



Office of the State Auditor

DIANA DIZOGLIO

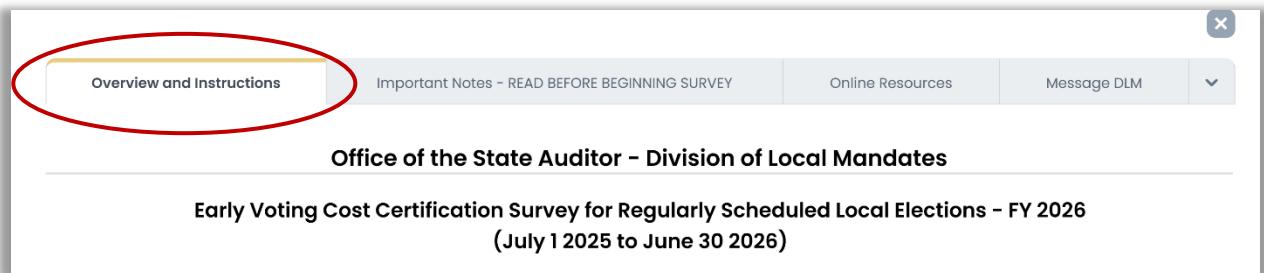
DLM SURVEY PORTAL NAVIGATION AIDE

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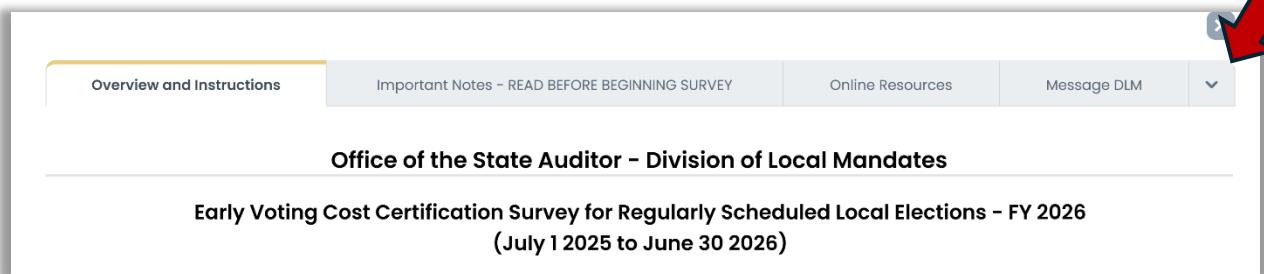
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A. Navigating to Survey Sections.

1. Within the survey, click on each tab to view content.

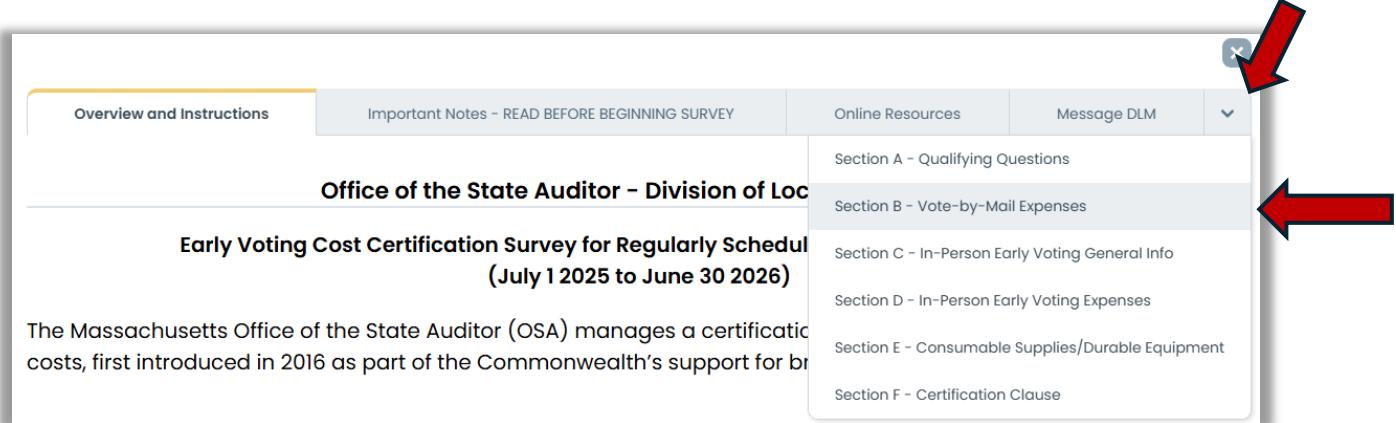


2. Once you have read through the *Overview and Instructions* and *Important Notes* tabs, click on the drop-down arrow at the far right to view additional survey sections. **All municipalities** should select *Section A – Qualifying Questions* to begin entering your survey response.



Section A - Qualifying Questions
Section B - Vote-by-Mail Expenses
Section C - In-Person Early Voting General Info
Section D - In-Person Early Voting Expenses
Section E - Consumable Supplies/Durable Equipment
Section F - Certification Clause

3. To move between survey sections, click on the drop-down arrow again and select the next applicable section.



Overview and Instructions Important Notes – READ BEFORE BEGINNING SURVEY Online Resources Message DLM ▼

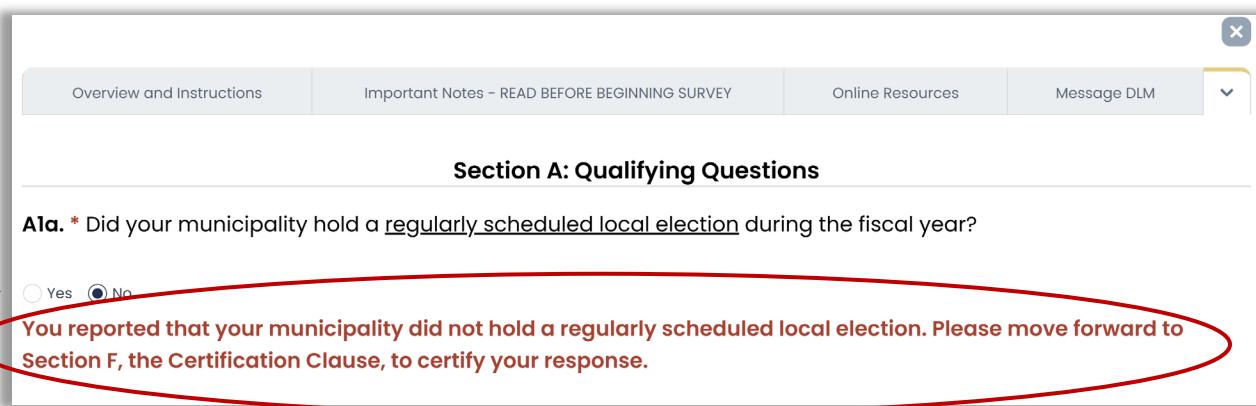
Office of the State Auditor – Division of Local Government

Early Voting Cost Certification Survey for Regularly Scheduled Local Elections (July 1 2025 to June 30 2026)

The Massachusetts Office of the State Auditor (OSA) manages a certification process for early voting costs, first introduced in 2016 as part of the Commonwealth's support for br

Section A – Qualifying Questions
Section B – Vote-by-Mail Expenses
Section C – In-Person Early Voting General Info
Section D – In-Person Early Voting Expenses
Section E – Consumable Supplies/Durable Equipment
Section F – Certification Clause

4. If the following section does not apply based on previous responses, you will see a notification message directing you to the next applicable section.



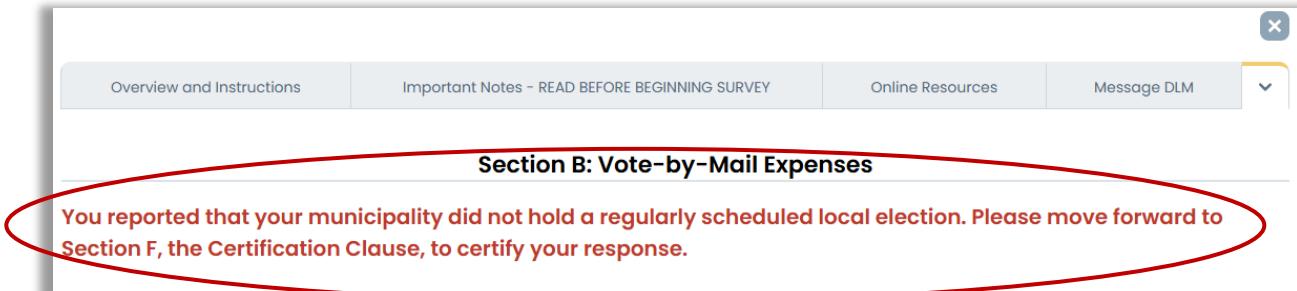
Overview and Instructions Important Notes – READ BEFORE BEGINNING SURVEY Online Resources Message DLM ▼

Section A: Qualifying Questions

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

Yes No

You reported that your municipality did not hold a regularly scheduled local election. Please move forward to Section F, the Certification Clause, to certify your response.



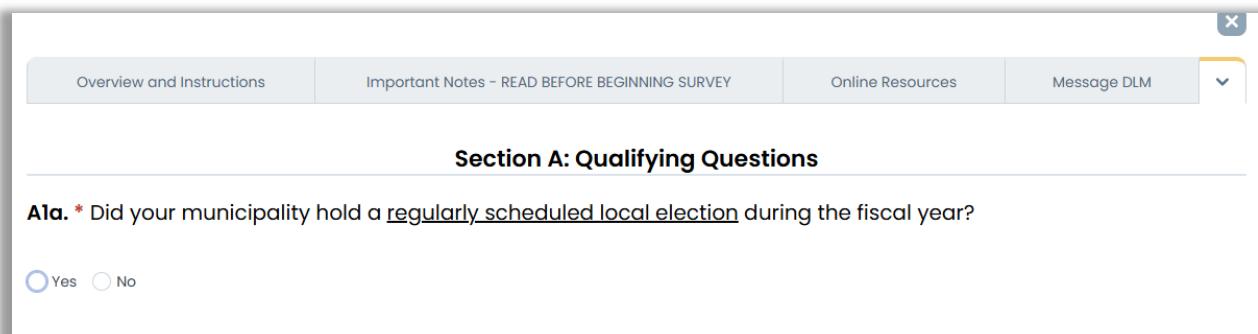
Overview and Instructions Important Notes – READ BEFORE BEGINNING SURVEY Online Resources Message DLM ▼

Section B: Vote-by-Mail Expenses

You reported that your municipality did not hold a regularly scheduled local election. Please move forward to Section F, the Certification Clause, to certify your response.

