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# Survey Portal Navigation: FY 2027 Early Voting Cost Certification Surveys

Office of the State Auditor  
Division of Local Mandates

October 14, 2026

# FY 2027 Early Voting Cost Certification Survey Calendar



## **Available soon:**

Early Voting for FY 2027  
Regularly Scheduled Local  
Elections



## **Available November 2026:**

Early Voting for September  
2026 State Primary and  
November 2026 General  
Election



## **Available when announced:**

Early Voting for FY 2027  
Special Local Elections

Early Voting for FY 2027  
Special State Elections

# Early Voting Cost Certification for Regularly Scheduled Local Elections

- **Covers:**

- early voting expenses for **local elections** held **July 1, 2026 to June 30, 2027**, that do **not** occur at the same time as a state election
- early voting expenses **exclusive** to local elections if held at the **same time** as the **September 2026 state primary** or **November 2026 general election**

- ***Who will need to submit and when?***

- Municipalities that anticipate no elections / no early voting in FY 2027 (e.g., cities with biennial elections) should submit once available.
- Most municipalities will only need to fill out and complete this survey in spring 2027.

# DLM Survey Portal Link

<https://massosa.forms.highgear.app/portal/DLMPortal>

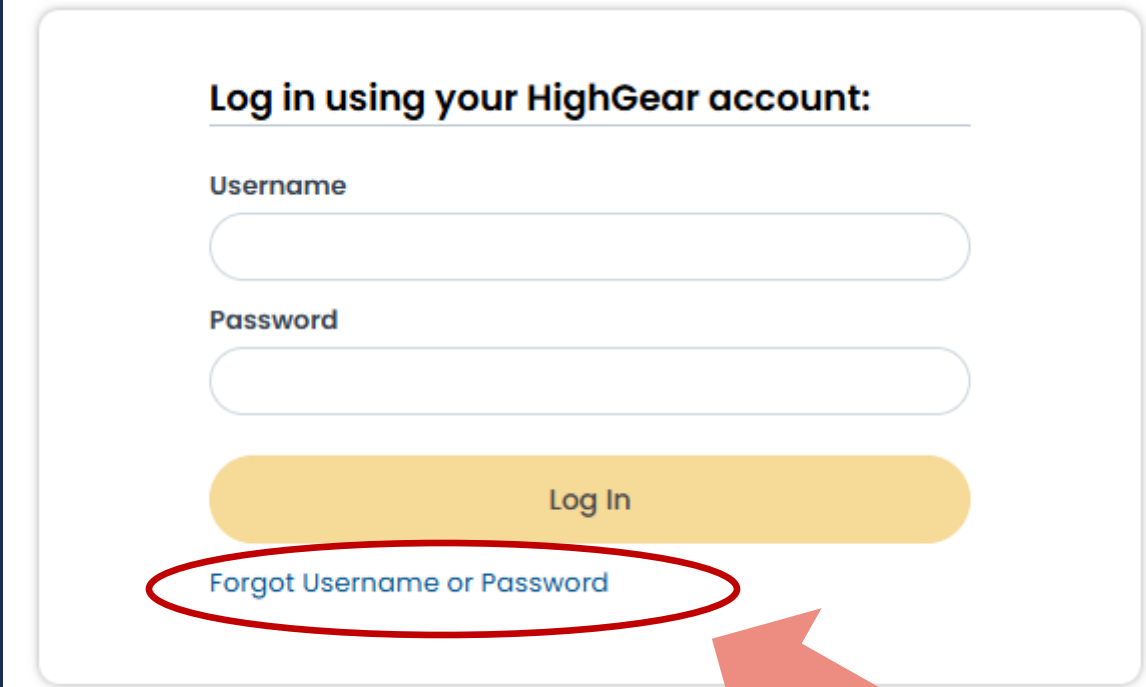
Link provided in the chat.

Please bookmark!

**Make sure to whitelist [webserver@highgear.app](mailto:webserver@highgear.app) to get all of our survey portal emails!**

# Logging in to the DLM Survey Portal

1. Use your credentials to log in (first initial, last name, municipality).
  - Example username: **cdebarcelosboston**
2. If you forgot your username or password, click on the button to retrieve it. A link to recover your username or password will be sent to your email.



Log in using your HighGear account:

Username

Password

Log In

[Forgot Username or Password](#)

# DLM Survey Portal Home Page

The portal is now redesigned for you to easily navigate through available surveys, surveys that need your attention, messages from DLM staff, and copies of your previous submissions.

