

## Gateway State Owned Land Module Instruction

DLS's Bureau of Local Assessment is pleased to announce the State Owned Land (SOL) Program ([Chapter 58, S13-S17](#) and [Chapter 59, S5G](#)) migration to the DLS Gateway system. The Gateway module was developed to comply with recent changes as adopted in the Municipal Modernization Act of 2016.

The Bureau and DLS IT has made every effort to provide you, the system user, with an easy and transparent database program. Gateway will allow you to view old and new records, as well as communicate with the bureau on documentation through an upload and submit process. We welcome your feedback as we go forward with the 2020 launch.

As you may be aware, the Municipal Modernization Act changed the SOL valuation methodology to a statutory formula. This formula utilizes each community's 2017 valuation and a per-acre valuation derived from that valuation. The "base year valuation" for each city and town was applied for the FY2019 SOL PILOT.

Starting for Fiscal Year 2020, the SOL PILOTS "base year valuation" will require updates annually to include the value of any acquisitions (additional acreage purchased by the state) and/or dispositions (acreage sold, surplus, or transferred to a non-reimbursable agency). For FY 2020, and every two years thereafter, the "valuation" and "per acre valuation" will be adjusted by applying an equalized valuation (EQV) factor.

We have received from the Department of Capital Asset Management (DCAM) as part of their quarterly reports recently acquired land in your community. Additionally, we have decreased the amount of documentation required to determine eligibility for reimbursement. The new program also allows documentation to be uploaded to the parcel page within the system.

Under the new law, in preparation for the FY2020 valuation numbers, all newly reported acquisitions from calendar 2017 & 2018 will to be uploaded to Gateway by DLS for processing by **March 1, 2019**. It is imperative each community respond to the request for information within 30 days. This will insure that the additional acreage will be included in your FY2020 payment.

The criterion for reimbursement eligibility remains the same and is dependent upon three factors:

1. taxable status at the time of its acquisition;
2. land use;
3. and the state agency owning or holding the land.

# Gateway State Owned Land Module Instruction

## I. Annual Maintenance:

An acquisition notice will be sent from [BLADATA@dor.state.ma.us](mailto:BLADATA@dor.state.ma.us) to your Department contact's email address in the Local Officials Directory. Please be sure to add the BLADATA address to your Contact list to avoid the notification getting caught in SPAM filters.

The Gateway, State Owned Land program is found in the "Other Apps" tab. Guidelines and helpful links are available on the SOL landing page.

**Other Apps**  
Other Applications

**State Owned Land**

DLS's Bureau of Local Assessment is pleased to announce the State Owned Land (SOL) Program (Chapter 58, §13-S17 & Chapter 59, §5G) migration to the DLS Gateway system. The Gateway module was developed to comply with recent changes adopted in the Municipal Modernization Act of 2016.

We have been mindful to provide you with the information received from the Department of Capital Asset Management (DCAM) as part of their quarterly reports identifying recently acquired land in your community. Additionally, we have decreased the amount of documentation required to approve reimbursements. The new program allows documentation to be uploaded to the parcel page within the system.

A municipality's SOL inventory, including current new acquisitions are found on the "Dashboard". Use the Search/Dashboard to view the complete parcel inventory for your community. To complete the required processing for a new acquisition, click **SELECT** to enter the "Parcel Maintenance" screen for an individual parcel. Review and update the required fields (those fields with a white background), attach the required documentation, sign and submit the parcel acquisition information to BLA for determination of reimbursement eligibility.

For further information, BLA has detailed instruction available:  
Click here to download [Frequently Asked Questions](#) about this program.  
For SOL program assistance email [BLADATA@dor.state.ma.us](mailto:BLADATA@dor.state.ma.us)

**DLS Only Functions (not available to cities/towns)**

**Local Options CPA**  
Tracking for communities that have adopted the Community Preservation Act (CPA)

**Local Options Tax**  
Data entry screens for tracking local adoption of:

- meals tax
- room occupancy tax
- excise on sale of recreational marijuana

Notification of Acceptance form **must** be received 30 days prior to the start of the quarter to be effective for the next quarter.