B. Navigating through Survey Sections.

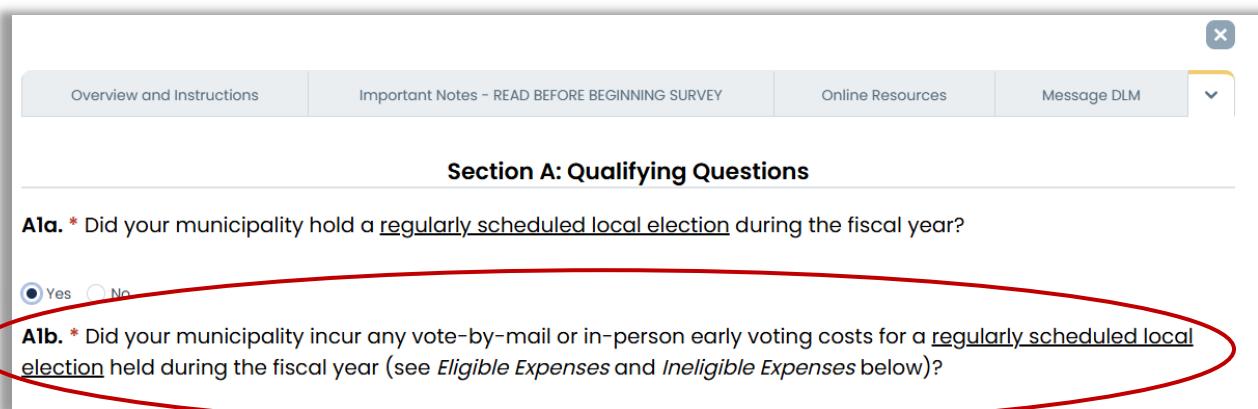
1. Each section of the survey contains multiple questions. Additional follow-up questions may populate depending on the response to a preceding question.



Section A: Qualifying Questions

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

Yes No



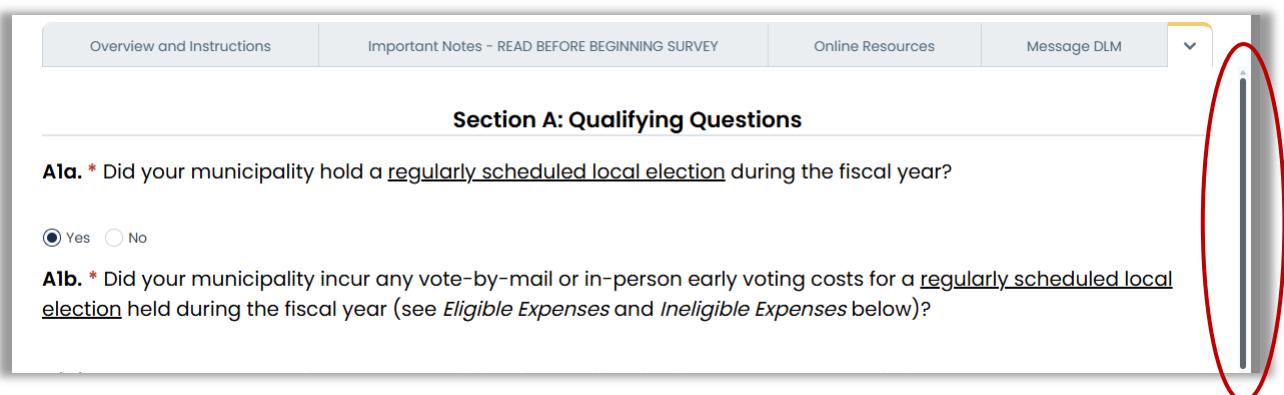
Section A: Qualifying Questions

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

Yes No

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

2. A scroll bar is located on the right side of the screen (or will appear as follow-up questions populate) to access the rest of the section. Please ensure that you scroll through the entirety of the section to respond to all applicable questions. If you miss a required response, the system may not generate an error until you try to submit your response to DLM.



Section A: Qualifying Questions

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

Yes No

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

3. Once you have responded to all questions in the section, you will see a notification message directing you to the next section.

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

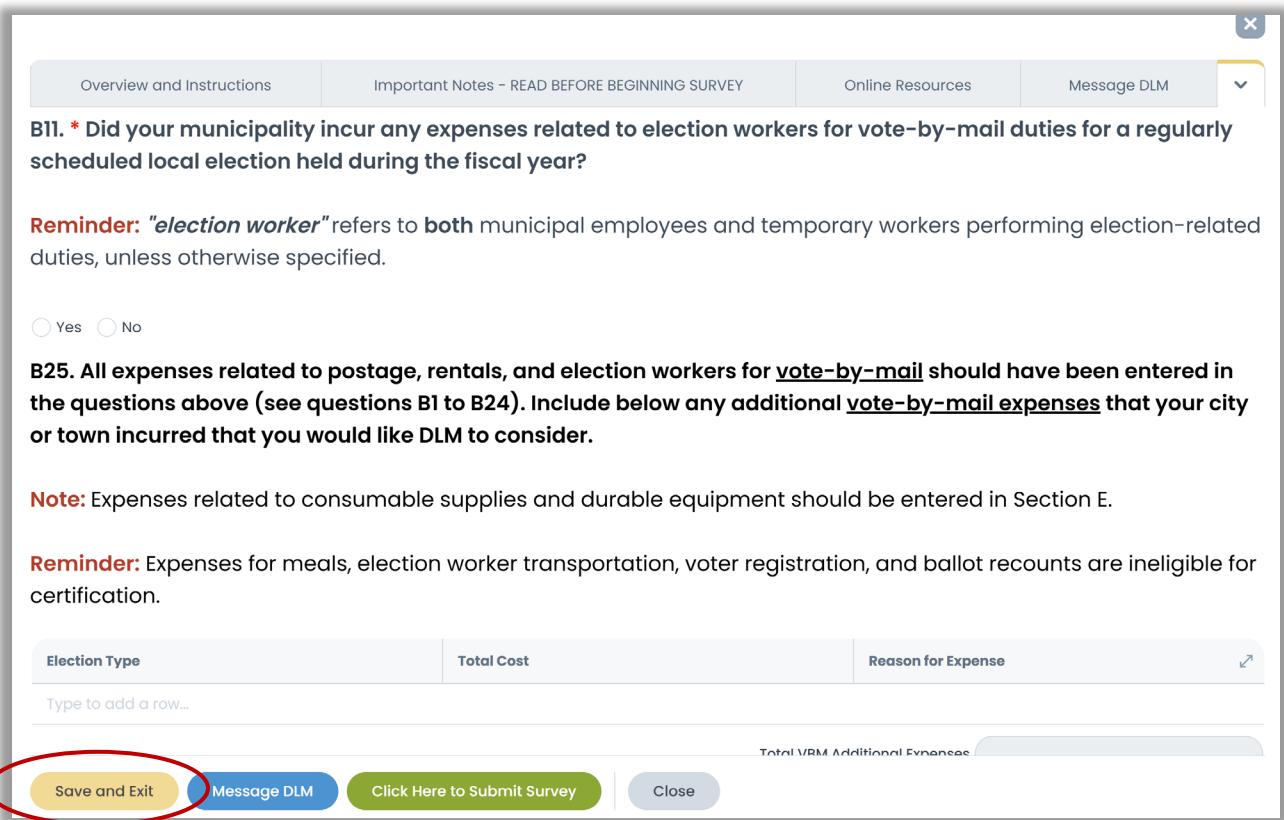
Election Type	Date of Election
Local Election	11/4/2025

Type to search...

You have reached the end of Section A. Please navigate to Section B – Vote-by-Mail Expenses.

C. Saving Survey for Future Completion.

1. You may save the survey and continue to work on it at a later time. To save the survey, select the yellow “Save and Exit” button at the bottom of the screen.



Overview and Instructions Important Notes - READ BEFORE BEGINNING SURVEY Online Resources Message DLM

B11. * Did your municipality incur any expenses related to election workers for vote-by-mail duties for a regularly scheduled local election held during the fiscal year?

Reminder: "election worker" refers to **both** municipal employees and temporary workers performing election-related duties, unless otherwise specified.

Yes No

B25. All expenses related to postage, rentals, and election workers for vote-by-mail should have been entered in the questions above (see questions B1 to B24). Include below any additional vote-by-mail expenses that your city or town incurred that you would like DLM to consider.

Note: Expenses related to consumable supplies and durable equipment should be entered in Section E.

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

Election Type	Total Cost	Reason for Expense
Type to add a row...		

Total VRM Additional Expenses

Save and Exit (circled in red) **Message DLM** **Click Here to Submit Survey** **Close**

D. Entering Data into Tables.

1. Some questions include tables for entering data.

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

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

Election Type	# of Absentee Ballots Mailed	# of Vote-by-Mail Ballots Mailed	# of In-Person Early Voting Ballots Cast	# of Early & Absentee Ballots...	Total Production Cost	Total Eligible Production Cost
Type to add a row...						

Total Printing and Production Cost

E2b. * Upload the invoice(s) detailing the ballot production and printing expenses associated with the local election(s). Ballot production and printing expenses will not be certified if we do not receive an upload.

Upload File

Drag and drop files here to upload

2. Certain data fields contain drop-down menus. When you click into the data field (e.g., in the “Election Type” column, or the “Position Type” column for election worker questions), a drop-down arrow will appear.

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

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

Total Printing and Production Cost

3. Costs for a local election and, if applicable, a preliminary local election must be reported in separate lines. Please make the appropriate selection for the expense(s) you are reporting.

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

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

Total Printing and Production Cost

voice(s) detailing the ballot production and printing expenses associated with the local

4. There are no limits to the number of rows of expenses you can enter into a table. Extra rows will appear as you fill out your expenses.

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

Election Type	# of Absentee Ballots Mailed	# of Vote-by-Mail Ballots Mailed	# of In-Person Early Voting Ballots Cast	# of Early & Absentee Ballots...	Total Production Cost	Total Eligible Production Cost
Preliminary Loc...	5	10	15	50	\$100	\$83.33
Local Election	10	20	30	100	\$200	\$166.67

Total Printing and Production Cost \$250.00

5. If the table column headings cannot be viewed in their entirety, the table can be expanded by selecting the expansion arrows at the far right of the table.