To start a survey, click on one of the available surveys tagged in **yellow**.

## Division of Local Mandates Survey Portal

State Auditor Diana DiZoglio welcomes you to the DLM Survey Portal! Municipal officials can submit Early Voting and Uniform Polling Hours cost certification surveys, contact DLM staff, and view submission history.

Questions? Contact us at [DLM.CostCertification@MassAuditor.gov](mailto:DLM.CostCertification@MassAuditor.gov) or (617) 727-0980.

Carina DeBarcelos - Muni Employee- Test User3 (Log Out)

Office of the State Auditor

DIANA DIZOGLIO

Division of Local Mandates

| ELECTION FISCAL YEAR              | SURVEY TITLE | TYPE OF ELECTION                    | SURVEY STATUS                  | DUE DATE            |
|-----------------------------------|--------------|-------------------------------------|--------------------------------|---------------------|
| ▼ Available Surveys Item Count: 7 |              |                                     |                                |                     |
| ▼ Early Voting Item Count: 7      |              |                                     |                                |                     |
| FY 2027                           | Early Voting | Special Local Elections             | Survey Available - Not Started | Jun 15 2027 5:00 PM |
| FY 2027                           | Early Voting | Regularly Scheduled Local Elections | Survey Available - Not Started | Oct 20 2026 5:00 PM |

Information as of October 14, 2026, and subject to change. For general informational purposes only;  
it does not constitute legal or other professional advice.

# DLM Survey Portal Home Page

The DLM Survey Portal will be organized by the following categories:

- **Message DLM**
- **Surveys Needing Your Attention**
- **Available Surveys**
- **Surveys in DLM Review**
- **Certified Surveys**
- **Original Submissions**

Use the carrot icon (>) to open each section of the portal.



| ELECTION FISCAL YEAR              | SURVEY TITLE | TYPE OF ELECTION |
|-----------------------------------|--------------|------------------|
| > Available Surveys Item Count: 6 |              |                  |
| > Certified Surveys Item Count: 2 |              |                  |

| ELECTION FISCAL YEAR              | SURVEY TITLE | TYPE OF ELECTION                    | SURVEY STATUS    |
|-----------------------------------|--------------|-------------------------------------|------------------|
| > Available Surveys Item Count: 6 |              |                                     |                  |
| ▼ Certified Surveys Item Count: 2 |              |                                     |                  |
| ▼ Early Voting Item Count: 2      |              |                                     |                  |
| FY 2027                           | Early Voting | Regularly Scheduled Local Elections | Survey Certified |
| FY 2027                           | Early Voting | Regularly Scheduled Local Elections | Survey Certified |

# Navigating Survey Sections

Click through the gray tabs to navigate through each section of the survey. The first tab contains important information about the survey.

Use the buttons at the bottom of the screen to:

1. save your progress,
2. message DLM,
3. submit your survey, and/or
4. close the submission.

START HERE Message DLM Section A - Qualifying Questions Section B - Vote-by-Mail Expenses Section C - In-Person Early Voting General Info

Office of the State Auditor - Division of Local Mandates

Early Voting Cost Certification Survey for Regularly Scheduled Local Elections - FY 2027  
(July 1 2026 to June 30 2027)

The information in this tab 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.

