

**Office of the State Auditor
Division of Local Mandates
Early Voting Cost Certification Survey
For FY 2025 Municipal Elections
(Local Elections held
July 1, 2024, through June 30, 2025)**

Welcome to the Early Voting Cost Certification Survey. The Massachusetts Office of the State Auditor (OSA) manages a certification process for municipalities' early voting costs, first introduced in 2016 as part of the Commonwealth's support for broader voter participation. Under the fiscal year 2025 state budget, the OSA's Division of Local Mandates (DLM) will certify expenses related to **vote-by-mail and in-person early voting** for FY 2025 municipal elections (local elections held July 1, 2024, through June 30, 2025 – while the statute references “municipal elections,” this survey uses the commonly understood term “local elections”). Promptly providing the early voting expense information requested in this survey will ensure your municipality's costs are considered for certification.

This survey has seven sections:

- **Section A: Identifying Information**
- **Section B: Qualifying Questions**
- **Section C: Vote-by-Mail Expenses**
 - General Information
 - Postage Expenses
 - Rental Expenses
 - Election Worker Expenses
- **Section D: In-Person Early Voting: General Information, Ballots, and Location**
 - General Information
 - Ballot Data
 - Location Questions
- **Section E: In-Person Early Voting Expenses**
 - Election Worker Expenses
- **Section F: Consumable Supplies and Durable Equipment for Vote-by-Mail and In-Person Early Voting**

- **Section G: Certification Clause**

Please review the following instructions before filling out the survey. Since the electronic form may "time out" after a period of inactivity, make sure to fill out the survey in a timely manner. You can also save your progress and return to the survey at another time by selecting the "Save and Exit" button. This will allow you to send an email reminder or copy a link of your submission for your records.

Instructions

Fields marked with a red asterisk (*) are required. Please fill in fields with information on the early voting expenses incurred by your municipality for **all local elections held July 1, 2024 through June 30, 2025**. Please do not include expenses for which funding from another source has been received (such as grants).

Definitions:

For this survey, the following terms have the following meanings:

- ***"consumable supplies"*** mean supplies the useful life of which is not anticipated to exceed the applicable early voting period (e.g., labels, glue sticks, ink/toner)
- ***"durable equipment"*** means equipment the useful life of which is anticipated to exceed or which exceeds the applicable early voting period (e.g., tabulators, printers, ballot envelope openers)
- ***"early voting"*** means **both** vote-by-mail and in-person early voting
- ***"election workers"*** mean **both** temporary workers and regular employees

Note as to Coinciding Local Election Early Voting Expenses: If your municipality held a local election **at the same time** as the September 2024 state primary or November 2024 general election, please enter **only** early voting expenses **exclusively** attributable to your local election in this survey. All other early voting expenses should have been submitted in the state primary/general election early voting cost certification survey; do not duplicate entries submitted in the state primary/general election early voting cost certification survey in this survey.

Note as to Required Allocation Between Vote-By-Mail and In-Person Early Voting: If an election worker performs both vote-by-mail and in-person early voting tasks, please allocate their hours between vote-by-mail and in-person early voting and enter the allocated hours in the appropriate section; do not duplicate entries in both sections.

Note as to Postage Expenses: Unless a municipality uses postage at a discounted rate, DLM will certify postage for all municipalities at a rate equivalent to a 2-ounce envelope. Municipalities will be certified at a rate of \$1.01/ballot (subject to change by USPS). If your municipality is required to provide bilingual ballots, please enter additional incurred postage expenses in this section. If your municipality's postage was discounted via a postage meter, please enter the discounted postage rate in this section. Additional postage will be certified where required by law.

Note as to Durable Equipment Expenses: Durable equipment purchases/leases/rentals will be considered for certification in this survey if incurred **after June 30, 2024**, and not previously submitted. Expenses incurred prior to July 1, 2024, were required to be submitted in the September 2024 state primary and November 2024 general election early voting cost certification survey and should not be submitted in this survey. Durable equipment expenses incurred after June 30, 2024, must be submitted in the early voting cost certification survey directly following the purchase/lease/rental to be eligible for certification.