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

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

Total Printing and Production Cost

voice(s) detailing the ballot production and printing expenses associated with the local

6. You can return to the main survey screen by clicking on the arrows in the expanded view.



Ballot Production Costs						
Election Type	# of Absentee Ballots Mailed	# of Vote-by-Mail Ballots Mailed	# of In-Person Early Voting Ballots Cast	# of Early & Absentee Ballots Produced	Total Production Cost	Total Eligible Production Cost
Preliminary Local Elect...	5	10	15	50	\$100	\$83.33
Local Election	10	20	30	100	\$200	\$166.67

Type to add a row...

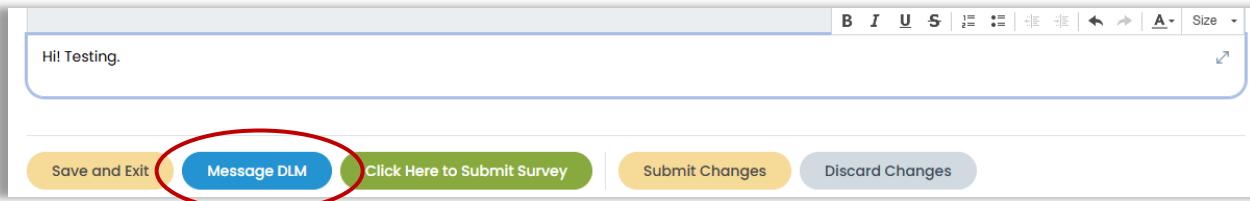
E. Messaging DLM.

1. We ask that you send inquiries regarding the survey to the DLM team through the portal. To message DLM, begin by selecting the *Message DLM* tab.

Overview and Instructions Important Notes – READ BEFORE BEGINNING SURVEY Online Resources Message DLM 

2. Compose your message in the **white** text box at the **bottom** of the screen. Sent and received messages will be located in the grey section of the *Message DLM* tab.

3. Once you have finished composing your message, select the blue “Message DLM” button at the bottom of the screen to send your message.



4. Your sent message will be located in the grey section of the *Message DLM* tab.

A screenshot of a web-based application showing the "Message DLM" tab selected. The tab bar includes "Overview and Instructions", "Important Notes - READ BEFORE BEGINNING SURVEY", "Online Resources", and "Message DLM". The "Message DLM" tab is active, displaying a section titled "Message DLM". Below the title, there is a note: "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." A red circle highlights the message content area, which shows a message from "Sonia Kwon - Muni Employee- Test User" sent on "12/16/2025 6:09:22 PM (UTC-5:00)". The message content is "Hi, testing!". At the bottom of the "Message DLM" section, there are buttons: "Save and Exit" (yellow), "Message DLM" (blue), "Click Here to Submit Survey" (green), and "Close" (grey).

5. Once you have submitted your message, you will receive an email notification (outside of the portal) acknowledging receipt.

DLM Certification Team
DLM Survey Portal: Thank you for your inquiry Mon 1:28 PM

DLM Survey Portal: Thank you for your inquiry

webservice@highgear.app on behalf of DLM Certification Team <dlm.costcertification@massauditor.gov>(webservice) To Kwon, Sonia J. (SAO) Mon 12/15/2025 1:28 PM

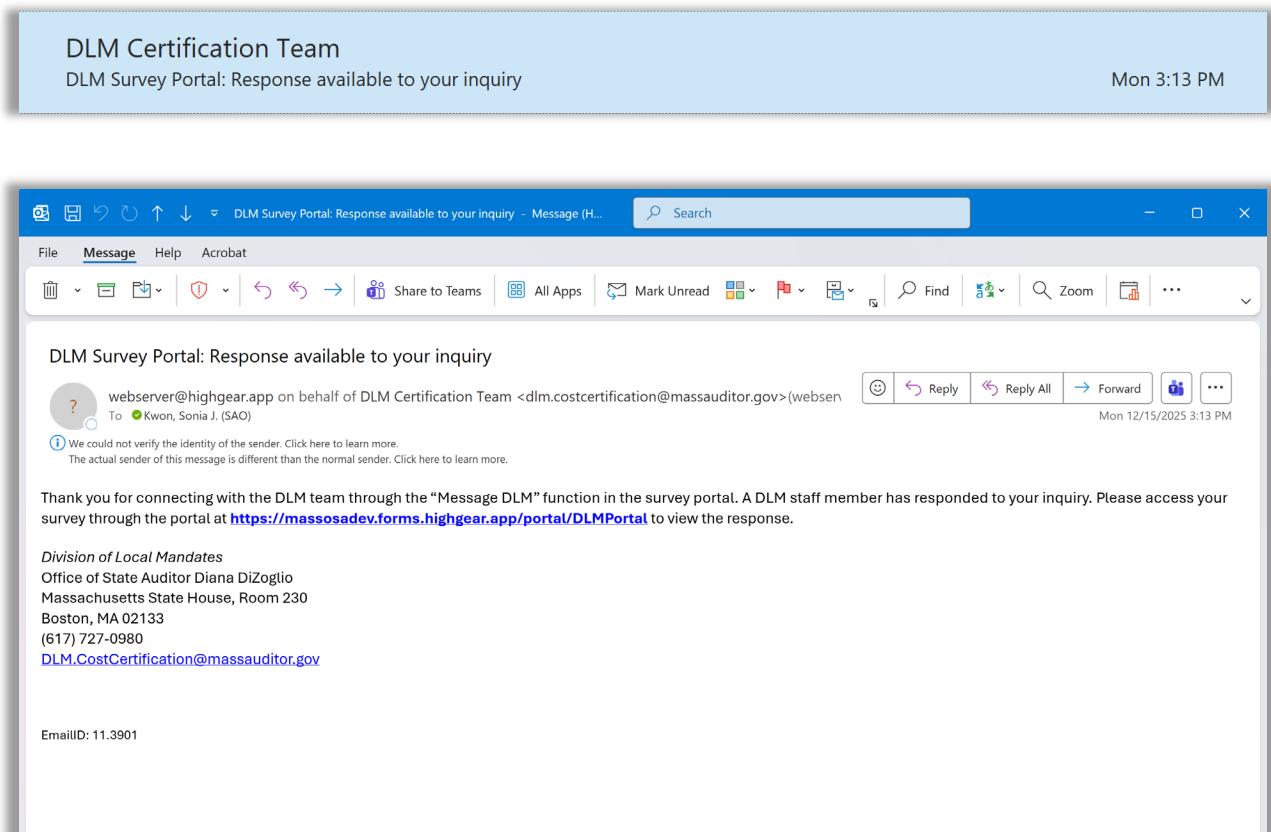
We could not verify the identity of the sender. Click here to learn more.
The actual sender of this message is different than the normal sender. Click here to learn more.

Thank you for connecting with the DLM team through the “Message DLM” function in the survey portal. A DLM staff member will respond to your inquiry within 1-2 business days.

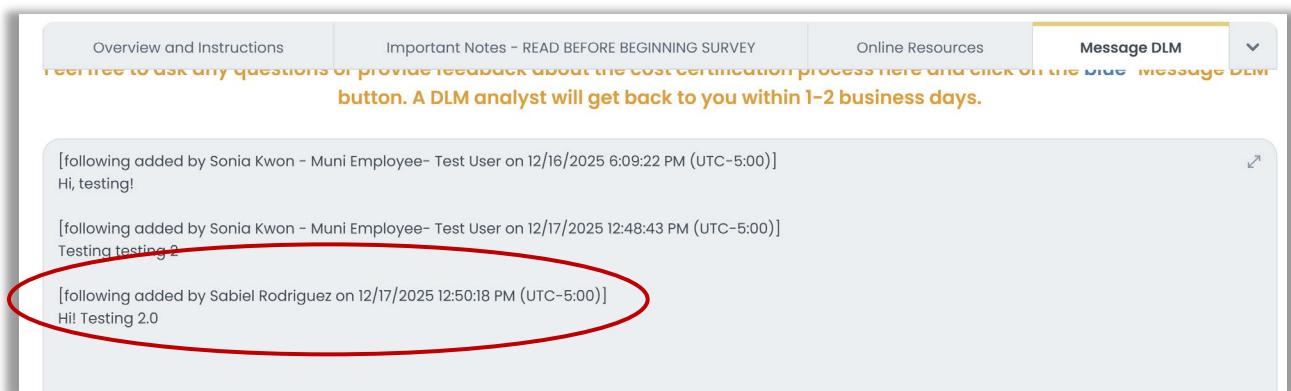
Division of Local Mandates
Office of State Auditor Diana DiZoglio
Massachusetts State House, Room 230
Boston, MA 02133
(617) 727-0980
DLM.CostCertification@massauditor.gov

EmailID: 10.3901

6. When a member of the DLM team has responded to your inquiry, you will receive an email notification (outside of the portal) that a response (within the portal) is available.

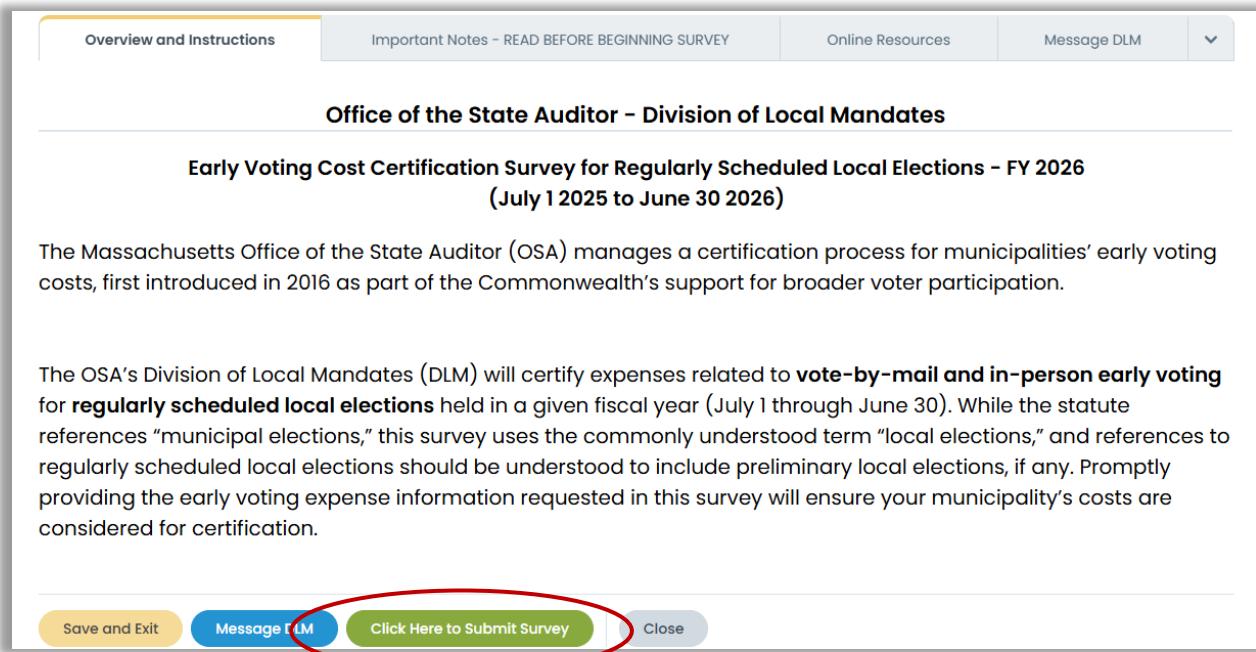


7. The DLM response to your message will be located in the grey section of the *Message DLM* tab.



F. Submitting Survey.

1. Once you complete the survey and are ready to submit your response to the DLM team for review, select the green “Click Here to Submit Survey” button at the bottom of the screen.