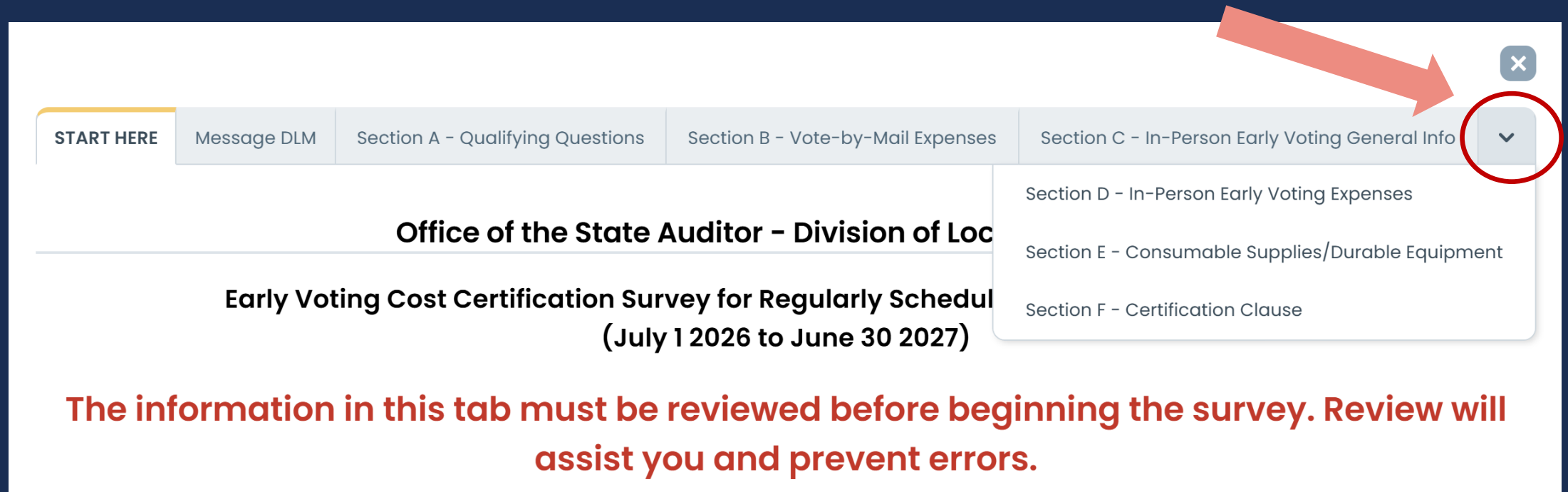
**2. Expenses Covered:** This survey is for municipalities to report **early voting** expenses. Do not include expenses for which funding from another source has been received (such as grants). DLM may ask for additional information and supporting documentation in connection with any expenses submitted 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 FY 2027 (July 1 2026 to June 30 2027)**. **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

Save and Exit Message DLM Click Here to Submit Survey Close

# Navigating Survey Sections

Click on the carrot on the far right of the tabs to access different sections of the survey.



The screenshot displays a survey navigation interface. At the top, there is a horizontal tab bar with the following items: 'START HERE' (highlighted with a yellow underline), 'Message DLM', 'Section A - Qualifying Questions', 'Section B - Vote-by-Mail Expenses', and 'Section C - In-Person Early Voting General Info'. A red arrow points to a small downward-pointing triangle (the 'carrot') located at the end of the 'Section C' tab. This triangle is circled in red. A dropdown menu is open below the 'Section C' tab, listing the following sections: 'Section D - In-Person Early Voting Expenses', 'Section E - Consumable Supplies/Durable Equipment', and 'Section F - Certification Clause'. Below the tab bar, the text 'Office of the State Auditor - Division of Local Government Services' is visible. Below that, the text 'Early Voting Cost Certification Survey for Regularly Scheduled Elections' is displayed, followed by the dates '(July 1 2026 to June 30 2027)'. At the bottom, a red text box contains the message: 'The information in this tab must be reviewed before beginning the survey. Review will assist you and prevent errors.'

START HERE Message DLM Section A - Qualifying Questions Section B - Vote-by-Mail Expenses Section C - In-Person Early Voting General Info