Once you complete the survey, you will automatically receive an electronic copy of your submission to the email address you provide in this certification. If you do not receive an electronic copy within 15 minutes, please notify our office immediately via email at DLM.CostCertification@massauditor.gov. Otherwise, please review your submission for accuracy and notify us within 24 hours if you need to resolve an error or provide additional information. If you have any questions about this survey, please email DLM.CostCertification@massauditor.gov or contact **617-727-0980**.

Section A: Identifying Information

Please select your municipality from the menu and provide your contact information.

***A1. Municipality:** _____

***A2. First Name:** _____

***A3. Last Name:** _____

***A4. Position:** _____

A5. Phone Number Type:

☐ Office

☐ Mobile

***A6. Phone Number:** _____

A7. Phone Extension: _____

***A8. Email Address:** _____

Section B: Qualifying Questions

If your office incurred any expenses for vote-by-mail or in-person early voting, select "Yes."

Expenses that may be certified include:

- Compensation paid to election workers, if:
 - **(1)** the hours worked are **(a)** directly and primarily **to implement early voting** (e.g., staffing, assisting early voters at the central early voting location, setting up/taking down the central early voting location, managing vote-by-mail applications, managing and processing mailed-in ballots, and/or performing data entry into the Secretary of State's VRIS system at the end of each early voting day) and **(b)** in excess of the workers' regular hours; and
 - **(2)** the compensation paid is in excess of the workers' regular compensation.
- Compensation paid to custodial staff setting up and taking down the central early voting location if:
 - **(1)** the hours worked are **(a)** directly and primarily **to implement early voting** and **(b)** in excess of the workers' regular hours; and
 - **(2)** the compensation paid is in excess of the workers' regular compensation.
- Purchases of consumable supplies and purchases, leases, or rentals of durable voting equipment.
- Necessary rental expenses for an alternative location that will be used as the central early voting location (if no municipal building is available; additional information required).
- Rental expenses for a location to manage the receipt and data entry of mailed-in ballots (if necessary).
- Postage expenses.

Note as to Coinciding Local Election Early Voting Expenses: As a reminder, if your municipality held a local election **at the same time** as the September 2024 state primary or November 2024 general election, please enter **only** early voting expenses **exclusively** attributable to your local election in this survey. All other early voting expenses should have been submitted in the state primary/general election early voting cost certification survey; do not duplicate entries submitted in the state primary/general election early voting cost certification survey in this survey.

B1. *Did your municipality incur any vote-by-mail costs for any local election held July 1, 2024 through June 30, 2025?

- Yes
- No

B2. *Did your municipality incur any in-person early voting costs for any local election held July 1, 2024 through June 30, 2025?

- ☐ Yes
- ☐ No

If yes to B1 and/or B2...

B3. *Did your municipality hold a local election at the same time as the September 2024 state primary or November 2024 general election?

- ☐ Yes
- ☐ No

B4. *Did your municipality hold a regularly scheduled local election and/or a special local election July 1, 2024 through June 30, 2025?

- ☐ Regularly scheduled local election
- ☐ Special local election
- ☐ My municipality held a regularly scheduled local election and a special local election
- ☐ No

B5. * Did your municipality hold a preliminary local election?

- ☐ Yes, for the regularly scheduled local election
- ☐ Yes, for the special local election
- ☐ Yes, for both the regularly scheduled local election and the special local election
- ☐ No

B6. List the date(s) of your local election(s).

Use the following when filling in “Election Type”:

- Regularly Scheduled Local Election
- Special Local Election
- Preliminary Election for Regularly Scheduled Local Election
- Preliminary Election for Special Local Election

Election Type	Date of Election

Section C: Vote-by-Mail Expenses

This section asks for information about postage expenses, vote-by-mail ballots sent and returned, rental expenses, and election worker compensation expenses.

Please note that you should only report compensation expenses paid to election workers, if:

- **(1)** the hours worked are **(a)** directly and primarily to implement vote-by-mail and **(b)** in excess of the workers' regular hours; **and**
- **(2)** the compensation paid is in excess of the workers' regular compensation.