Overview and Instructions Important Notes - READ BEFORE BEGINNING SURVEY Online Resources Message DLM ▼

Office of the State Auditor - Division of Local Mandates

Early Voting Cost Certification Survey for Regularly Scheduled Local Elections - FY 2026
(July 1 2025 to June 30 2026)

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.

The OSA's Division of Local Mandates (DLM) will certify expenses related to **vote-by-mail and in-person early voting** for **regularly scheduled local elections** held in a given fiscal year (July 1 through June 30). While the statute references "municipal elections," this survey uses the commonly understood term "local elections," and references to regularly scheduled local elections should be understood to include preliminary local elections, if any. Promptly providing the early voting expense information requested in this survey will ensure your municipality's costs are considered for certification.

Save and Exit Message DLM **Click Here to Submit Survey** Close

2. Once you have submitted your survey response, you will receive an email notification (outside of the portal) acknowledging receipt and starting the clock on the 24-hour review and editing window.

DLM Certification Team
Thank You for Submitting Your Survey Response! Read More for Details on Final Editing Opportunity Mon 2:05 PM

File **Message** Help Acrobat

Share to Teams All Apps Mark Unread Find Zoom

Thank You for Submitting Your Survey Response! Read More for Details on Final Editing Opportunity

webserver@highgear.app on behalf of DLM Certification Team <dlm.costcertification@massauditor.gov> (websen) To: Kwon, Sonia J. (SAO) Reply Reply All Forward Print ... Mon 12/15/2025 2:05 PM

① We could not verify the identity of the sender. Click here to learn more.
The actual sender of this message is different than the normal sender. Click here to learn more.

Hello Sonia Kwon - Muni Employee- Test User:

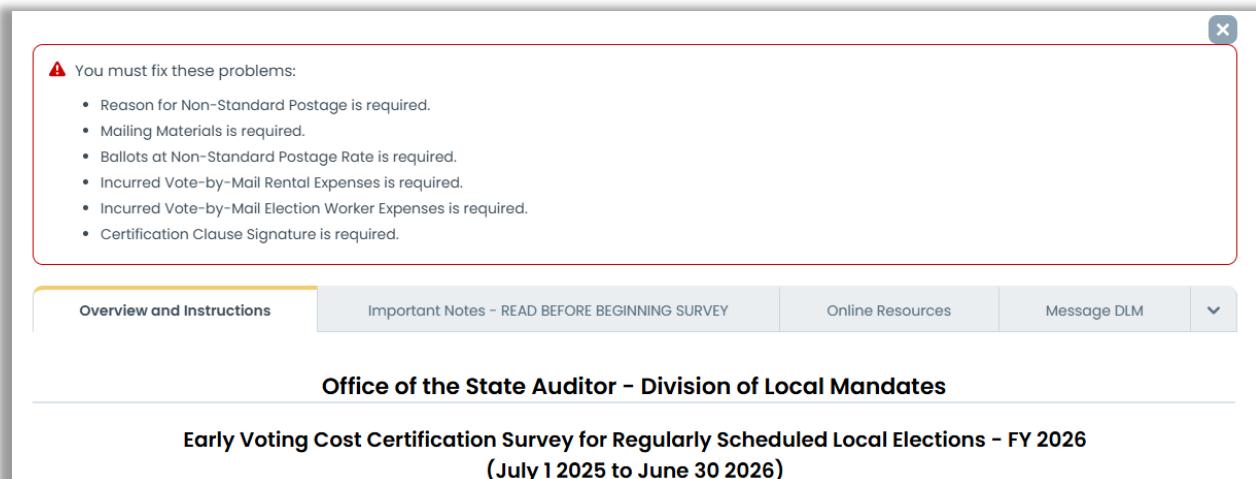
Thank you for completing the FY 2026 Early Voting Cost Certification Survey for Regularly Scheduled Local Elections. Your submission can be accessed through the DLM Survey Portal at <https://massosadev.forms.highgear.app/portal/DLMPortal>. Please review promptly. Changes must be made within 24 hours or before the end of the business day following receipt of this email, by accessing the survey and selecting "Edit Submission." A PDF copy of your submission will be made available to you in the portal after this review window.

We appreciate your cooperation and support.

Jana DiNatale
Director, Division of Local Mandates
Office of State Auditor Diana DiZoglio
Massachusetts State House, Room 230
Boston, MA 02133
(617) 727-0980
DLM.CostCertification@massauditor.gov

G. Correcting Errors.

1. Once you select the green “Click Here to Submit Survey” button, if you have missed any required fields, including required uploads, you will receive an error message at the top of your screen.



The screenshot shows a survey interface with a red-bordered error message box at the top. The message box contains a red warning icon and the text: "You must fix these problems:" followed by a bulleted list of required fields. Below the message box is a navigation bar with tabs: "Overview and Instructions" (highlighted in yellow), "Important Notes - READ BEFORE BEGINNING SURVEY", "Online Resources", "Message DLM", and a dropdown arrow. At the bottom, the text "Office of the State Auditor - Division of Local Mandates" and "Early Voting Cost Certification Survey for Regularly Scheduled Local Elections - FY 2026 (July 1 2025 to June 30 2026)" is displayed.

⚠ You must fix these problems:

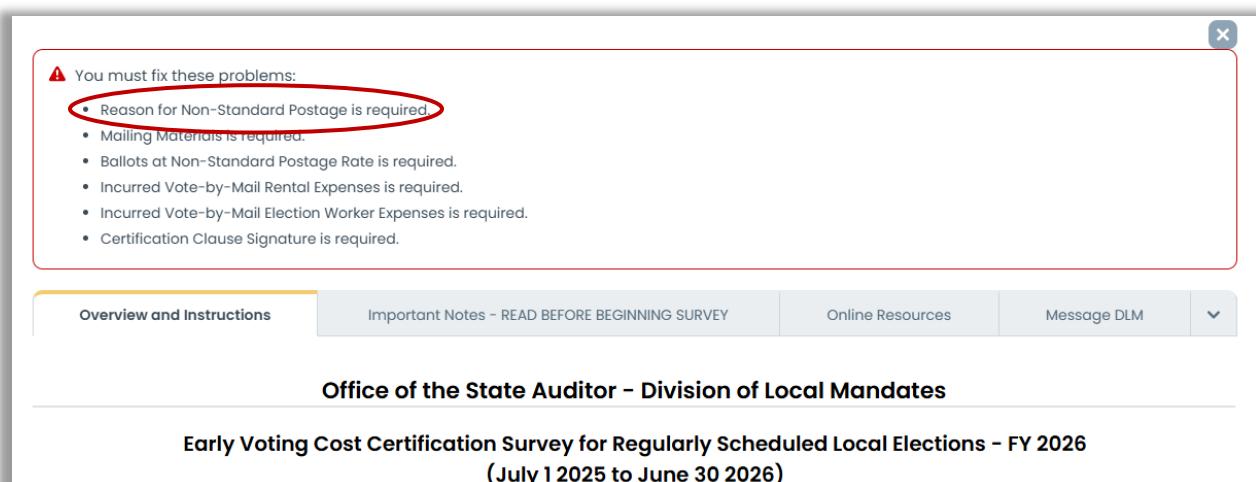
- Reason for Non-Standard Postage is required.
- Mailing Materials is required.
- Ballots at Non-Standard Postage Rate is required.
- Incurred Vote-by-Mail Rental Expenses is required.
- Incurred Vote-by-Mail Election Worker Expenses is required.
- Certification Clause Signature is required.

Overview and Instructions Important Notes - READ BEFORE BEGINNING SURVEY Online Resources Message DLM ▼

Office of the State Auditor - Division of Local Mandates

Early Voting Cost Certification Survey for Regularly Scheduled Local Elections - FY 2026
(July 1 2025 to June 30 2026)

2. To make corrections, click on each error and you will be taken to the question that must be corrected.



The screenshot shows the same survey interface as the previous one, but with a red circle drawn around the first item in the error message list: "Reason for Non-Standard Postage is required". The rest of the interface is identical, including the error message box, navigation bar, and survey details at the bottom.

⚠ You must fix these problems:

- Reason for Non-Standard Postage is required
- Mailing Materials is required.
- Ballots at Non-Standard Postage Rate is required.
- Incurred Vote-by-Mail Rental Expenses is required.
- Incurred Vote-by-Mail Election Worker Expenses is required.
- Certification Clause Signature is required.

Overview and Instructions Important Notes - READ BEFORE BEGINNING SURVEY Online Resources Message DLM ▼

Office of the State Auditor - Division of Local Mandates

Early Voting Cost Certification Survey for Regularly Scheduled Local Elections - FY 2026
(July 1 2025 to June 30 2026)

⚠ You must fix these problems:

- Reason for Non-Standard Postage is required.
- Mailing Materials is required.
- Ballots at Non-Standard Postage Rate is required.
- Incurred Vote-by-Mail Rental Expenses is required.
- Incurred Vote-by-Mail Election Worker Expenses is required.
- Certification Clause Signature is required.

Overview and Instructions Important Notes - READ BEFORE BEGINNING SURVEY Online Resources Message DLM

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

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.

3. Once all errors have been corrected, select the green "Click Here to Submit Survey" button to submit. Error messages will remain until all errors are corrected.

Overview and Instructions Important Notes - READ BEFORE BEGINNING SURVEY Online Resources Message DLM

Office of the State Auditor - Division of Local Mandates

Early Voting Cost Certification Survey for Regularly Scheduled Local Elections - FY 2026
(July 1 2025 to June 30 2026)

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The OSA's Division of Local Mandates (DLM) will certify expenses related to **vote-by-mail and in-person early voting** for **regularly scheduled local elections** held in a given fiscal year (July 1 through June 30). While the statute references "municipal elections," this survey uses the commonly understood term "local elections," and references to regularly scheduled local elections should be understood to include preliminary local elections, if any. Promptly providing the early voting expense information requested in this survey will ensure your municipality's costs are considered for certification.

