use: In-Person Early Voting	% Use: General Office Use/Unrelated Tasks	Total Eligible Durable Equipment Expense

Total Durable Equipment Expense: _____

E14.11. Enter any other information or explanation relevant to demonstrate that the *storage solution* was acquired directly and primarily to implement vote-by-mail and/or in-person early voting at the central in-person early voting location.

E15. * Did your municipality incur any expenses to acquire a *tabulator or high speed scanner*?

- Yes
- No

Selecting No will skip to Question E16.

E15.1. * Was the *tabulator or high speed scanner* expense incurred for the *primary* purpose of / *primarily* for early voting?

Note: The equipment must have been acquired more to implement early voting than for any other purpose (more than 50% of the equipment's use is attributable to early voting – e.g., an additional tabulator was deemed necessary and utilized for processing early voting ballots).

- Yes
- No

E15.2. * Was the *tabulator or high speed scanner* expense incurred for the *direct* purpose of / *directly* for or due to early voting?

Note: The equipment would not have been acquired but for early voting (e.g., an envelope opener was deemed necessary due to the volume of vote-by-mail ballots and would not have been purchased otherwise).

- Yes
- No

*** E15.3. Was the *tabulator or high speed scanner* expense *actually* incurred / an *actual* expense of the municipality for early voting?**

Note: The expense must have been incurred in anticipation of or during the applicable early voting period, or, if incurred on or after Election Day, it must have been exclusively attributable to early voting (e.g., costs for central tabulation activities occurring on Election Day for processing vote-by-mail ballots), for which an ascertainable payment has been or will be made.

- Yes
- No

If "No" was answered for questions E15.1, E15.2, and/or E15.3…

(for question E15.1) The expense was not incurred for the primary purpose of/primarily for early voting; the equipment will not be used more than 50% for early voting; the expense cannot be certified. Please contact DLM.CostCertification@massauditor.gov for questions.

(for question E15.2) The expense was not incurred for the direct purpose of/directly for or due to early voting; the equipment would have been acquired regardless of early voting; the expense cannot be certified. Please contact DLM.CostCertification@massauditor.gov for questions.

(for question E15.3) The expense was not actually incurred in anticipation of or during the applicable early voting period, or, if incurred on or after Election Day, was not exclusively attributable to early voting, or an ascertainable payment was not made; the expense cannot be certified. Please contact DLM.CostCertification@massauditor.gov for questions.

If "Yes" was answered for questions E15.1, E15.2, and E15.3 …

Your prior responses indicate that you must complete the following questions for the ***tabulator or high speed scanner*** expense(s) to be considered for certification.

E15.4. * Provide the following information about the *tabulator or high speed scanner.*

Vendor(s):	
Manufacturer(s):	
Model(s):	
Serial Number(s):	
Date(s) of Acquisition:	
Quantity:	
Primary Use:	

E15.5. * Was the *tabulator or high speed scanner* purchased, leased, or rented?

- Purchase

- Lease
- Rental

E15.6. * If purchased, what is the *tabulator or high speed scanner*'s anticipated useful life (number of months)? _____

E15.7. * If the *tabulator or high speed scanner* was leased or rented, what is the length of the contract?

Start of Lease/Rental: _____
End of Lease/Rental: _____

E15.8. * If the *tabulator or high speed scanner* was leased or rented, does the contract include a buyout option?

- Yes
- No

E15.9. * Upload the invoice or lease/rental contract of the *tabulator or high speed scanner* here: _____

E15.10. * Provide the incurred expense and a percentage allocation of use of the *tabulator or high speed scanner* between vote-by-mail, in-person early voting, and general office use/tasks unrelated to early voting (totaling 100%) over such equipment's useful life or length of lease/rental.

Reminder: Excludes extended warranties, optional add-ons, service or maintenance fees, finance charges, and other indirect costs.

Equipment Expense	% Use: Vote-by-Mail	% Use: In-Person Early Voting	% Use: General Office Use/Unrelated Tasks	Total Eligible Durable Equipment Expense

Total Durable Equipment Expense: _____

E15.11. Enter any other information or explanation relevant to demonstrate that the *tabulator or high speed scanner* was acquired directly and primarily to implement vote-by-mail and/or in-person early voting at the central in-person early voting location.

E16. * Did your municipality incur any expenses to acquire a *voting booth*?

Note: Expenses for voting booths and privacy screens will typically **not** be certified as these items are generally used both for early voting and Election Day activities. Under these circumstances, the equipment will fail the primary use test (more than 50% attributable to early voting than for any other purpose) as ballots cast on Election Day continue to outnumber ballots cast during in-person early voting. However, expenses may be submitted in the limited instance where early voting and Election Day activities occur in different locations, and the equipment is acquired specifically for use at the central in-person early voting location due to an inability to transport equipment between locations.