**State House Notes**  
Allows you to search, maintain and create reports from State House Notes data.

A screen is available to each community displaying an inventory of parcels: the community's currently reimbursed parcels and the acquisitions/deletions (in the processing stage) awaiting approval.

This is called the **SOL Dashboard**:

Action	Jurisdiction	Parcel Status	Record Type	DOR Id	Current Use Code	Agency	Site Name	Location	Total Acres	Acquisition Date	Community ID	Grantor	Book	Page	Taxable At Sale	Prior Use Code	Disposition Date	Surplus Date	Legacy
Select	Townsend	FORM ENTERED	Acquisition			DFG	Wima Townsend Hill	North End Road	38.88		46-3-2	Julius Melbin Brian Stowell & Marvin H Stowell	69610	539	N				N
Select	Townsend	FORM ENTERED	Acquisition			DCR	Townsend State Forest	Brookline Road off	8.80		28-21-4	Stowell Stowell	69356	266- 269	N				N
Select	Townsend	FORM ENTERED	Acquisition			DFG	Wima Townsend Hill	Warner and Haynes Roads	37.90	6/30/2017	M44, L112	Citron Wilder/ Wilder Trust	69546	400	N				N
Select	Townsend	FINAL APPROVAL - 2019	Acquisition	299/009-M- 1902-0102.0	910	DCR	WILLARD BROOK ST FOR	WILLARD BROOK	21.18	1/1/2017	MAP 1 LOT 3				Y				Y
Select	Townsend	FINAL APPROVAL - 2019	Acquisition	299/009-M- 1902-0102.1	910	DCR	WILLARD BROOK ST FOR	45 VINTON POND RD	64.70	1/1/2017	MAP 2 LOT 1				Y				Y
Select	Townsend	FINAL APPROVAL - 2019	Acquisition	299/009-M- 2019-0102.0	910	DCR	SQUANNACOOK RIV ST PK	SQUANNACOOK RIVER	324.48	1/1/2017					Y				Y
Select	Townsend	FINAL APPROVAL - 2019	Acquisition	299/009-M- 2019-0102.0	910	DCR	WILLARD BROOK ST FOR	WILLARD BROOK	1,582.70	1/1/2017					Y				Y

From the SOL Dashboard a user can select an individual acquisition parcel to review.

- Parcels with "Final Approval 2019" status are informational only and cannot be updated.
- New acquisitions with the status of "FORM ENTERED" require your review, update of the required fields, and documentation upload. Once you have edited and submitted a new

## Gateway State Owned Land Module Instruction

acquisition, the status will change to "FORM SUBMIT". The status will change again to "FORM APPROVED" when BLA approves the parcel for inclusion in the next valuation round.

- To edit, chose "Select" to enter the **SOL Parcel Maintenance** screen.

**SOL Parcel Maintenance** Screen Information in Green has been supplied by DCAM and is not open to update. If available, we have also supplied, additional information for your review such as deed reference, grantor and community ID. We ask you to review and update this information if needed.

Skip to main content

Division of Local Services Gateway

Tracking Certification Taxrate Balance Sheet Schedule A District Taxrate District Balance Sheet LA-3 Misc Forms Directory Legal **Other Apps** Corp Book Security Admin

Local Options  
Local Options CPA  
Local Options Tax

State Owned Land  
Search/Dashboard  
DCAM Parcel Upload  
**Parcel Maintenance**  
SOL Valuation  
Assessor Notifications  
SOL Valuation Summary

### SOL Parcel Maintenance

Maintain State Owned Land Parcels

Status: FORM ENTERED Unlock for DLS Unlock for Community

WASHINGTON - 313

Jurisdiction: Washington - 313 Go

Parcel Record Type: Acquisition

Parcel ID:

Is Legacy Parcel:

Current Year Use Code:

Agency Name: DOE

Site Name: Washington Mountain

Total Acres: 1.00

Disposition Date:

Surplus Date:

Non-Reimbursable Reason:

Assessors: Please add and/or correct the data and upload the required documents in the section below.

Location: Batchelor St

Community ID: po M 240, L 2

Acquisition Date: 03/06/2018

Book:

Page:

Grantor Name: Kestrel Land Trust

Was Taxable at Time of Sale:  True  False

State Use Code at the time of taking:

Comments - [add comment](#)

Comments	Is Community Accessible
No comments to display.	