Save and Exit **Message DLM** **Click Here to Submit Survey** **Close**

H. Editing Survey During 24-Hour Post-Submission Review and Editing Window.

1. After submitting your survey response, you will have 24 hours (one business day) to review your response and make edits. To make edits, reopen the survey within the portal and select the orange “Edit Submission” button at the bottom of the screen.

Overview and Instructions Important Notes – READ BEFORE BEGINNING SURVEY Online Resources Message DLM

Office of the State Auditor – Division of Local Mandates

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PLEASE BE ADVISED that DLM is responsible solely for certifying costs and does not handle the disbursement of funds. Certification does not guarantee reimbursement. Municipalities are urged to exercise fiscal responsibility and proactively manage the budgeting of costs. DLM may ask for additional information and supporting documentation.

Message DLM **Edit Submission** **Close**

2. After clicking the “Edit Submission” button, you will see your survey as it appeared when the survey was first filled out. All questions in the survey are editable at this stage.
3. Once edits have been made, select the green “Click Here to Submit Survey” button to submit. If you have missed any required fields, including required uploads, you will receive an error message at the top of your screen. Follow instructions in Section G above to correct. Error messages will remain until all errors are corrected.

Overview and Instructions Important Notes - READ BEFORE BEGINNING SURVEY Online Resources Message DLM ▼

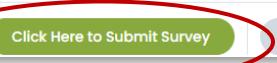
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Save and Exit Message DLM Click Here to Submit Survey Close



4. After submitting your edits, your survey will be locked into read-only mode. If you need to make edits again, click on the orange "Edit Submission" button. You are permitted to make as many edits as needed until the editing period closes.

Overview and Instructions Important Notes - READ BEFORE BEGINNING SURVEY Online Resources Message DLM ▼

Office of the State Auditor - Division of Local Mandates

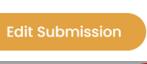
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PLEASE BE ADVISED that DLM is responsible solely for certifying costs and does not handle the disbursement of funds. **Certification does not guarantee reimbursement.** Municipalities are urged to exercise fiscal responsibility and proactively monitor the incurrence of costs. DLM may ask for additional information and supporting documentation.

Message DLM Edit Submission Close

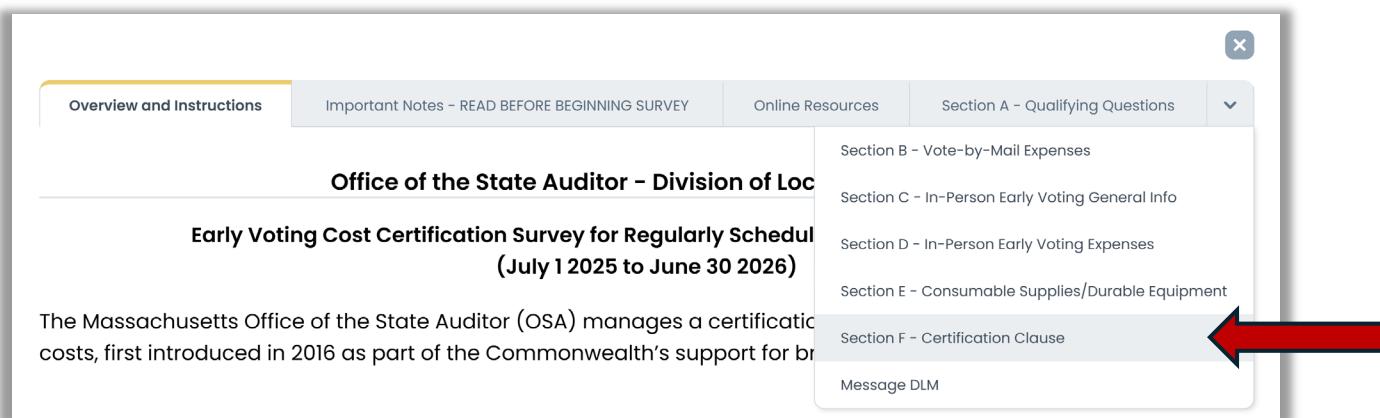


I. Accessing Original Submission After 24-Hour Post-Submission Review and Editing Window.

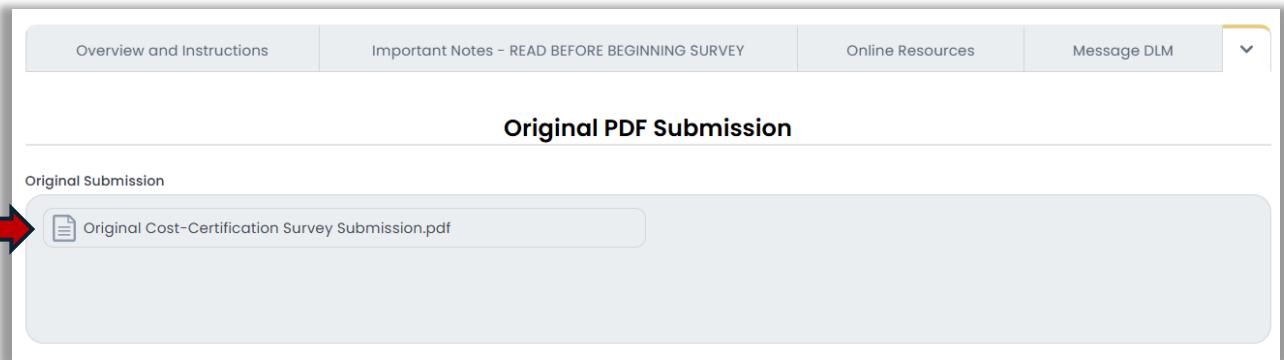
- Once you have submitted your survey response and the 24-hour review and editing window has passed, a read-only copy of your original submission, labeled “Original Submission,” will be available in the portal. You can review your original submission online at any time.



- A PDF of your original submission will be available in the *Section F – Certification Clause* tab **above** the certification clause.



- You will have the option to download your original submission for your records by clicking on the PDF attachment.



4. After the “Original Submission” copy is generated, a new copy of your survey response will be generated to preserve the original submission. **DLM’s review, any requests for additional information, and any edits made by you or DLM will be conducted in the new copy labeled “DLM Review.”**

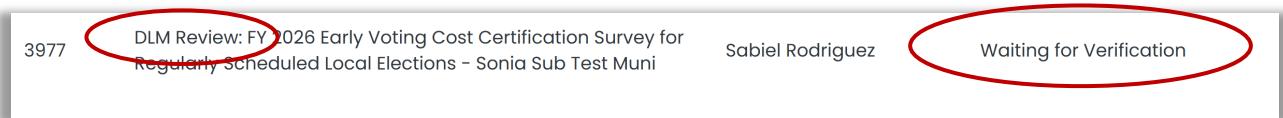
3977

DLM Review: FY 2026 Early Voting Cost Certification Survey for
Regularly Scheduled Local Elections - Sonia Sub Test Muni

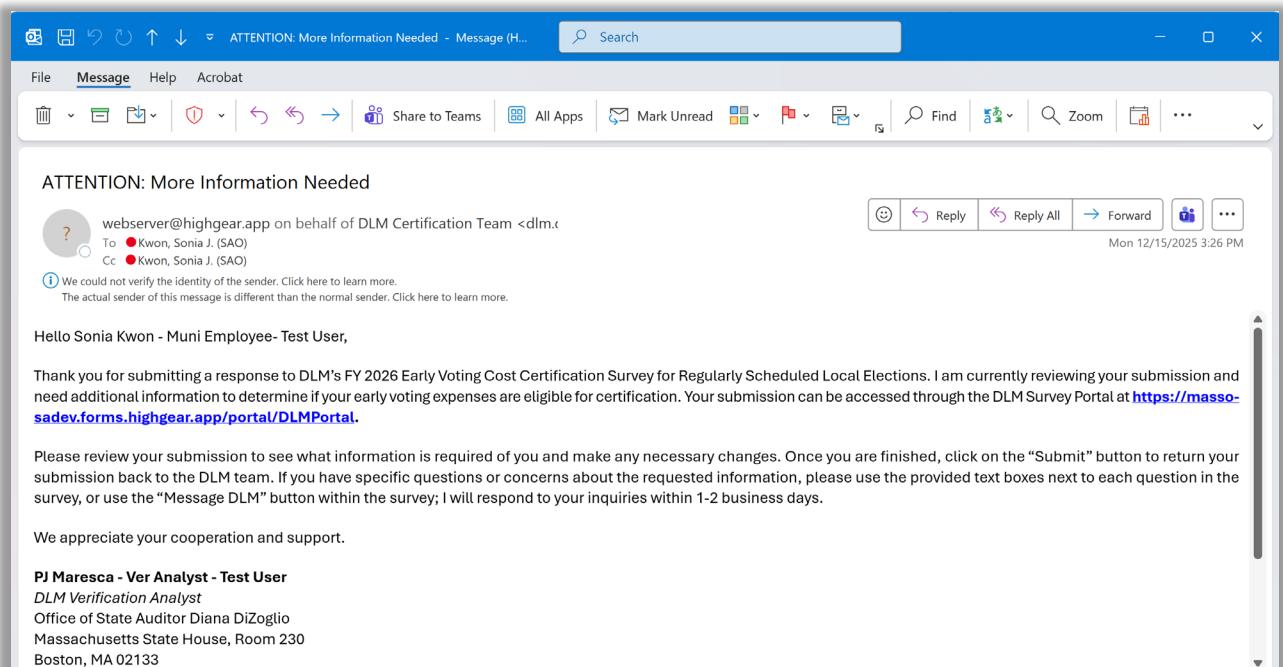
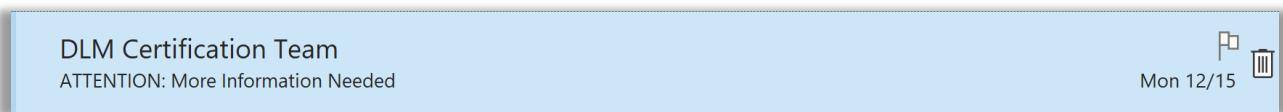
Sonia Kwon - Muni
Employee- Test User

J. Responding to DLM Requests for More Information.

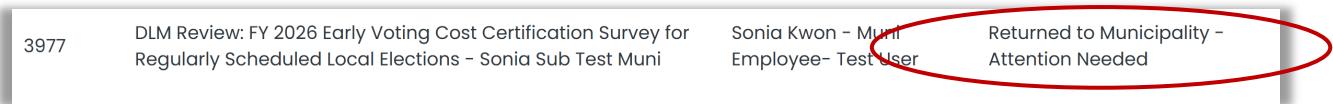
1. After the “Original Submission” copy is generated, a new copy of your survey response will be generated to preserve the original submission. DLM’s review, any requests for additional information, and any edits made by you or DLM will be conducted in the new copy labeled “DLM Review.” Your response may have statuses such as “Waiting for Verification” or “Verification in Progress” and will be locked from editing until DLM has a request for more information.