For temporary workers that are hired specifically for early voting, their hours will exceed their regular hours (0), and their compensation will exceed their regular compensation (0).

Vote-by-mail expenses include election worker costs for ballot mailing, processing (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. If you have election workers who have the same title at different hourly rates, enter those workers on separate lines.

Note as to Coinciding Local Election Early Voting Expenses: As a reminder, if your municipality held a local election **at the same time** as the September 2024 state primary or November 2024 general election, please enter **only** vote-by-mail expenses **exclusively** attributable to your local election in this survey. All other vote-by-mail expenses should have been submitted in the state primary/general election early voting cost certification survey; do not duplicate entries submitted in the state primary/general election early voting cost certification survey in this survey.

Note as to Postage Expenses: Unless a municipality is using postage at a discounted rate, DLM will certify postage for all municipalities at a rate equivalent to a 2-ounce envelope. Municipalities will be certified at a rate of \$1.01/ballot (subject to change by USPS). If your municipality is required to provide bilingual ballots, please enter additional incurred postage expenses in this section. If your municipality's postage was discounted via a postage meter, please enter the discounted postage rate in this section. Additional postage will be certified where required by law.

Note as to Ineligible Expenses: Please **do not** provide costs related to the following items as they are not additional costs attributable to vote-by-mail and are therefore not eligible for certification.

- Costs for employees working during their normal business hours.

- Election Day staffing expenses that are not **exclusively** related to processing vote-by-mail ballots.
- Expenses related to ballot recounts.
- Production and postage costs of mailing materials not related to vote-by-mail.

General Information

C1. * Did your municipality opt out of vote-by-mail for one or more local elections held July 1, 2024 through June 30, 2025, via public hearing and vote, pursuant to M.G.L. c. 54, § 25B(a)(1)? Select what applies to your municipality.

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.

Note: Enter "NA" for elections your municipality did not hold or opt out of.

Special Local Election	Preliminary Local Election	Regularly Scheduled Local Election
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A

If yes to at least one local election...

C2. * If your municipality opted out of vote-by-mail for any 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(s) of the vote.

Note: Enter "NA" for elections your municipality did not hold or did not opt-out of.

	Local Governing Body	Date of Vote
Special Local Election		
Preliminary Local Election		
General or Regularly Scheduled Local Election		

Postage Expenses

C3. * Did your municipality incur any postage expenses to mail ballots for local elections held July 1, 2024 through June 30, 2025?

- ☐ Yes
- ☐ No

If yes...

C4. List how many vote-by-mail ballots were sent to voters and returned to the clerk's or elections office for the listed elections.

Note: Please contact the Elections Division at the Secretary of State's office at **1-800-462-VOTE (8683)** if you are having difficulty retrieving your vote-by-mail turnout data.

Use the following when filling in "Election Type":

- Special Local Elections
- Preliminary Local Election
- General or Regularly Scheduled Local Election

Election Type	# of Ballots Mailed	# of Ballots Returned

C5. If your municipality's postage expenses for the election(s) exceeded the standard postage rate as indicated below due to a requirement to provide bilingual ballots under the language minority provisions of the federal Voting Rights Act, or if your municipality's postage was discounted via a postage meter, enter your total postage cost per ballot below.

Note: Unless a municipality is using postage at a discounted rate, DLM will certify postage for all municipalities at a rate equivalent to a 2-ounce envelope. Municipalities will be certified at a rate of \$1.01/ballot (subject to change by USPS). Additional postage will be certified where required by law.

Use the following when filling in “Election Type”:

- Special Local Elections
- Preliminary Local Election
- General or Regularly Scheduled Local Election

Election Type	Cost Per Ballot

Rental Expenses

C6. * Did your municipality incur any necessary rental expenses for a separate location to manage the receipt and data entry of mailed-in ballots for local elections held July 1, 2024 through June 30, 2025?

- ☐ Yes
- ☐ No

If yes...

C7. Enter the total rental expense for a separate location used for managing the receipt and data entry of mailed-in ballots if the additional location was necessary for your municipality.