Office of the State Auditor - Division of Local Government Services

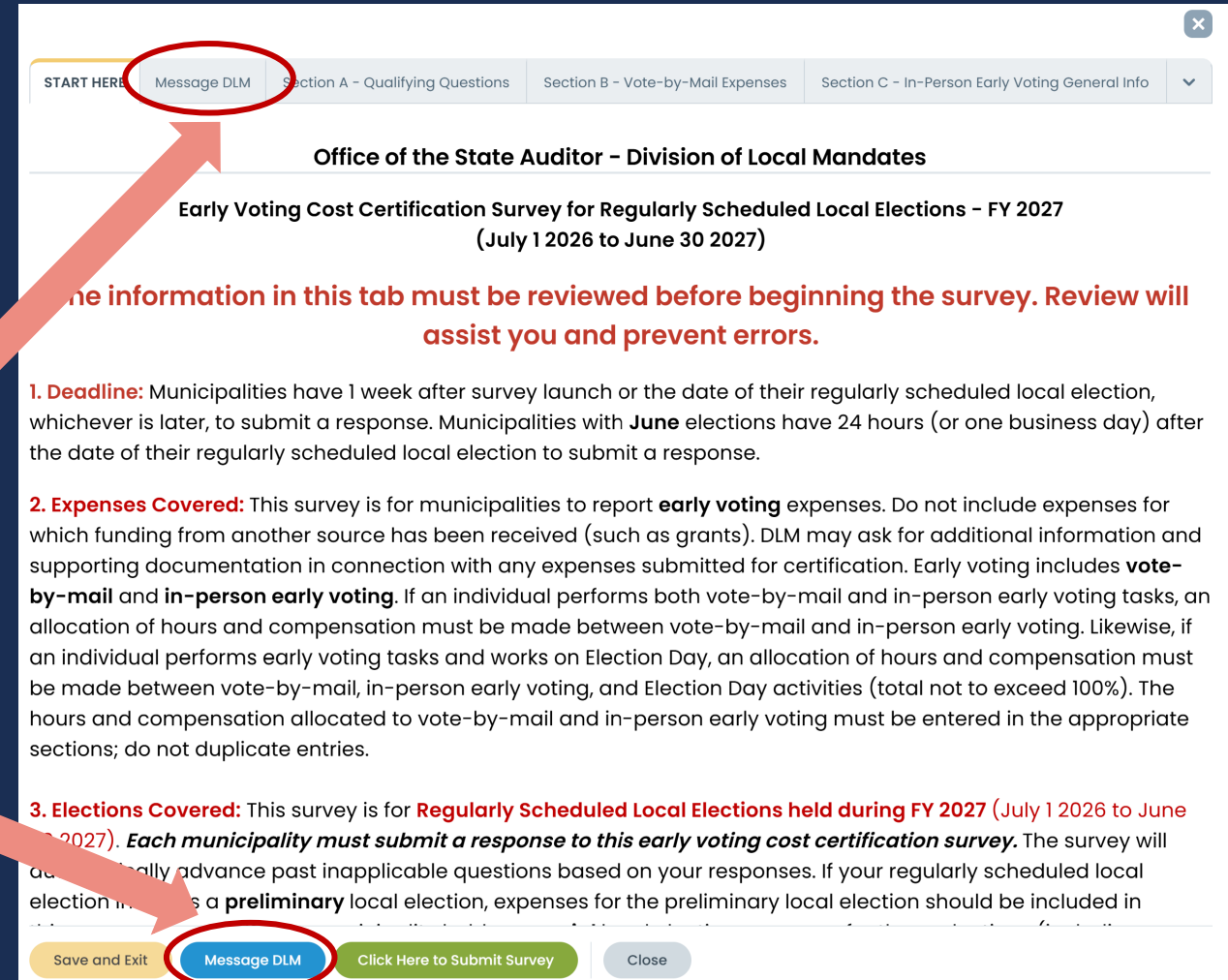
Early Voting Cost Certification Survey for Regularly Scheduled Elections  
(July 1 2026 to June 30 2027)

Section D - In-Person Early Voting Expenses  
Section E - Consumable Supplies/Durable Equipment  
Section F - Certification Clause

**The information in this tab must be reviewed before beginning the survey. Review will assist you and prevent errors.**

# Messaging DLM in the Survey Portal

To write a message to us, click on the **blue** “Message DLM” button or the **gray** “Message DLM” tab.