2. During DLM’s review, if additional information is required, you will receive an email notification (outside of the portal).

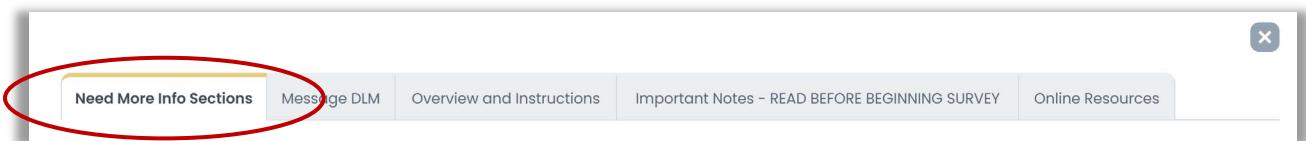


3. If you receive this email notification, return to your survey within the portal. Your submission will have a status labeled as “Returned to Municipality – Attention Needed.”

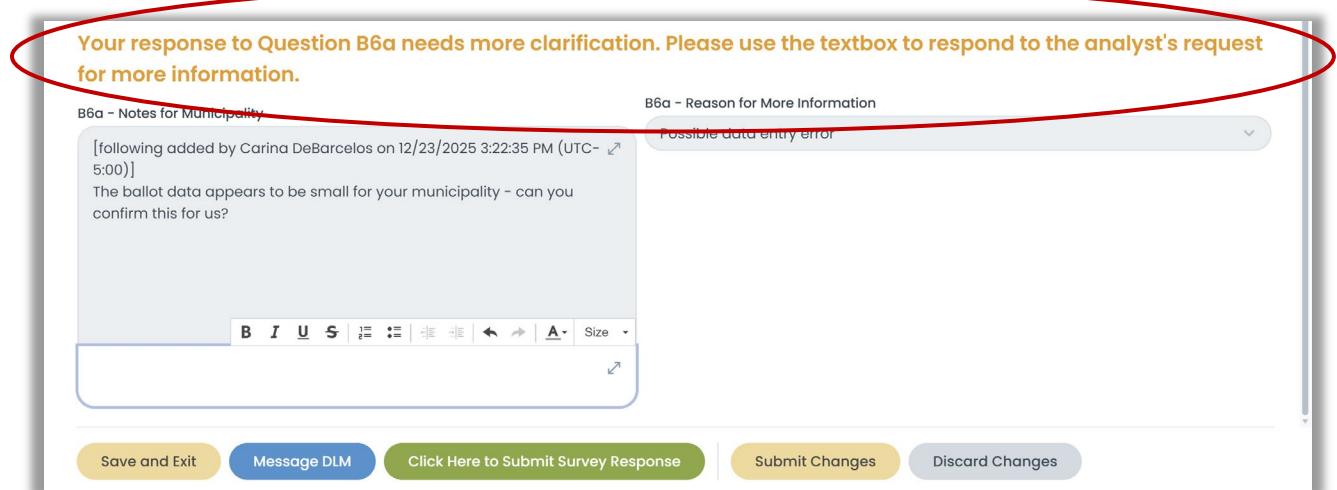


3977	DLM Review: FY 2026 Early Voting Cost Certification Survey for Regularly Scheduled Local Elections - Sonia Sub Test Muni	Sonia Kwon - Muni Employee- Test User	Returned to Municipality - Attention Needed
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4. After opening your submission, you will see a *Need More Info Sections* tab for you to attend to specific questions needing more information.



5. Each question needing more information will be identified with a message in large orange font and accompanied by a text box.



Your response to Question B6a needs more clarification. Please use the textbox to respond to the analyst's request for more information.

B6a - Notes for Municipality

[following added by Carina DeBarcelos on 12/23/2025 3:22:35 PM (UTC- 5:00)]

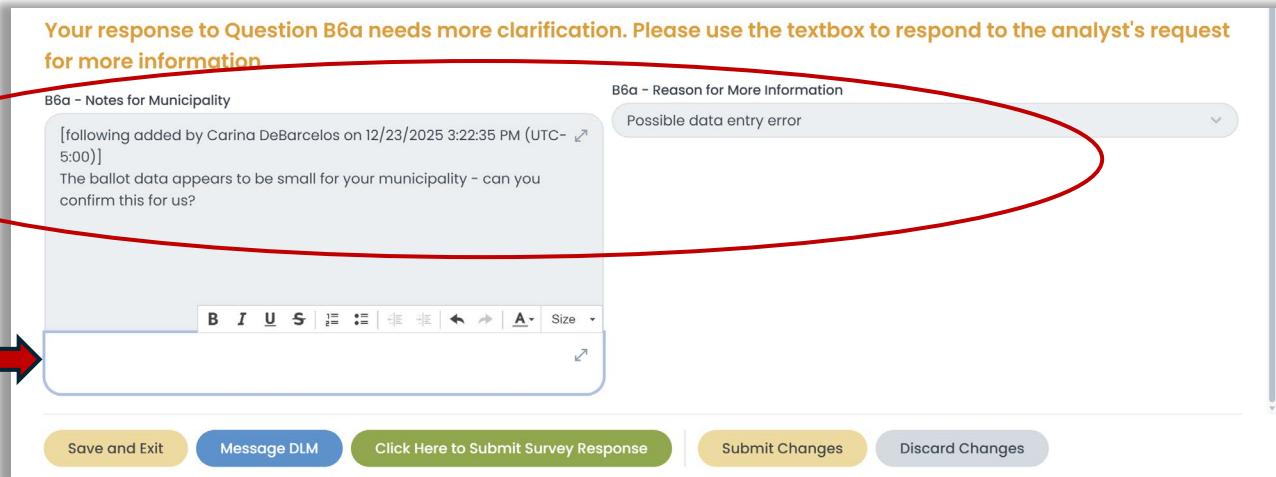
The ballot data appears to be small for your municipality - can you confirm this for us?

B6a - Reason for More Information

Possible data entry error

Save and Exit Message DLM Click Here to Submit Survey Response Submit Changes Discard Changes

6. Note that the text box will include the analyst's reason for requesting more information as well as communications. Similar to the *Message DLM* function, compose your response in the **white** section at the **bottom** of the text box.



Your response to Question B6a needs more clarification. Please use the textbox to respond to the analyst's request for more information

B6a - Notes for Municipality

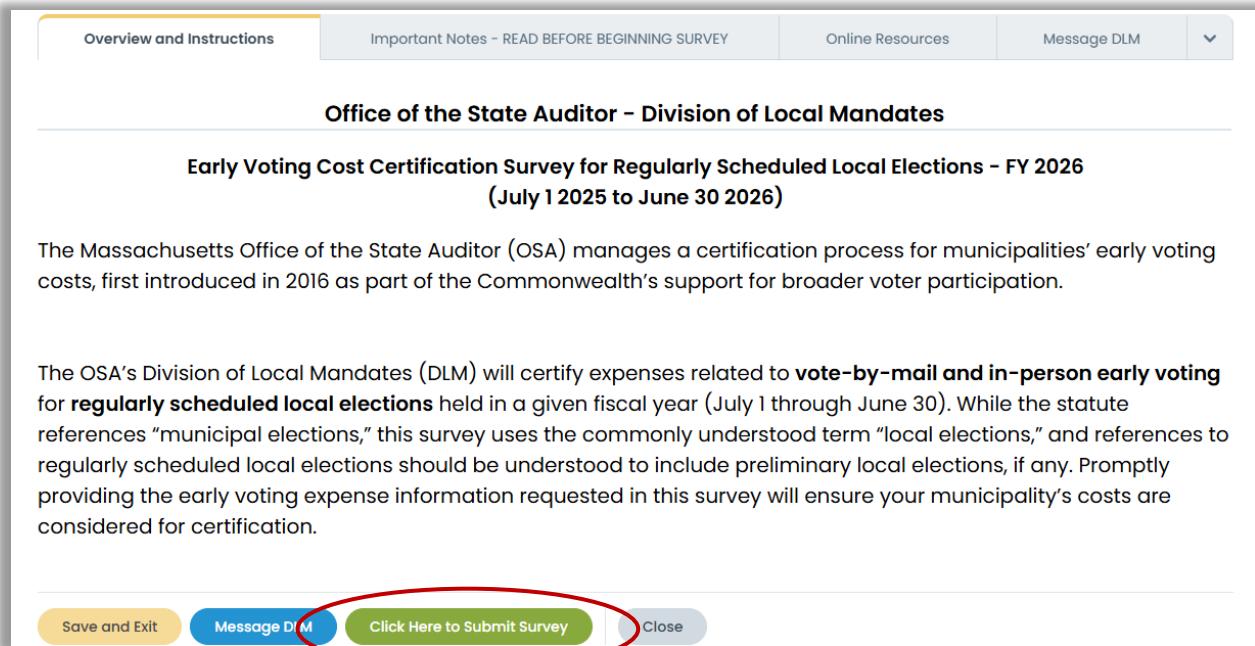
[following added by Carina DeBarcelos on 12/23/2025 3:22:35 PM (UTC- 5:00)]
The ballot data appears to be small for your municipality - can you confirm this for us?

B6a - Reason for More Information

Possible data entry error

Save and Exit Message DLM Click Here to Submit Survey Response Submit Changes Discard Changes

7. Once all requests for more information have been addressed, select the green "Click Here to Submit Survey" button to submit.



Overview and Instructions Important Notes - READ BEFORE BEGINNING SURVEY Online Resources Message DLM

Office of the State Auditor - Division of Local Mandates

Early Voting Cost Certification Survey for Regularly Scheduled Local Elections - FY 2026
(July 1 2025 to June 30 2026)

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.