- Yes
- No

Selecting No will skip to Question E17.

E16.1. * Was the *voting booth* expense incurred for the *primary* purpose of / *primarily* for early voting?

Note: The equipment must have been acquired more to implement early voting than for any other purpose (more than 50% of the equipment's use is attributable to early voting – e.g., an additional tabulator was deemed necessary and utilized for processing early voting ballots).

- Yes
- No

E16.2. * Was the *voting booth* expense incurred for the *direct* purpose of / *directly* for or due to early voting?

Note: The equipment would not have been acquired but for early voting (e.g., an envelope opener was deemed necessary due to the volume of vote-by-mail ballots and would not have been purchased otherwise).

- Yes
- No

*** E16.3. Was the *voting booth* expense *actually* incurred / an *actual* expense of the municipality for early voting?**

Note: The expense must have been incurred in anticipation of or during the applicable early voting period, or, if incurred on or after Election Day, it must have been exclusively attributable to early voting (e.g., costs for central tabulation activities occurring on Election Day for processing vote-by-mail ballots), for which an ascertainable payment has been or will be made.

- Yes
- No

If "No" was answered for questions E16.1, E16.2, and/or E16.3…

(for question E16.1) The expense was not incurred for the primary purpose of/primarily for early voting; the equipment will not be used more than 50% for early voting; the expense cannot be certified. Please contact DLM.CostCertification@massauditor.gov for questions.

(for question E16.2) The expense was not incurred for the direct purpose of/directly for or due to early voting; the equipment would have been acquired regardless of early voting; the expense cannot be certified. Please contact DLM.CostCertification@massauditor.gov for questions.

(for question E16.3) The expense was not actually incurred in anticipation of or during the applicable early voting period, or, if incurred on or after Election Day, was not exclusively attributable to early voting, or an ascertainable payment was not made; the expense cannot be certified. Please contact DLM.CostCertification@massauditor.gov for questions.

If "Yes" was answered for questions E16.1, E16.2, and E16.3 …

Your prior responses indicate that you must complete the following questions for the ***voting booth*** expense(s) to be considered for certification.

E16.4. * Provide the following information about the *voting booth.*

Vendor(s):	
Manufacturer(s):	
Model(s):	
Serial Number(s):	
Date(s) of Acquisition:	
Quantity:	
Primary Use:	

E16.5. * Was the *voting booth* purchased, leased, or rented?

- Purchase
- Lease
- Rental

E16.6. * If purchased, what is the *voting booth*'s anticipated useful life (number of months)? _____

E16.7. * If the *voting booth* was leased or rented, what is the length of the contract?

Start of Lease/Rental: _____
End of Lease/Rental: _____

E16.8. * If the *voting booth* was leased or rented, does the contract include a buyout option?

- Yes
- No

E16.9. * Upload the invoice or lease/rental contract of the *voting booth* here: _____

E16.10. * Provide the incurred expense and a percentage allocation of use of the *voting booth* between vote-by-mail, in-person early voting, and general office use/tasks unrelated to early voting (totaling 100%) over such equipment's useful life or length of lease/rental.

Reminder: Excludes extended warranties, optional add-ons, service or maintenance fees, finance charges, and other indirect costs.

Equipment Expense	% Use: Vote-by-Mail	% Use: In-Person Early Voting	% Use: General Office Use/Unrelated Tasks	Total Eligible Durable Equipment Expense

Total Durable Equipment Expense: _____

E16.11. Enter any other information or explanation relevant to demonstrate that the *voting booth* was acquired directly and primarily to implement vote-by-mail and/or in-person early voting at the central in-person early voting location.

E17a. * Did your municipality incur any expenses to acquire *any other* type of durable equipment of $500 or more?

- Yes
- No

Selecting No will skip to Question E18.

E17b. * List the durable equipment that was acquired by your municipality.

Equipment Name

E17.1. * Was the expense(s) incurred for the *primary* purpose of / *primarily* for early voting?

Note: The equipment must have been acquired more to implement early voting than for any other purpose (more than 50% of the equipment's use is attributable to early voting – e.g., an additional tabulator was deemed necessary and utilized for processing early voting ballots).

- Yes
- No

E17.2. * Was the expense(s) incurred for the *direct* purpose of / *directly* for or due to early voting?

Note: The equipment would not have been acquired but for early voting (e.g., an envelope opener was deemed necessary due to the volume of vote-by-mail ballots and would not have been purchased otherwise).

- Yes
- No

*** E17.3. Was the expense(s) *actually* incurred / an *actual* expense of the municipality for early voting?**

Note: The expense must have been incurred in anticipation of or during the applicable early voting period, or, if incurred on or after Election Day, it must have been exclusively attributable to early voting (e.g., costs for central tabulation activities occurring on Election Day for processing vote-by-mail ballots), for which an ascertainable payment has been or will be made.

