

Commonwealth of Massachusetts



Supporting a Commonwealth of Communities

**Submitting Proposition 2 ½ Votes
using DLS Gateway**

November 16, 2022



Proposition 2 ½ Ballot Questions

- Overview of Proposition 2 ½ ballot processing
 - Accessing Gateway -
<https://dlsgateway.dor.state.ma.us/gateway>
 - Logging in (what to do if you have forgotten your credentials)
 - Where to find the vote entry screen
- What information is required?
- What are the different types of Votes?
- What happens with the tax rate if this information is not entered?
- Where does it show up on the tax rate forms once it is entered?
- How else is this data useful?
- Additional resources

City & Town Clerks

Proposition 2 ½ Ballot Questions

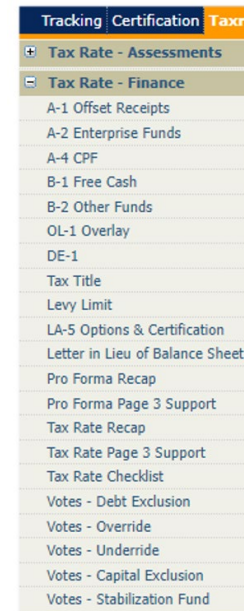
- Entering Proposition 2 ½ ballots in Gateway – Let's get started
- Gateway log-in screen



The screenshot shows the Gateway log-in screen on the left and a pop-up window titled 'Obtain User Name' on the right. The log-in screen has fields for 'User Name' and 'Password', a 'GO' button, and links for 'Forgot password?' and 'Forgot user name?'. The pop-up window asks the user to select a jurisdiction and contact an administrator to obtain a user name. It lists 'Mary Smith (999) 999-9999' as an administrator.

- Proposition 2 ½ votes are on the tax rate module

We will review the different votes types and any special requirements associated with each type