The OSA's Division of Local Mandates (DLM) will certify expenses related to **vote-by-mail and in-person early voting** for **regularly scheduled local elections** held in a given fiscal year (July 1 through June 30). While the statute references "municipal elections," this survey uses the commonly understood term "local elections," and references to regularly scheduled local elections should be understood to include preliminary local elections, if any. Promptly providing the early voting expense information requested in this survey will ensure your municipality's costs are considered for certification.

Save and Exit Message DLM Click Here to Submit Survey Close

8. The communication history will be stored in the grey section at the top of the text box.

Your response to Question B6a needs more clarification. Please use the textbox to respond to the analyst's request for more information.

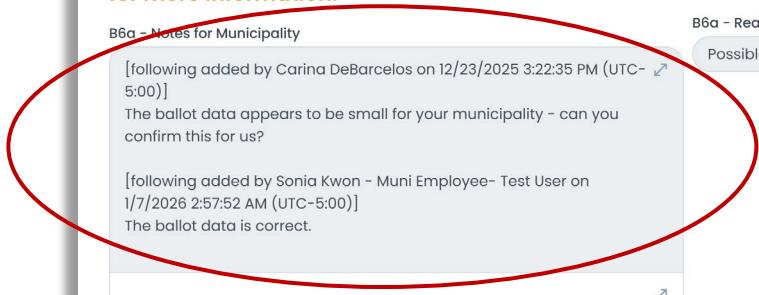
B6a - Notes for Municipality

[following added by Carina DeBarcelos on 12/23/2025 3:22:35 PM (UTC-5:00)]
The ballot data appears to be small for your municipality - can you confirm this for us?

[following added by Sonia Kwon - Muni Employee- Test User on 1/7/2026 2:57:52 AM (UTC-5:00)]
The ballot data is correct.

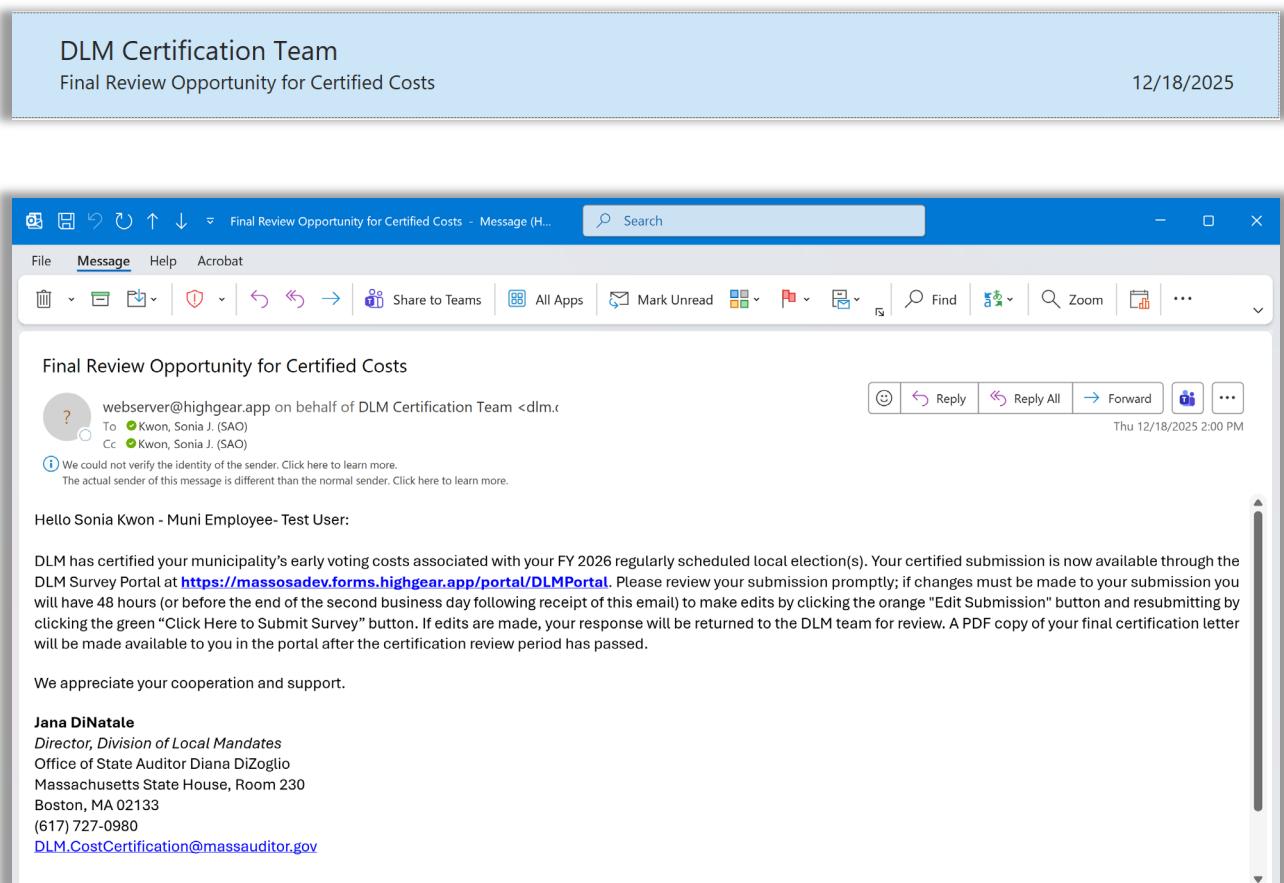
B6a - Reason for More Information

Possible data entry error



K. Editing Survey During 48-Hour Post-Certification Review and Editing Window – FINAL OPPORTUNITY

- Once your survey response has been certified by DLM, you will receive an email notification (outside of the portal) starting the clock on the final 48-hour review and editing window.



DLM Certification Team
Final Review Opportunity for Certified Costs

12/18/2025

Final Review Opportunity for Certified Costs

webservice@highgear.app on behalf of DLM Certification Team <dlm.c...

To: Kwon, Sonia J. (SAO)
Cc: Kwon, Sonia J. (SAO)

ⓘ We could not verify the identity of the sender. Click here to learn more.
The actual sender of this message is different than the normal sender. Click here to learn more.

Thu 12/18/2025 2:00 PM

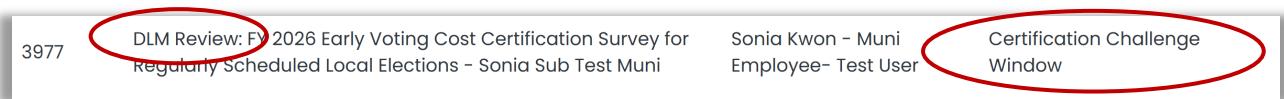
Hello Sonia Kwon - Muni Employee- Test User:

DLM has certified your municipality's early voting costs associated with your FY 2026 regularly scheduled local election(s). Your certified submission is now available through the DLM Survey Portal at <https://massosadev.forms.highgear.app/portal/DLMPortal>. Please review your submission promptly; if changes must be made to your submission you will have 48 hours (or before the end of the second business day following receipt of this email) to make edits by clicking the orange "Edit Submission" button and resubmitting by clicking the green "Click Here to Submit Survey" button. If edits are made, your response will be returned to the DLM team for review. A PDF copy of your final certification letter will be made available to you in the portal after the certification review period has passed.

We appreciate your cooperation and support.

Jana DiNatale
Director, Division of Local Mandates
Office of State Auditor Diana DiZoglio
Massachusetts State House, Room 230
Boston, MA 02133
(617) 727-0980
DLM.CostCertification@massauditor.gov

- Upon receipt of the email, you will have 48 hours (two business days) to review DLM's proposed certification of your response and request edits. Your submission will be labeled as "DLM Review" with a status of "Certification Challenge Window."



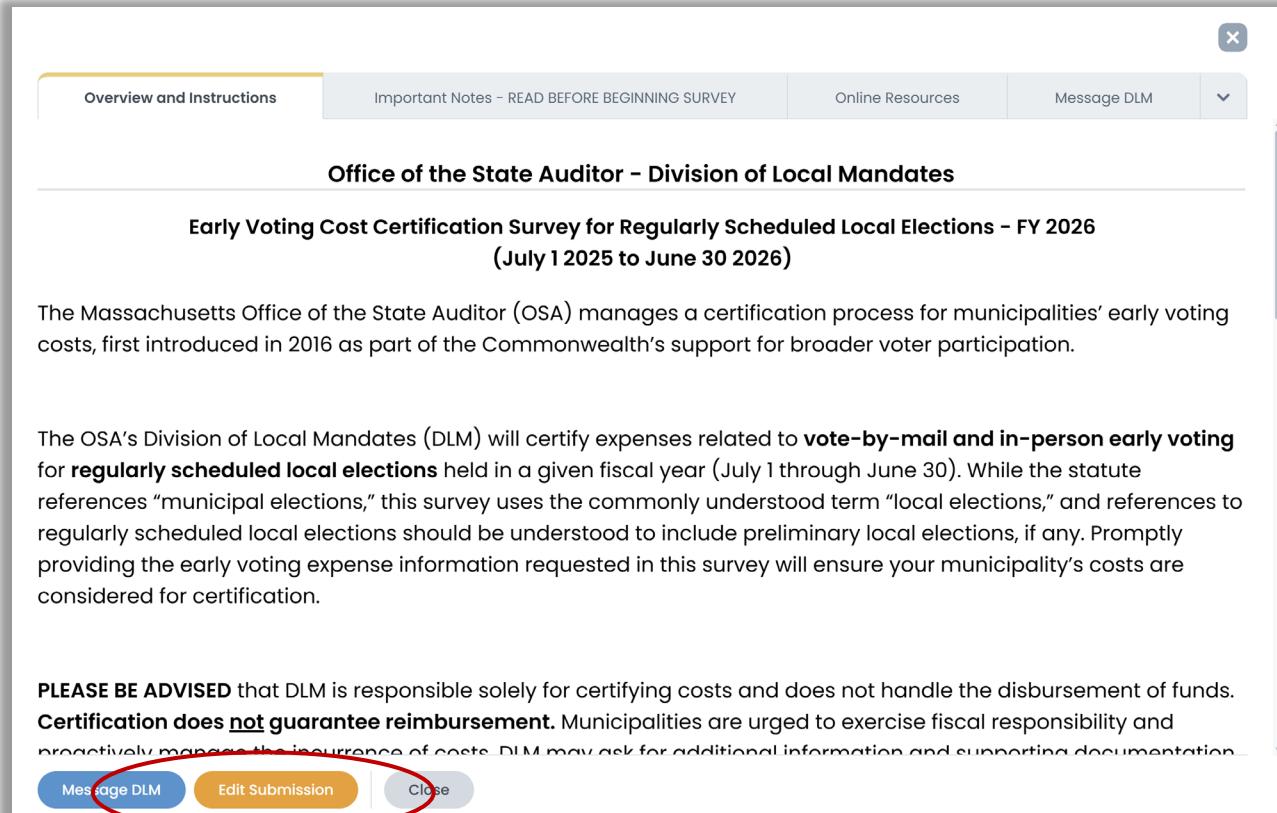
3977

DLM Review: FY 2026 Early Voting Cost Certification Survey for Regularly Scheduled Local Elections - Sonia Sub Test Muni

Sonia Kwon - Muni Employee- Test User

Certification Challenge Window

3. To request edits, reopen the survey within the portal and select the orange “Edit Submission” button at the bottom of the screen.