- Yes
- No

If "No" was answered for questions E17.1, E17.2, and/or E17.3…

(for question E17.1) The expense was not incurred for the primary purpose of/primarily for early voting; the equipment will not be used more than 50% for early voting; the expense cannot be certified. Please contact DLM.CostCertification@massauditor.gov for questions.

(for question E17.2) The expense was not incurred for the direct purpose of/directly for or due to early voting; the equipment would have been acquired regardless of early voting; the expense cannot be certified. Please contact DLM.CostCertification@massauditor.gov for questions.

(for question E17.3) The expense was not actually incurred in anticipation of or during the applicable early voting period, or, if incurred on or after Election Day, was not exclusively attributable to early voting, or an ascertainable payment was not made; the expense cannot be certified. Please contact DLM.CostCertification@massauditor.gov for questions.

If "Yes" was answered for questions E17.1, E17.2, and E17.3 …

Your prior responses indicate that you must complete the following questions for the ***other*** expense(s) to be considered for certification.

E17.4. * Provide the following information about the durable equipment expense(s).

Vendor(s):	
Manufacturer(s):	
Model(s):	
Serial Number(s):	
Date(s) of Acquisition:	
Quantity:	
Primary Use:	

E17.5. * Select if the equipment was purchased, leased, or rented.

- Purchase
- Lease
- Rental

E17.6. * For each purchase, list the equipment's anticipated useful life (number of months).

Equipment Name	Useful Life (# of months)

E17.7. * For each rental or lease, list the length of each contract.

Equipment Name	Start of Lease/Rental	End of Lease/Rental

E17.8. * For each rental or lease, identify if the contract includes a buyout option.

Equipment Name	Buyout Option?

E17.9. * Upload the invoice(s) or lease/rental contract(s) of the durable equipment here: _____

E17.10. * For each item, provide the incurred expense and a percentage allocation of use of the durable equipment between vote-by-mail, in-person early voting, and general office use/tasks unrelated to early voting (totaling 100%) over such equipment's useful life or length of lease/rental.

Reminder: Excludes extended warranties, optional add-ons, service or maintenance fees, finance charges, and other indirect costs.

Equipment Name	Equipment Expense	% Use: Vote-by-Mail	% Use: In-Person Early Voting	% Use: General Office Use/Unrelated Tasks	Total Eligible Durable Equipment Expenses

Total Durable Equipment Expense: _____

E17.11. Enter any other information or explanation relevant to demonstrate that the durable equipment was acquired directly and primarily to implement vote-by-mail and/or in-person early voting at the central in-person early voting location.

E18. * Did your municipality incur any expenses for durable equipment with a cost of less than $500 per item directly and primarily to implement early voting for a regularly scheduled local election held during the fiscal year?

- Yes
- No

If yes…

E18a. * Provide the incurred expenses for each type of durable equipment with a cost of less than $500 per item and a percentage allocation of use of the equipment between vote-by-mail, in-person early voting, and general office use/tasks unrelated to early voting (totaling 100%).

Drop-down question; select from one of the following:

- Time and date stamp
- Manual letter opener
- Storage solution (e.g., storage bin)
- Voting booth
- Printer
- Other

Equipment Type	Equipment Expense	Primary Use	% Use: Vote-by-Mail	% Use: In-Person Early Voting	% Use: General Office Use/Unrelated Tasks	Certified Expense

Total Small Durable Equipment Expenses: _____

E18b. * If "Other" was selected, what did your municipality acquire? _____

Section F: Certification

F1. Enter any additional early voting expenses that your city or town incurred that you would like DLM to consider that have not been entered in any other section of the survey.

Reminder: Expenses for meals, transportation, voter registration, and ballot recounts are ineligible for certification.

Use the following when filling in "Election Type":

- Preliminary Local Election
- Local Election

Use the following when filling in "Type of Early Voting":

- Vote-by-Mail
- In-Person Early Voting
- Both

Election Type	Type of Early Voting	Total Cost	Reason for Expense

Total Additional Early Voting Expenses: _____

Certification Clause

I hereby certify that I have reviewed this cost certification survey in its entirety, and further certify that the information provided herein for the city or town named below is true and accurate to the best of my knowledge, information, and belief; submitted expenses have been actually incurred, would not have been incurred but for early voting, and have been incurred more to implement early voting than for any other purpose (more than 50% is attributable to early voting); and additional supporting documentation will be provided if requested.

I further certify that entering my name below constitutes my electronic signature, being the legal equivalent of my traditional inked signature.

***Municipality**: _____

***Date:** _____

***Municipal Election Official E-Signature:** _____