Use the following when filling in “Election Type”:

- Special Local Elections
- Preliminary Local Election
- General or Regularly Scheduled Local Election

Election Type	Total Cost

C8. If your municipality incurred expenses to rent a separate location used for managing the receipt and data entry of mailed-in ballots, please upload the rental agreement here. Rental expenses will not be certified if we do not receive an upload. _____

Election Worker Expenses

C9. * Did your municipality incur any expenses related to election workers for vote-by-mail duties?

Note: "*election workers*" mean **both** temporary workers and regular employees.

- ☐ Yes
- ☐ No

If yes...

C10. Please list the rates of pay for hourly employees and hourly temporary workers, if: (1) the hours worked are (a) directly and primarily to implement vote-by-mail (including managing vote-by-mail applications, mailing ballots to eligible voters, processing vote-by-mail ballots including advance removal/deposit and central tabulation, and inputting mailed-in ballot data in the Secretary of State's Voter Registration System (VRIS)) and (b) in excess of the workers' regular hours; and (2) the compensation paid is in excess of the workers' regular compensation.

Use the following when filling in "Election Type":

- Special Local Elections
- Preliminary Local Election
- General or Regularly Scheduled Local Election

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

- Temporary Election Workers
- Clerk - Hourly Employee
- Asst. Clerk - Hourly Employee
- Registrar - Hourly Employee
- Clerk's/Election Office Staff – Hourly Employee
- Other Hourly Employee

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

Election Type	Position Type	Hourly Rate	Total Hours Worked (all workers)

C11. Because you selected "Other", please use the comment box below to specify the position used for the election.

C12. Do you need to add any additional hourly employees/hourly temporary workers?

- ☐ Yes
- ☐ No

If yes...

C13. Because you selected 'Yes', please fill out the details of the additional election workers below.

Use the following when filling in "Election Type":

- Special Local Election
- Preliminary Local Election
- General or Regularly Scheduled Local Election

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

- Temporary Election Workers
- Clerk - Hourly Employee

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

Election Type	Position Type	Hourly Rate	Total Hours Worked (all workers)

C14. Please list the rates of pay for salaried employees receiving additional compensation at an hourly rate by contract or other written agreement, if: (1) the hours worked are (a) directly and primarily to implement vote-by-mail (including managing vote-by-mail applications, mailing ballots to eligible voters, processing vote-by-mail ballots including advance removal/deposit and central tabulation, and inputting mailed-in ballot data in the Secretary of State's Voter Registration System (VRIS)) and (b) in excess of the workers' regular hours; and (2) the compensation paid is in excess of the workers' regular compensation.

Use the following when filling in "Election Type":

- Special Local Elections
- Preliminary Local Election
- General or Regularly Scheduled Local Election

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

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

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

Election Type	Position Type	Hourly Rate	Total Hours Worked (all workers)

C15. Because you selected "Other", please use the comment box below to specify the position used for the election.

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C16. Do you need to add any additional salaried employees receiving additional compensation *at an hourly rate* by contract or other written agreement?

- ☐ Yes
- ☐ No

If yes...

C17. Because you selected 'Yes', please fill out the details of the additional election workers below.

Use the following when filling in "Election Type":

- Special Local Elections
- Preliminary Local Election
- General or Regularly Scheduled Local Election

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

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

Election Type	Position Type	Hourly Rate	Total Hours Worked (all workers)

C18. Please upload the contract(s) and/or written agreement(s) for the listed salaried workers receiving additional compensation at an hourly rate. _____

C19. Please list the additional compensation payable as a lump sum for salaried employees by contract or other written agreement (ex. stipend, bonus, equivalent to 1 week’s pay), if: (1) the hours worked are (a) directly and primarily to implement vote-by-mail (including managing vote-by-mail applications, mailing ballots to eligible voters, processing vote-by-mail ballots including advance removal/deposit and central tabulation, and inputting mailed-in ballot data in the Secretary of State’s Voter Registration System (VRIS)) and (b) in excess of the workers’ regular hours; and (2) the compensation paid is in excess of the workers’ regular compensation.