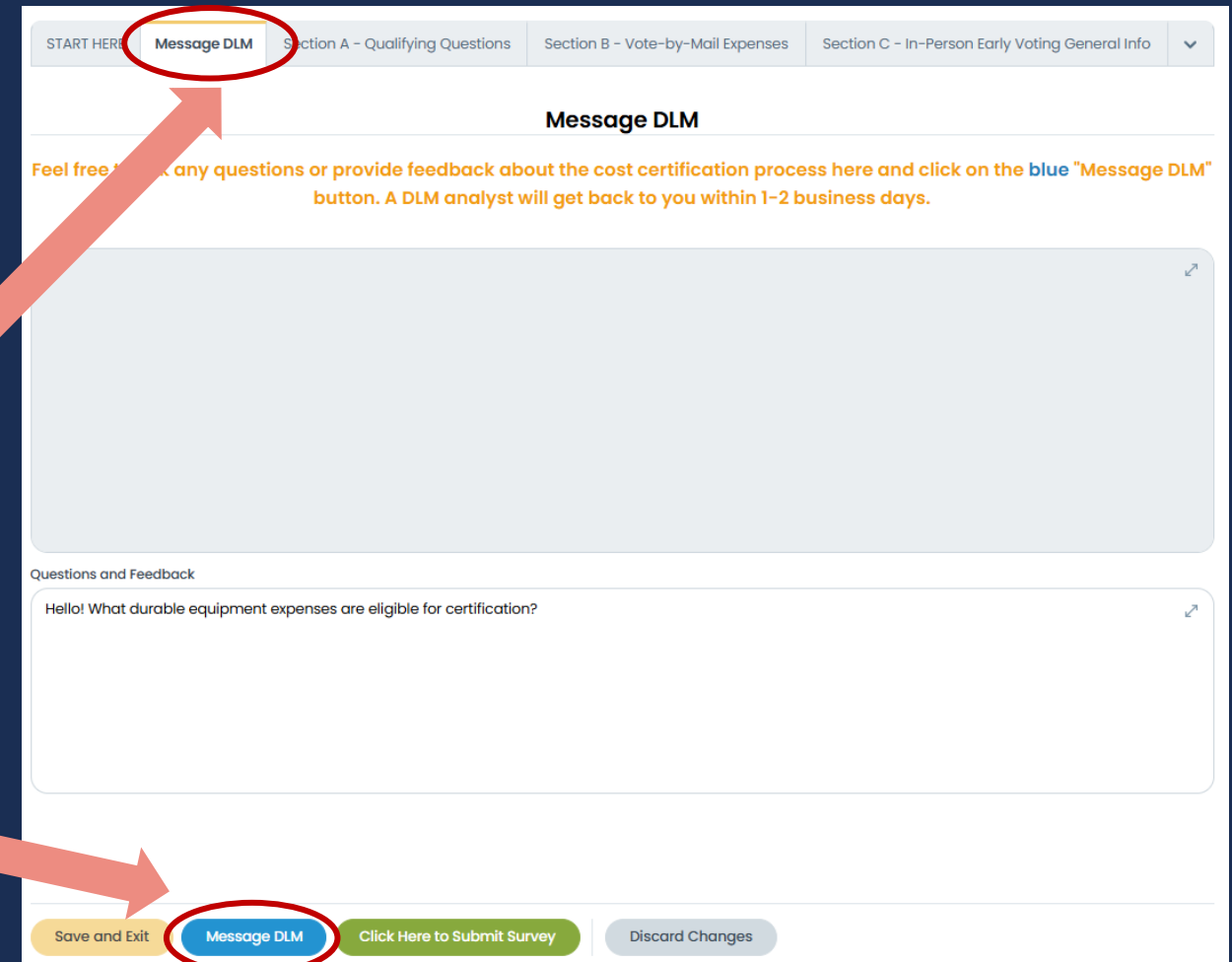


The screenshot shows the Survey Portal interface for the "Office of the State Auditor - Division of Local Mandates". The top navigation bar includes tabs: "START HERE", "Message DLM", "Section A - Qualifying Questions", "Section B - Vote-by-Mail Expenses", and "Section C - In-Person Early Voting General Info". The "Message DLM" tab is circled in red, and a red arrow points from the text "click on the blue 'Message DLM' button" to it. Below the navigation bar, the title "Office of the State Auditor - Division of Local Mandates" is displayed, followed by "Early Voting Cost Certification Survey for Regularly Scheduled Local Elections - FY 2027 (July 1 2026 to June 30 2027)". A red warning message states: "The information in this tab must be reviewed before beginning the survey. Review will assist you and prevent errors." Below this, three sections are listed: 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 FY 2027 (July 1 2026 to June 30 2027). 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 is a preliminary local election, expenses for the preliminary local election should be included in the survey. At the bottom, there are four buttons: "Save and Exit", "Message DLM", "Click Here to Submit Survey", and "Close". The "Message DLM" button is circled in red, and a red arrow points from the text "click on the gray 'Message DLM' tab" to it.

# Messaging DLM in the Survey Portal

Use the “Questions and Feedback” textbox for your message and click on the **blue** “Message DLM” button to send your message.

You will receive an email confirming that your message has been sent to a DLM analyst.



