

## How To Submit an Emergency Deficit Spending Request Form in DLS Gateway

A new form exists in the Misc. Forms module to allow submission of emergency spending requests. The request will be automatically routed to the Director of Accounts for review, eliminating the need to email requests to the Director.

### **Who can submit an Emergency Deficit Spending Request?**

Per statute, requests can only come from the chief executive officer.

DLS Gateway users listed in the Local Officials Directory as having one of these Functional Roles can submit a request:

- CEO/Manager/Administr.
- Mayor
- Selectboard Chair

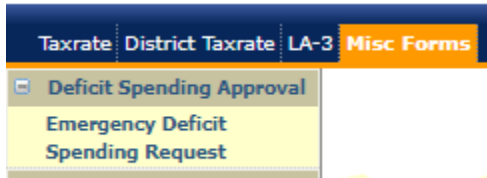
### **Where can I find the new form?**

Log into Gateway and go to the Misc Forms module. The new form is listed under the Deficit Spending Approval section. If you do not see the Misc Forms module or the new form, or need an account opened, contact DLS Gateway Support for assistance: [DLSGateway@dor.state.ma.us](mailto:DLSGateway@dor.state.ma.us)

### **What is the submission process?**

Log into DLS Gateway.

Go to the Misc Forms module. On the left, locate the Deficit Spending Approval submenu. Click the Emergency Deficit Spending Request option.

A screenshot of the 'Emergency Deficit Spending Request' form in the DLS Gateway. The page title is 'Division of Local Services Gateway'. The navigation bar shows 'Taxrate', 'District Taxrate', 'LA-3', and 'Misc Forms'. The left sidebar lists various categories, with 'Deficit Spending Approval' expanded to show 'Emergency Deficit Spending Request'. The main content area is titled 'Emergency Deficit Spending Request' and includes the text 'Enter/Update Requests for Emergency Deficit Spending'. Below this, it shows 'Status: NO STATUS FOUND' and 'SPRINGFIELD - 281 2021'. There are dropdown menus for 'Jurisdiction' and 'Fiscal Year' (set to 2021), with a 'Go' button. The form contains several text input fields for 'On behalf of mytown pursuant to G.L. c. 44, § 31, I request authorization to deficit spend up to the amount entered below, to support our response to the emergency as described:', 'Emergency declaration made by:', 'State of emergency declared by the Governor on this date:', and 'Majority vote of the selectboard or prudential committee, or two-thirds vote of the city or town council on this date:'. There is also a text area for 'Brief description of the emergency (if more space is needed, please upload a document below):'. At the bottom, there is a field for 'Amount Requested: \$' (set to 0) and a radio button for 'Is Request Related To Prior Approval' (set to 'Yes'). There are 'Save', 'Submit', and 'Print' buttons, and a link for 'Why are my buttons disabled?'.

**BOA requires submission of the following data:**

- At least one of these two dates:
  - The date a state of emergency was declared by the Governor, and/or
  - The date an emergency was voted by either the city council or selectboard
- A *brief* description of the emergency
- The amount (enter whole dollars only)
- Electronic signature of the CEO, Mayor or Selectboard Chair

Enter this required data, then click Save. Additional data options will appear once the request form is saved for the first time.

### Emergency Deficit Spending Request

Enter/Update Requests for Emergency Deficit Spending

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GEN001 | Data saved

Status: FORM ENTERED

SPRINGFIELD - 281 2021

Jurisdiction  Fiscal Year

Select a Request:

On behalf of  pursuant to G.L. c. 44, § 31, I request authorization to deficit spend up to the amount entered below, to support our response to the emergency as described:  
Emergency declaration made by:  
State of emergency declared by the Governor on this date:   
Majority vote of the selectboard or prudential committee, or two-thirds vote of the city or town council on this date:

Brief description of the emergency (if more space is needed, please upload a document below):

Amount Requested: \$  (whole dollars only) Is Request Related To Prior Approval  Yes  No

[Comments - add comment](#)

Comments	
No comments to display.	

[Current Documents - upload new documents](#)

Name	Action
No documents to display.	

**Signatures**  
CEO Signature  
For cities: Mayor  
For towns: Select Board Chair and/or Town Manager/Administrator  
 Check to add signature

**Optional data:**

Is Request Related to Prior Approval? If your spending request is related to a previously submitted request, click Yes. The default for this field is No.

Upload a document: documents, spreadsheets and other files describing the emergency in more detail can be uploaded to support the request.

Comments can also be added to describe the emergency in more detail.

When all data has been entered, sign and save the form, then click Submit. You will receive an email confirming the form's submission.

***Who reviews my form?***

The Director of the Bureau of Accounts is notified when a form is submitted. The Director will review the request; your community's BOA Representative is also notified on submission, and may contact you if more information is needed during the review.

***How will I know my request is approved?***

When the Director of Accounts approves a request form, an automated email will be sent to the people in your community listed with a Functional Role of CEO, Mayor, Selectboard Chair, Finance Director, Comptroller, Assessment Director and Accountant/Auditor. Your community's BOA Representative will also receive a copy.

***Can I submit more than one emergency spending request?***

Yes. You can submit more than one request in a fiscal year.

If you have already submitted at least one request, the screen will display two options:

- Add New Request: click this button to begin a new emergency spending request form.
- Get Request: to view a previously entered request, select the request in the drop-down list, then click the Get Request button.



***Can I print the form?***

Yes. Click the Print button to download or open a PDF report.

***Whom can I contact for help?***

If you need a DLS Gateway account, contact your city or town clerk, IT department or another local account administrator.

For technical issues with DLS Gateway, contact Gateway support at [DLSGateway@dor.state.ma.us](mailto:DLSGateway@dor.state.ma.us).

For guidance on any municipal finance matter, contact your community's Bureau of Accounts representative. [Click here to view the DLS staff directory](#).

To access DLS Gateway: <https://dlsgateway.dor.state.ma.us/gateway/Login>