Note: If additional compensation is granted for election work generally, an allocation must be made between vote-by-mail, in-person early voting, and Election Day activities. Enter the percentage (%) of the additional compensation attributable to vote-by-mail duties below; do not duplicate entries reported in this section.

Use the following when filling in “Election Type”:

- Special Local Elections
- Preliminary Local Election
- General or Regularly Scheduled Local Election

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

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

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

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

C20. Because you selected "Other", please use the comment box below to specify the position used for the election.

C21. Do you need to any additional salaried employees receiving additional compensation payable as a lump sum by contract or other written agreement?

- ☐ Yes
- ☐ No

If yes...

C22. Because you selected 'Yes', please fill out the details of the additional election workers below.

Use the following when filling in “Election Type”:

- Special Local Elections
- Preliminary Local Election
- General or Regularly Scheduled Local Election

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

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

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

C23. Please upload the contract(s) and/or written agreement(s) for the listed salaried workers receiving additional compensation as a lump sum. _____

C24. Please include any additional vote-by-mail expenses that your city or town incurred, or additional comments you would like DLM to consider below.

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

For this section, **if your municipality voted to authorize early voting for a local election**, enter your office's regular business hours, and the number of weekday and weekend hours your office was open for in-person early voting for each local election held July 1, 2024 through June 30, 2025. Please enter rental expenses for an alternate central in-person early voting location in this section.

Note as to Expenses for Multiple Voting Locations: DLM will only certify in-person early voting expenses related to a municipality's **central early voting location**. M.G.L. c. 54, s. 25B(c)(4), requires each city and town to establish a local election early voting site that is centrally located, suitable, and in a convenient public building. Expenses related to additional local election early voting sites will not be certified.

In-Person Early Voting General Information

D1. * Did your municipality vote to authorize in-person early voting for local elections held July 1, 2024 through June 30, 2025, pursuant to M.G.L. c. 54, § 25B(c)(1)? Select what applies to your municipality.

Note: Enter "NA" for elections your municipality did not hold or authorize.

Special Local Election	Preliminary Local Election	Regularly Scheduled Local Election
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A

If yes for any local election...

D2. * If your municipality voted to authorize in-person early voting for any local election, list the local governing body that voted to authorize in-person early voting for each election, and specify the date(s) of the vote(s).

Note: Enter "NA" for elections your municipality did not hold or authorize.

	Local Governing Body	Date of Vote
Special Local Election		
Preliminary Local Election		
General or Regularly Scheduled Local Election		

Early Voting Hours Questions

D3. * List the regular business hours of the municipal Clerk's or Elections office.

Please make sure the hour range and AM/PM are correct. If your clerk's or elections office is closed on a certain day, select CLOSED on each drop-down menu. For days with midday closures, enter the initial opening and final closing times, and use the "Notes" column to specify any midday closures (e.g., "Closed 12 PM – 2 PM").

	Opening Time	Closing Time	Notes
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

D4. For each local election held in your municipality, list the dates (mm/dd/yyyy) of the in-person early voting period, and list the number of *weekday and weekend* hours the central early voting location was open for in-person early voting, where applicable.

Use the following when filling in "Election Type":

- Regularly Scheduled Local Election

- Special Local Election
- Preliminary Election for Regularly Scheduled Local Election
- Preliminary Election for Special Local Election

Election Type	First Day of Early Voting	Last Day of Early Voting	# of Weekday Early Voting Hours	# of Weekend Early Voting Hours

Ballot Data

D5. List how many ballots were cast during the in-person early voting periods for local elections held July 1, 2024 through June 30, 2025.

Note: Please contact the Elections Division at the Secretary of State’s office at **1-800-462-VOTE (8683)** if you are having difficulty retrieving your in-person early voting turnout data.

Use the following when filling in “Election Type”:

- Regularly Scheduled Local Election
- Special Local Election
- Preliminary Election for Regularly Scheduled Local Election
- Preliminary Election for Special Local Election

Election Type	# of Ballots Cast

Location Questions

D6. * Did you use the municipal building where your clerk's or elections office is located or another public building as the central early voting location for in-person early voting?