The screenshot displays the Survey Portal interface. At the top, a navigation bar contains several tabs: "START HERE", "Message DLM", "Section A - Qualifying Questions", "Section B - Vote-by-Mail Expenses", and "Section C - In-Person Early Voting General Info". The "Message DLM" tab is highlighted with a red circle. Below the navigation bar, the main content area is titled "Message DLM". It contains a large text input field for questions and feedback. Below this field, there is a section titled "Questions and Feedback" with a text input field containing the text "Hello! What durable equipment expenses are eligible for certification?". At the bottom of the page, there is a footer with four buttons: "Save and Exit", "Message DLM", "Click Here to Submit Survey", and "Discard Changes". The "Message DLM" button in the footer is also highlighted with a red circle. A red arrow points from the text "click on the blue Message DLM button" to the "Message DLM" button in the top navigation bar, and another red arrow points from the same text to the "Message DLM" button in the footer.

# Messaging DLM in the Survey Portal

You will receive an email noting that a DLM analyst has responded to your message. To open your message, log in to the portal, scroll to the section labeled **Message DLM**, and click on the submission tagged in **blue**.

DLM Certification Team

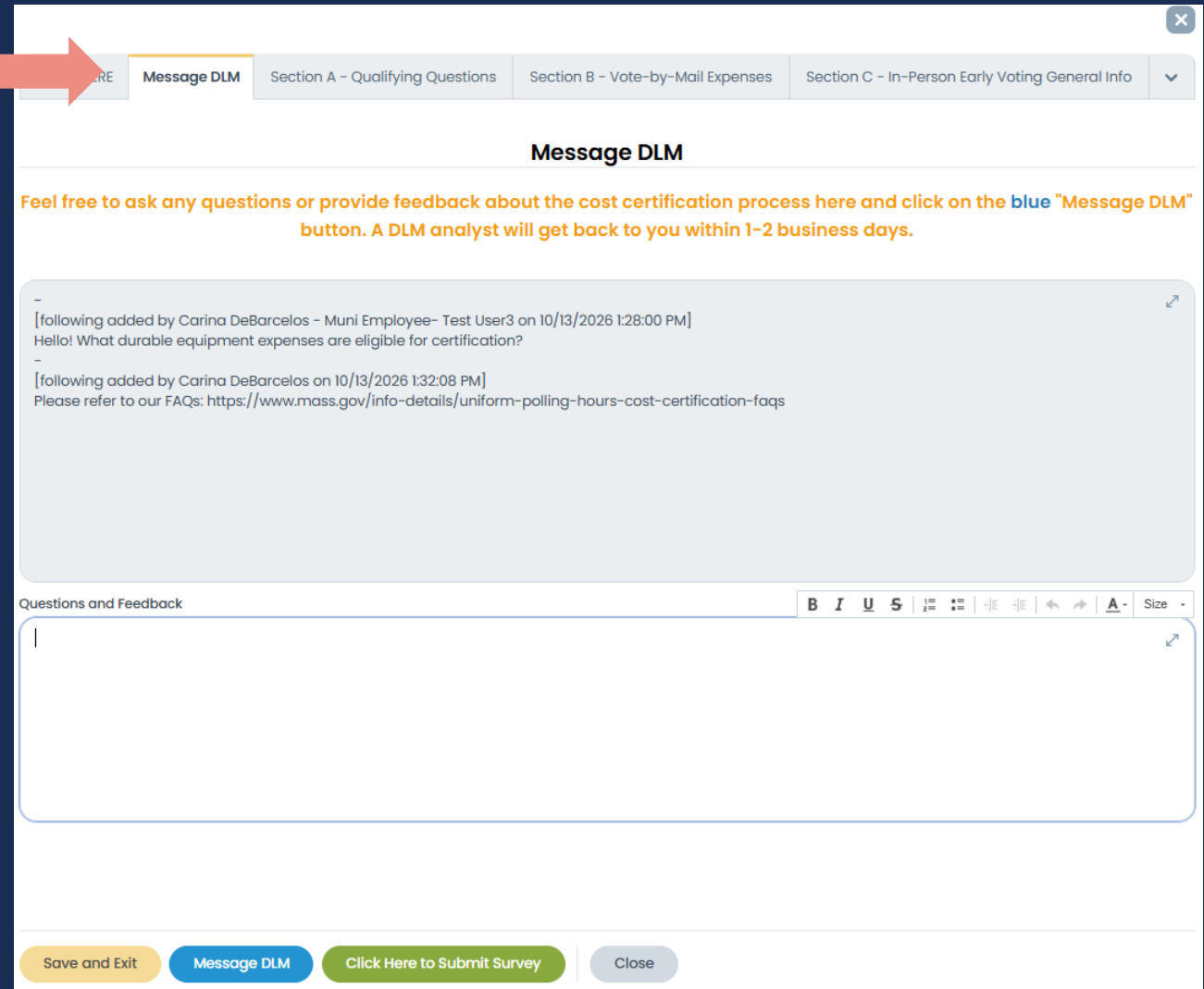
DLM Survey Portal: Response available to your inquiry