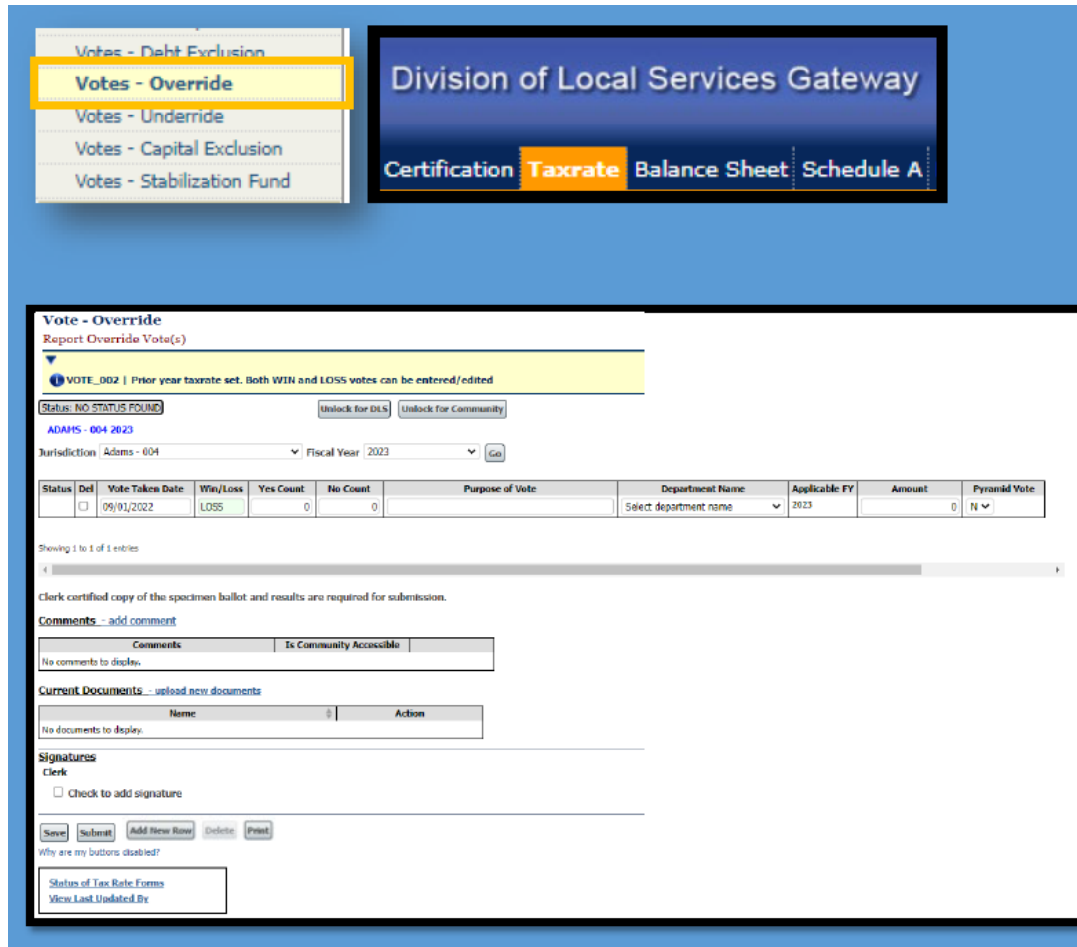


The screenshot shows the 'Tax Rate' module menu. The menu items are: Tax Rate - Assessments, Tax Rate - Finance, A-1 Offset Receipts, A-2 Enterprise Funds, A-4 CPF, B-1 Free Cash, B-2 Other Funds, OL-1 Overlay, DE-1, Tax Title, Levy Limit, LA-5 Options & Certification, Letter in Lieu of Balance Sheet, Pro Forma Recap, Pro Forma Page 3 Support, Tax Rate Recap, Tax Rate Page 3 Support, Tax Rate Checklist, Votes - Debt Exclusion, Votes - Override, Votes - Underride, Votes - Capital Exclusion, and Votes - Stabilization Fund.

The five possible types of votes that you would need to enter are all located here.

City & Town Clerks

Proposition 2 ½ Override



If you don't have an override you don't need to enter anything

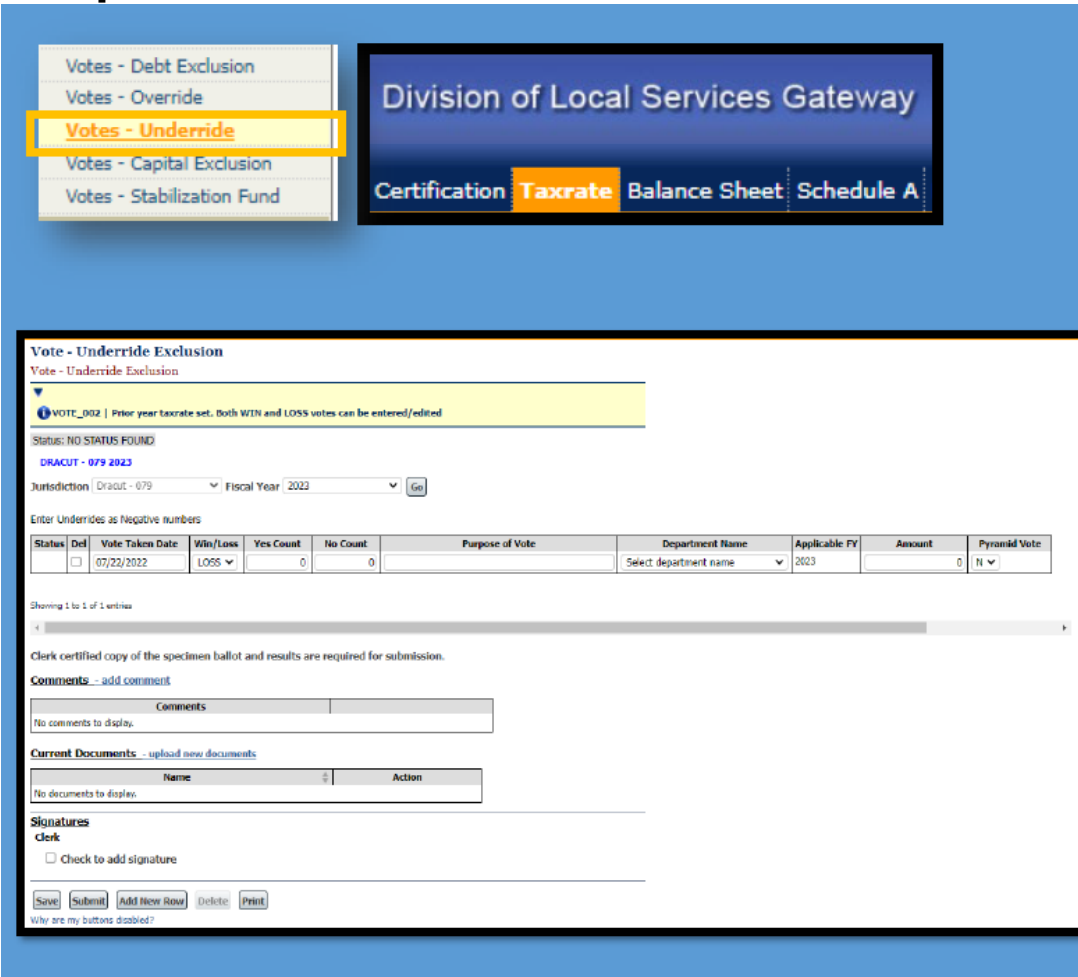
- **New override**
 - Scan or make an electronic copy of the specimen ballot
 - Access the override screen
 - Enter requested information (vote date, win/loss, vote counts, purpose, department, amount approved).
 - For most entries pyramid vote will be "N", but if you community voted the override as pyramid or tier then you would switch to "Y"
 - Upload the specimen ballot and results
 - Click the clerk signature box then click save