Note: M.G.L. c. 54, s. 25B(c)(4), requires each city and town to establish a local election early voting site that is centrally located, suitable, and in a convenient public building. Expenses related to additional local election early voting sites will not be certified.

- ☐ Yes
- ☐ No

If no...

*** D7. Please explain why a municipal building was not available or suitable for in-person early voting.**

*** D8. Please state the central early voting location that was used for in-person early voting.**

D9. Enter the total rental expense for the central early voting location, if necessary, used to conduct in-person early voting in your municipality.

Use the following when filling in "Election Type":

- Regularly Scheduled Local Election
- Special Local Election
- Preliminary Election for Regularly Scheduled Local Election
- Preliminary Election for Special Local Election

Election Type	Total Cost

D10. If your municipality incurred expenses to rent the central early voting location for in-person early voting, please upload the rental agreement here. Rental expenses will not be certified if we do not receive an upload. _____

Section E: In-Person Early Voting Expenses

DLM will consider compensation expenses incurred for in-person early voting during a municipality's regular business hours, or other hours, including weekend hours, if explicitly set forth in the vote authorizing in-person early voting pursuant to M.G.L. c. 54, s. 25B(c)(3). Please note that in the absence of a vote establishing alternative hours, hours outside of regular business hours are expressly optional and expenses of election workers for optional hours will not be certified.

Enter compensation expenses paid to election workers during the municipality's in-person early voting hours, if:

- **(1)** the hours worked are **(a)** directly and primarily to implement in-person early voting at the central early voting location and **(b)** in excess of the workers' regular hours; and
- **(2)** the compensation paid is in excess of the workers' regular compensation.

For temporary workers that are hired specifically for early voting, their hours will exceed their regular hours (0), and their compensation will exceed their regular compensation (0).

In-person early voting expenses include election worker costs for assisting early voters, setup and takedown costs, rental costs for an alternate central early voting location if necessary, and VRIS data entry. If you have election workers who have the same title at different hourly rates, enter those workers on separate lines.

Note as to Coinciding Local Election Early Voting Expenses: As a reminder, if your municipality held a local election **at the same time** as the September 2024 state primary or November 2024 general election, please enter **only** in-person early voting expenses **exclusively** attributable to your local election in this survey. All other in-person early voting expenses should have been submitted in the state primary/general election early voting cost certification survey; do not duplicate entries submitted in the state primary/general election early voting cost certification survey in this survey.

Note as to Ineligible Expenses: Please **do not** provide costs related to the following items as they are not additional costs attributable to in-person early voting and are therefore not eligible for certification:

- Costs for employees working during their normal business hours (not additional costs attributable to in-person early voting)
- Costs related to any secondary in-person early voting location(s) (optional)

- Costs for optional extended hours (after normal business hours if no alternative hours set in the authorizing vote pursuant to M.G.L. c. 54, § 25B(c)(3))
- Advertising costs and signage (incidental administrative cost)
- Police personnel costs (expressly at cost of municipality)
- Costs associated with non-essential functions

If you have any questions about whether a particular position is eligible for certification, please contact us at DLM.CostCertification@massauditor.gov.

Election Worker Expenses

E1. * Did your municipality incur any expenses related to election workers for in-person early voting duties?

Note: "election workers" mean both temporary workers and regular employees.

- ☐ Yes
- ☐ No

If yes...

E2. Please list the rates of pay for hourly employees and hourly temporary workers, if: (1) the hours worked are (a) directly and primarily to implement in-person early voting at the central early voting location (including staffing the central in-person early voting location and assisting in-person early voters, setting up/taking down the central in-person early voting location and inputting data in the Secretary of State's Voter Registration System (VRIS)) and (b) in excess of the workers' regular hours; and (2) the compensation paid is in excess of the workers' regular compensation.