Thu 10/8

|                              |              |                                     |                           |                     |
|------------------------------|--------------|-------------------------------------|---------------------------|---------------------|
| ▼ Message DLM Item Count: 3  |              |                                     |                           |                     |
| ▼ Early Voting Item Count: 3 |              |                                     |                           |                     |
| FY 2027                      | Early Voting | Regularly Scheduled Local Elections | Response from DLM Analyst | Oct 20 2026 5:00 PM |

# Messaging DLM in the Survey Portal

Once inside the submission, click on the “Message DLM” tab to view the analyst’s reply.



Navigation tabs: **Message DLM**, Section A - Qualifying Questions, Section B - Vote-by-Mail Expenses, Section C - In-Person Early Voting General Info

### Message DLM

Feel free to ask any questions or provide feedback about the cost certification process here and click on the blue "Message DLM" button. A DLM analyst will get back to you within 1-2 business days.

[following added by Carina DeBarcelos - Muni Employee- Test User3 on 10/13/2026 1:28:00 PM]  
Hello! What durable equipment expenses are eligible for certification?

[following added by Carina DeBarcelos on 10/13/2026 1:32:08 PM]  
Please refer to our FAQs: <https://www.mass.gov/info-details/uniform-polling-hours-cost-certification-faqs>

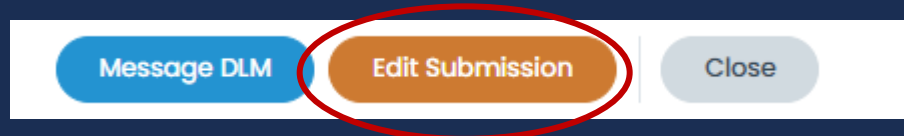
Questions and Feedback

Save and Exit Message DLM Click Here to Submit Survey Close

# Editing Your Survey Response

Once you submit your survey response, your answers remain open for editing for 1 business day (24 hours). To edit your submission, click on the submission labeled in **green**. Once the submission is open, click on the **orange** “Edit Submission” button.

|                                                                        |              |                                     |                                     |
|------------------------------------------------------------------------|--------------|-------------------------------------|-------------------------------------|
| ▼ Important: Surveys Needing Your Attention <span>Item Count: 4</span> |              |                                     |                                     |
| ▼ Early Voting <span>Item Count: 4</span>                              |              |                                     |                                     |
| FY 2027                                                                | Early Voting | Regularly Scheduled Local Elections | Survey Submitted – Open for Editing |



# DLM Review & Information Requests

After editing your submission, your response will be sent to a DLM analyst for review – no action is needed during this stage. Your submission will appear in the portal under “Surveys in DLM Review”.

|                                       |              |                                     |                                     |
|---------------------------------------|--------------|-------------------------------------|-------------------------------------|
| ▼ Surveys in DLM Review Item Count: 1 |              |                                     |                                     |
| ▼ Early Voting Item Count: 1          |              |                                     |                                     |
| FY 2027                               | Early Voting | Regularly Scheduled Local Elections | Survey in Review - No Action Needed |

If an analyst has questions about your responses, you will be notified via email to log back in to the portal and review their requests for information.

DLM Certification Team  
ATTENTION: More **Information Needed** For Your Early Voting Cost Certification Submission

Wed 10/7

# DLM Review & Information Requests

To find your submission that needs more information from DLM, log in to the portal and click on the submission flagged in **red**.

|                                                                        |              |                                     |                                       |                     |
|------------------------------------------------------------------------|--------------|-------------------------------------|---------------------------------------|---------------------|
| ▼ Important: Surveys Needing Your Attention <span>Item Count: 4</span> |              |                                     |                                       |                     |
| ▼ Early Voting <span>Item Count: 4</span>                              |              |                                     |                                       |                     |
| FY 2027                                                                | Early Voting | Regularly Scheduled Local Elections | More Information Needed - Not Started | Oct 20 2026 1:58 PM |



# DLM Review & Information Requests

Once you open the submission, you will only see questions from the survey that require more information. Answer the questions identified by the analyst and use the **green** button to send changes to the DLM team.