Overview and Instructions Important Notes – READ BEFORE BEGINNING SURVEY Online Resources Message DLM

Office of the State Auditor – Division of Local Mandates

Early Voting Cost Certification Survey for Regularly Scheduled Local Elections – FY 2026
(July 1 2025 to June 30 2026)

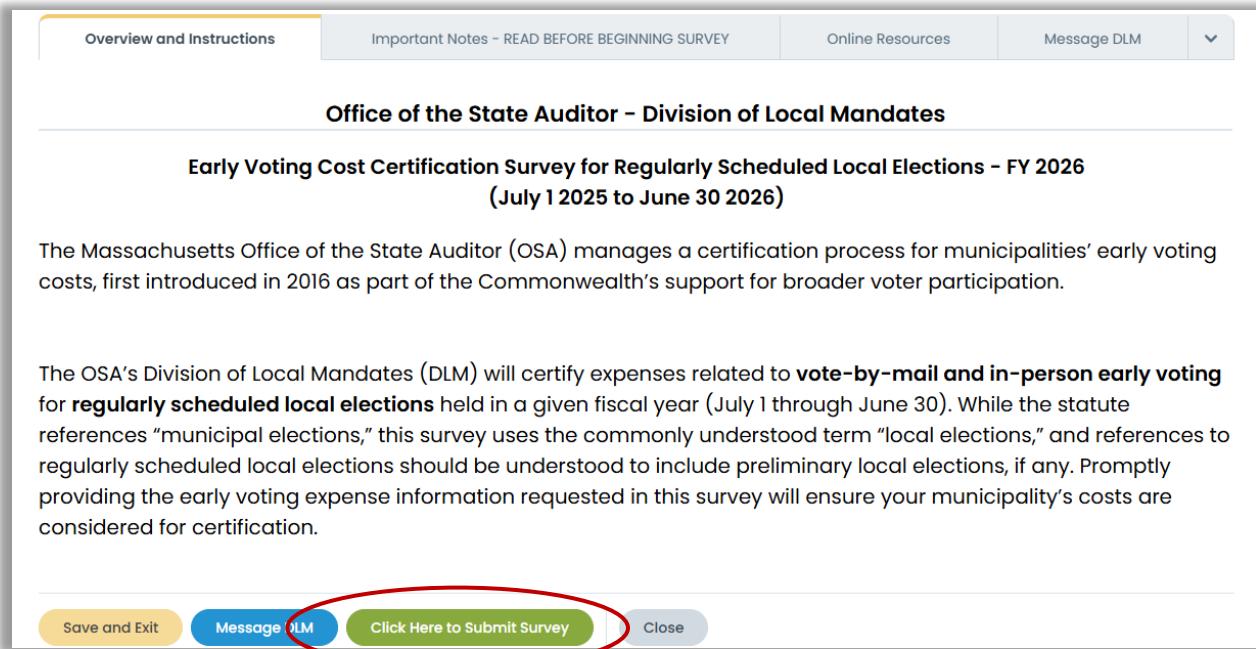
The Massachusetts Office of the State Auditor (OSA) manages a certification process for municipalities' early voting costs, first introduced in 2016 as part of the Commonwealth's support for broader voter participation.

The OSA's Division of Local Mandates (DLM) will certify expenses related to **vote-by-mail and in-person early voting** for **regularly scheduled local elections** held in a given fiscal year (July 1 through June 30). While the statute references "municipal elections," this survey uses the commonly understood term "local elections," and references to regularly scheduled local elections should be understood to include preliminary local elections, if any. Promptly providing the early voting expense information requested in this survey will ensure your municipality's costs are considered for certification.

PLEASE BE ADVISED that DLM is responsible solely for certifying costs and does not handle the disbursement of funds. **Certification does not guarantee reimbursement.** Municipalities are urged to exercise fiscal responsibility and proactively manage the incurrence of costs. DLM may ask for additional information and supporting documentation.

Message DLM **Edit Submission** **Close**

4. All questions in the survey are editable at this stage. Once edits have been made, select the green “Click Here to Submit Survey” button to submit.



Overview and Instructions Important Notes – READ BEFORE BEGINNING SURVEY Online Resources Message DLM

Office of the State Auditor – Division of Local Mandates

Early Voting Cost Certification Survey for Regularly Scheduled Local Elections – FY 2026
(July 1 2025 to June 30 2026)

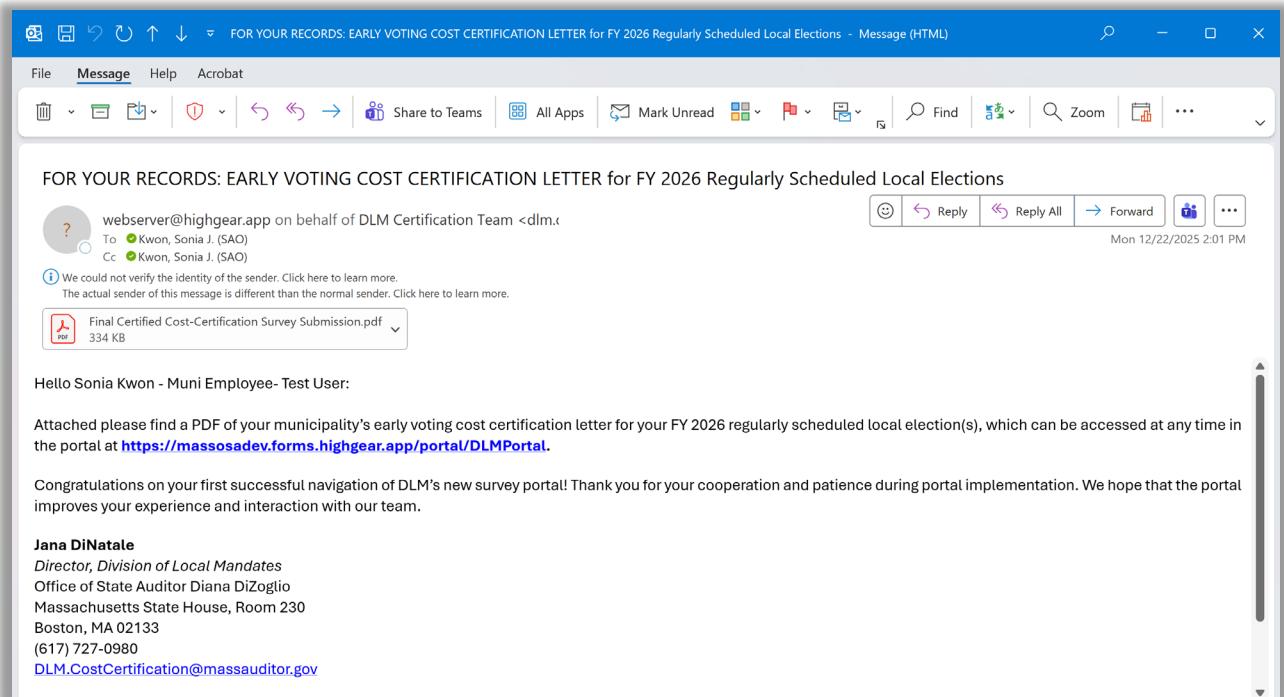
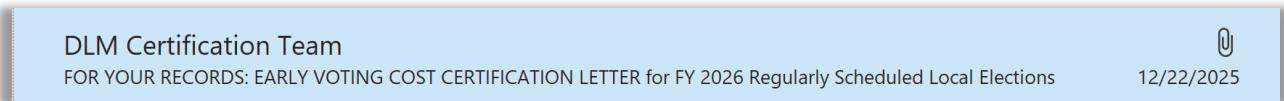
The Massachusetts Office of the State Auditor (OSA) manages a certification process for municipalities' early voting costs, first introduced in 2016 as part of the Commonwealth's support for broader voter participation.

The OSA's Division of Local Mandates (DLM) will certify expenses related to **vote-by-mail and in-person early voting** for **regularly scheduled local elections** held in a given fiscal year (July 1 through June 30). While the statute references "municipal elections," this survey uses the commonly understood term "local elections," and references to regularly scheduled local elections should be understood to include preliminary local elections, if any. Promptly providing the early voting expense information requested in this survey will ensure your municipality's costs are considered for certification.

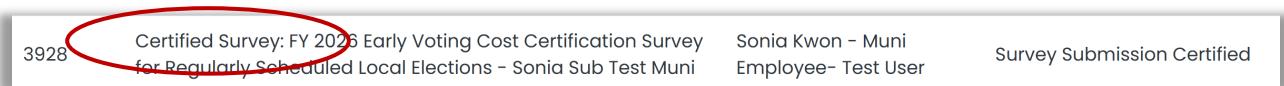
Save and Exit **Message DLM** **Click Here to Submit Survey** **Close**

L. Accessing Certification Letter After 48-Hour Post-Certification Review and Editing Window

- Once the 48-hour review and editing window has passed after your survey response has been certified, you will receive an email notification (outside of the portal) that your submission has been certified with a PDF attachment of your submission.



- A read-only copy of your certified submission, labeled "Certified Survey," will be available in the portal and can be accessed at any time.



3. A PDF of your Certification Letter will be available in the portal in the **Section F – Certification Clause** tab **below** the certification clause.

Office of the State Auditor – Division of Local Government

Early Voting Cost Certification Survey for Regularly Scheduled
(July 1 2025 to June 30 2026)

The Massachusetts Office of the State Auditor (OSA) manages a certification of costs, first introduced in 2016 as part of the Commonwealth's support for br

Section B – Vote-by-Mail Expenses

Section C – In-Person Early Voting General Info

Section D – In-Person Early Voting Expenses

Section E – Consumable Supplies/Durable Equipment

Section F – Certification Clause

Message DLM

4. You will have the option to download your Certification Letter for your records by clicking on the PDF attachment.

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

Certification Letter

Final Certified Cost-Certification Survey Submission.pdf

Close You have not made any changes.