Use the following when filling in "Election Type":

- Special Local Elections
- Preliminary Local Election
- General or Regularly Scheduled Local Election

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

- Temporary Election Workers
- Clerk - Hourly Employee
- Asst. Clerk - Hourly Employee

- Registrar - Hourly Employee
- Clerk's/Election Office Staff – Hourly Employee
- Other Hourly Employee

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

Election Type	Position	Hourly Rate	Total Hours Worked (all workers)

E3. Because you selected "Other", please use the comment box below to specify the position used for the election.

E4. Do you need to add any additional hourly employees/hourly temporary workers?

- ☐ Yes
- ☐ No

If yes...

E5. Because you selected 'Yes', please fill out the details of the additional election workers below.

Use the following when filling in “Election Type”:

- Special Local Elections
- Preliminary Local Election
- General or Regularly Scheduled Local Election

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

- Temporary Election Workers
- Clerk - Hourly Employee
- Asst. Clerk - Hourly Employee
- Registrar - Hourly Employee
- Clerk’s/Election Office Staff – Hourly Employee

Election Type	Position Type	Hourly Rate	Total Hours Worked (all workers)

E6. Please list the rates of pay for salaried employees receiving additional compensation at an hourly rate by contract or written agreement, if: (1) the hours worked are (a) directly and primarily to implement in-person early voting at the central in-person early voting location (including staffing the central in-person early voting location and assisting in-person early voters, setting up/taking down the central in-person early voting location and inputting data in the Secretary of State’s Voter Registration System (VRIS)) and (b) in excess of the workers’ regular hours; and (2) the compensation paid is in excess of the workers’ regular compensation.

Use the following when filling in “Election Type”:

- Special Local Elections
- Preliminary Local Election

- General or Regularly Scheduled Local Election

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

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

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

Election Type	Position	Hourly Rate	Total Hours Worked (all workers)

E7. Because you selected "Other", please use the comment box below to specify the position used for the election.

E8. Do you need to add any *additional* salaried employees receiving additional compensation *at an hourly rate* by contract or other written agreement?

- ☐ Yes
- ☐ No

If yes...

E9. Because you selected 'Yes', please fill out the details of the additional election workers below.

Use the following when filling in "Election Type":

- Special Local Elections
- Preliminary Local Election
- General or Regularly Scheduled Local Election

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

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

Election Type	Position	Hourly Rate	Total Hours Worked (all workers)

E10. Please upload the contract(s) and/or written agreement(s) for the listed salaried workers receiving additional compensation at an hourly rate. _____

E11. Please list the additional compensation payable as a lump sum for salaried employees by contract or other written agreement (ex. stipend, bonus, equivalent to 1 week's pay) if: (1) the hours worked are (a) directly and primarily to implement in-person early voting at the central early voting location (including staffing the central in-person early voting location and assisting in-person early voters, setting up/taking down the central in-person early voting location and inputting data in the Secretary of State's Voter Registration System (VRIS)) and (b) in excess of

the workers' regular hours; and (2) the compensation paid is in excess of the workers' regular compensation.

Note: If additional compensation is granted for election work generally, an allocation must be made between vote-by-mail, in-person early voting, and Election Day activities. Enter the percentage (%) of the additional compensation attributable to in-person early voting below; do not duplicate entries reported in this section.

Use the following when filling in "Election Type":

- Special Local Elections
- Preliminary Local Election
- General or Regularly Scheduled Local Election

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

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

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

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

E12. Because you selected "Other", please use the comment box below to specify the position used for the election.

--

E13. Do you need to add any additional salaried employees receiving additional compensation payable as a lump sum by contract or other written agreement?

- ☐ Yes
- ☐ No

If yes...

E14. Because you selected 'Yes', please fill out the details of the additional election workers below.

Use the following when filling in "Election Type":

- Special Local Elections
- Preliminary Local Election
- General or Regularly Scheduled Local Election

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

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

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

E15. Please upload the contract(s) and/ or written agreement(s) for the listed salaried workers receiving additional compensation as a lump sum. _____

E16. Please include any additional in-person early voting expenses that your city or town incurred, or additional comments you would like DLM to consider below.

Section F: 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., labels, glue sticks, ink/toner).

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., tabulators, printers, ballot envelope openers).