Required Uploads

You must upload the following documents:  
Deed/Order of Taking  
Copy of page containing last Commitment prior to taking

Current Documents - [upload new documents](#)

Name	Action
No documents to display.	

Signatures

Assessors

Check to add signature

Save Submit Delete Approve Unapprove Clone Undo Final Approve Redo Final Approve Print

Why are my buttons disabled?

In addition, there may be a few blank fields on the screen. This will require the assessor to respond by verifying reported information and completing all missing information:

## Gateway State Owned Land Module Instruction



**Assessors: Please add and/or correct the data and upload the required documents in the section below.**

Location	<input type="text"/>
Community ID	<input type="text"/>
Acquisition Date	<input type="text" value="03/06/2018"/>
Book	<input type="text" value="486009"/>
Page	<input type="text" value="062"/>
Grantor Name	<input type="text" value="Kestrel Land Trust"/>
Was Taxable at Time of Sale	<input checked="" type="radio"/> True <input type="radio"/> False
State Use Code at the time of taking	<input type="text"/>

For reimbursement the following documentation is required:

### Uploads by assessor include:

- recorded deed or order of taking,
- copy of last commitment book entry



**Required Uploads**  
You must upload the following documents:  
Deed/Order of Taking  
Copy of page containing last Commitment prior to taking

**Current Documents** - [upload new documents](#)

Name	Action
No documents to display.	

To upload select the “upload new documents” link to access the document upload box.



**Document Uploads**

Drop files here to upload (click [here](#) to select one or more files)  
Maximum file size is 24.9 MB. Any file larger than that will fail to upload.

Done

Click the word “[here](#)” to select the document file from Windows Explorer.

After the file has loaded, click “Done”. Your file is attached.

Parcels exempt at the time of taking; simply indicate the status on the form and attach a copy of the deed or order of taking.

Issued: January, 2019

# Gateway State Owned Land Module Instruction

After all information is reviewed and complete and documentation is attached, **there is a sign and submit for the assessors at the bottom of the page**. From there, BLA staff will receive notification of submission. When the program criteria is satisfied, BLA will edit the new parcels, adding a DOR ID and Reimbursement state use code and will “approve” the parcel for reimbursement.

Approved Acreage would be rolled over for each community then summarized for the fiscal year PILOT program by June 1<sup>st</sup>.

## Notices

Assessors with state owned land should be on the lookout for the notices they will receive:

1. Initial email (you have an acquisition go to Gateway annually by Jan 31)
2. Reminder (we have not received your information, within 15 days)
3. Warning (we will not be able to include this acquisition in this year’s PILOT, annually by March 1<sup>st</sup>)
4. Notice: BLA will sometimes edit existing acreage to enter a Disposition Code and Date if property is surplus or otherwise removed from inventory. They also may change other data like Reimbursement Status or may correct various data if we receive new information or catch an error.

## II. Valuation Summary

The 3<sup>rd</sup> component of the program is the **SOL Valuation Summary** screen. This screen allows the user to select an individual year or all years. (The data is currently limited to Final for 2019).)The information is downloadable to an Excel file for sorting/graphing and manipulation of data.

Jur. Code	Jur. Name	Fiscal Year	Process Description	Record Type	Base Value	Base Acres	Price Per Acre	EQV Adj Percent	EQV Adj Base Value	EQV Adj Price Per Acre	Acquired Acres	Disposed or Surplus Acres	Final Acres	Final Value
013	Ashfield	2018	SOL FINAL VALUATION	Amended	0	0.00	0.0000	1.0469	0	0.0000	0.00	0.00	0.00	0
013	Ashfield	2018	SOL FINAL VALUATION	Reimbursable	0	0.00	0.0000	1.0469	0	0.0000	0.00	0.00	0.00	0
013	Ashfield	2018	SOL FINAL VALUATION	Watershed	0	0.00	0.0000	1.0469	0	0.0000	0.00	0.00	0.00	0

In addition, this [link](#) features Frequently Asked Questions about this program.

For assistance contact: [BLADATA@dor.state.ma.us](mailto:BLADATA@dor.state.ma.us)