Information Required

Message DLM

**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.

| Election Type              | Hourly Rate | # of Temporary Workers at Specified Hourly Rate | Total Hours Worked (all temporary workers) at Specified Hourly Rate | Total Cost |
|----------------------------|-------------|-------------------------------------------------|---------------------------------------------------------------------|------------|
| Preliminary Local Ele... ▾ | \$15.00     | 5                                               | 50                                                                  | \$750.00   |
| Type to add a row...       |             |                                                 |                                                                     |            |

Total VBM Temporary Worker Expenses \$750.00

B12 - Reason for More Information

Possible data entry error ▾

**Your response to Question B12 needs more clarification. Please use the textbox to respond to the analyst's request for more information.**

B12 - Notes for Municipality

[following added by Carina DeBarcelos on 10/13/2026 1:58:55 PM (UTC-4:00)]

This may be a data entry error - please enter the correct number of hours worked by your municipality's temporary workers to implement vote-by-mail for the election.

So sorry! I meant to enter in 50 hours of work instead of 5,000.

Save and Exit

Message DLM

Click Here to Send Changes to DLM

Discard Changes

# Final Review Before Certification

After a DLM analyst has finished reviewing your submission for certification, you will have a short window (1-2 business days) to review and confirm your expenses. To edit your submission, click on the submission labeled in **green**. Once the submission is open, click on the **orange** “Edit Submission” button.

|                                                                        |              |                                     |                                                |                     |
|------------------------------------------------------------------------|--------------|-------------------------------------|------------------------------------------------|---------------------|
| ▼ Important: Surveys Needing Your Attention <span>Item Count: 4</span> |              |                                     |                                                |                     |
| ▼ Early Voting <span>Item Count: 4</span>                              |              |                                     |                                                |                     |
| FY 2027                                                                | Early Voting | Regularly Scheduled Local Elections | Review Before Certification - Open for Editing | Oct 15 2026 2:32 PM |

[Message DLM](#)[Edit Submission](#)[Close](#)

# Viewing Original and Certified Submissions

You will receive an email with a PDF of your certification letter once DLM finalizes the certification. Your certification letter will be available any time in the portal under the section “Certified Surveys.”

Copies of your original responses will be available under the section “Original Submissions.”

|                                   |              |                                     |                  |
|-----------------------------------|--------------|-------------------------------------|------------------|
| ▼ Certified Surveys Item Count: 2 |              |                                     |                  |
| ▼ Early Voting Item Count: 2      |              |                                     |                  |
| FY 2027                           | Early Voting | Regularly Scheduled Local Elections | Survey Certified |

|                                      |              |                                     |                            |
|--------------------------------------|--------------|-------------------------------------|----------------------------|
| ▼ Original Submissions Item Count: 4 |              |                                     |                            |
| ▼ Early Voting Item Count: 4         |              |                                     |                            |
| FY 2027                              | Early Voting | Regularly Scheduled Local Elections | Original Survey Submission |

# Viewing Original and Certified Submissions

|            |             |                                  |                                   |                                                 |   |
|------------|-------------|----------------------------------|-----------------------------------|-------------------------------------------------|---|
| START HERE | Message DLM | Section A - Qualifying Questions | Section B - Vote-by-Mail Expenses | Section C - In-Person Early Voting General Info | ▼ |
|------------|-------------|----------------------------------|-----------------------------------|-------------------------------------------------|---|

**Original Submission PDF**

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Original Submission

 Original Cost-Certification Survey Submission.pdf

|            |             |                                  |                                   |                                                 |   |
|------------|-------------|----------------------------------|-----------------------------------|-------------------------------------------------|---|
| START HERE | Message DLM | Section A - Qualifying Questions | Section B - Vote-by-Mail Expenses | Section C - In-Person Early Voting General Info | ▼ |
|------------|-------------|----------------------------------|-----------------------------------|-------------------------------------------------|---|

**Certification Letter PDF**

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 Final Certified Cost-Certification Survey Submission.pdf

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it does not constitute legal or other professional advice.

# Next Webinar

**Tuesday, November 10, 2026**  
**12pm-12:45pm**

Topics and registration links are  
updated here:  
<https://www.mass.gov/dlm-webinars>

Link provided in the chat. Please  
bookmark!

# Contact Us

**Email:**

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

**Office Number:  
(617) 727-0980**

# Questions?

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