For expenses for consumable supplies and durable equipment to be considered for certification, they must be **actually** incurred, and **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 more to implement early voting than for any other purpose (more than 50%).

For each incurred durable equipment expense **exceeding \$500**, municipalities will be required to submit a cost certification form that includes the estimated percentage use of each item of durable equipment over such equipment’s useful life or length of lease/rental pertaining specifically to early voting, and the percentage will be the basis of the expense amount certified.

DLM will be carefully examining the percentage 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.

Note: DLM will provide a separate cost certification form to enter durable equipment expenses for the implementation of early voting for local elections held July 1, 2024 through June 30, 2025. For additional information regarding durable equipment, please visit [our early voting cost certification FAQs](#).

Consumable Supplies

F1. * Did your municipality incur any expenses for consumable supplies for the implementation of early voting for any local election held July 1, 2024 through June 30, 2025?

- ☐ Yes
- ☐ No

If yes...

F2. List any expenses for consumable supplies that were used to implement early voting for any local election held July 1, 2024 through June 30, 2025. Please note that 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: Please do not include any expenses for supplies that are otherwise provided by the Secretary of State's office that your municipality chooses not to use. Expenses should only be submitted for additional necessary supplies.

Items Purchased	Category	Used for	Total Cost

F3. * Did your municipality incur any expenses to produce and print early voting ballots for a local election(s)?

- ☐ Yes
- ☐ No

If yes...

F3a. List any expenses for early voting and absentee ballot printing and production needed for each election.

Use the following when filling in "Election Type":

- Special Local Elections
- Preliminary Local Election
- General or Regularly Scheduled Local Election

Election Type	# of Absentee Ballots Mailed	# of Vote-by-Mail Ballots Mailed	# of Early & Absentee Ballots Produced	Total Certified Production Cost

F3b. Please upload the invoice(s) detailing the ballot production and printing expenses associated with the local election(s). _____

Durable Equipment

F4. * Did your municipality incur any durable equipment expenses above \$500 for the implementation of early voting for any local election held July 1, 2024 through June 30, 2025?

Note: Durable equipment purchases/leases/rentals will be considered for certification in this survey if incurred **after June 30, 2024**, and not previously submitted. Expenses incurred prior to July 1, 2024, were required to be submitted in the September 2024 state primary and November 2024 general election early voting cost certification survey and should NOT be submitted in this survey. Durable equipment expenses incurred after June 30, 2024, must be submitted in the early voting cost certification survey directly following the purchase/lease/rental to be eligible for certification.

- ☐ Yes
- ☐ No

If yes...

Please use this 3-part certification test as a guideline to see if durable equipment expense(s) should be submitted for certification.

F4a. * Was the durable equipment 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

If yes...

F4b. * Was the durable equipment 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

If yes...

F4c. * Was the durable equipment 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 A, B, or C...

(for question A) 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 B) 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 C) 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 A, B, and C...

Your prior responses indicate that you must complete a **durable equipment cost certification form** for each item of durable equipment exceeding \$500 in value for the expense to be considered for certification. After completing this cost certification survey, you will be automatically redirected to our durable equipment form.

F5. * Did your municipality incur durable equipment expenses that did not exceed \$500 for the implementation of early voting for any local election held July 1, 2024 through June 30, 2025?

- ☐ Yes
- ☐ No

If yes...

F6. List your municipality’s durable equipment expenses that did not exceed \$500 and that were used to implement early voting below.

Name of the Equipment	Used for	Purchase, Lease, or Rental?	Expected Useful Life	Total Cost

Section G: 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 my typed name below constitutes my electronic signature, being the legal equivalent of my traditional inked signature.

***Name:** _____

***Municipality:** _____

***Title:** _____

*** Date:** _____

Completion Page

Thank you for submitting your response.

You will automatically receive an electronic copy of your submission to the email address you provided in this certification. If you do not receive the electronic copy within 15 minutes, please notify our office immediately via email (DLM.CostCertification@massauditor.gov). Otherwise, please review the electronic copy and notify us of any changes to your responses within 24 hours via email if you need to resolve an error or provide additional information.