Deleting Votes – only delete a vote you entered in error, do not attempt to delete any existing votes – if in doubt contact DLS Gateway or Databank support

City & Town Clerks

Proposition 2 ½ Underride



Division of Local Services Gateway

Certification **Taxrate** Balance Sheet Schedule A

Vote - Underride Exclusion

Vote - Underride Exclusion

▼ VOTE_002 | Prior year taxrate set. Both WIN and LOSS votes can be entered/edited

Status: NO STATUS FOUND

DRACUT - 079 2023

Jurisdiction: Dracut - 079 Fiscal Year: 2023 Go

Enter Underrides as Negative numbers

Status	Del	Vote Taken Date	Win/Loss	Yes Count	No Count	Purpose of Vote	Department Name	Applicable FY	Amount	Pyramid Vote
	<input type="checkbox"/>	07/22/2022	LOSS ▼	0	0		Select department name ▼	2023	0	N ▼

Showing 1 to 1 of 1 entries

Clerk certified copy of the specimen ballot and results are required for submission.

Comments - add comment

Comments

No comments to display.

Current Documents - upload new documents

Name Action

No documents to display.

Signatures

Clerk

☐ Check to add signature

Save Submit Add New Row Delete Print

Why are my buttons disabled?

If you don't have an underride you don't need to enter anything

- **New underride**
 - Scan or make an electronic copy of the specimen ballot
 - Access the underride screen
 - Enter requested information (vote date, win/loss, vote counts, purpose, department, amount approved. Underride amounts should be entered as a negative.
 - For most entries pyramid vote will be "N", but if you community voted the underride as pyramid or tier then you would switch to "Y"
 - Upload the specimen ballot and results
 - Click the clerk signature box then click save



Deleting Votes – only delete a vote you entered in error, do not attempt to delete any existing votes – if in doubt contact DLS Gateway or Databank support



City & Town Clerks

Proposition 2 ½ Capital Exclusion

If you don't have a capital exclusion you don't need to enter anything

[Votes - Debt Exclusion](#)
[Votes - Override](#)
[Votes - Underride](#)
[Votes - Capital Exclusion](#)
[Votes - Stabilization Fund](#)

Division of Local Services Gateway

[Certification](#) **[Taxrate](#)** [Balance Sheet](#) [Schedule A](#)

Vote - Capital Exclusion
Capital Exclusion Vote(s)

VOTE_002 | Prior year taxrate set. Both WIN and LOSS votes can be entered/edited

Status: NO STATUS FOUND

DRACUT - 079 2023

Jurisdiction: Draut - 079 Fiscal Year: 2023

Status	Del	Vote Taken Date	Win/Loss	Yes Count	No Count	Purpose of Vote	Department Name	Applicable FY	Amount
<input type="checkbox"/>		07/22/2022	LOSS	0	0		Select department name	2023	0

Clerk certified copy of the specimen ballot and results are required for submission.

Comments - [add comment](#)

Comments

No comments to display.

Current Documents - [upload new documents](#)

Name

Action

No documents to display.

Signatures
Clerk
☐ Check to add signature

Why are my buttons disabled?

- **New capital exclusion**
 - Scan or make an electronic copy of the specimen ballot
 - Access the capital exclusion screen
 - Enter requested information (vote date, win/loss, vote counts, purpose, department, amount approved. Upload the specimen ballot and results
 - Click the clerk signature box then click save



Deleting Votes – only delete a vote you entered in error, do not attempt to delete any existing votes – if in doubt contact DLS Gateway or Databank support







City & Town Clerks

Proposition 2 ½ Override, underide or capital exclusion

- When the Proposition 2 ½ vote entry is approved it will populate the levy limit sheet with the approved amount and it's added to the levy limit
- When the Proposition 2 ½ vote entry is not entered, not submitted or not approved, Assessors will see the following warnings:





Assessors will see these warnings on the Levy Limit Sheet if nothing has been entered but will be able to continue with the process

Levy Limit Calculations

▼
 VOTE_013 Votes - Override is currently in NO STATUS FOUND. Any new data for this FY may require DLS approval.
 VOTE_013 Votes - Underide is currently in NO STATUS FOUND. Any new data for this FY may require DLS approval.
 VOTE_013 Vote - Capital Exclusion is currently in NO STATUS FOUND. Any new data for this FY may require DLS approval.
 VOTE_013 Vote - Stabilization Fund is currently in NO STATUS FOUND. Any new data for this FY may require DLS approval.

Assessors will see these warnings and will be stopped in the process if the vote isn't approved

Levy Limit Calculations

▼
 VOTE_013 Votes - Override is currently in FORM SUBMIT. Any new data for this FY may require DLS approval.
 VOTE_013 Votes - Underide is currently in NO STATUS FOUND. Any new data for this FY may require DLS approval.
 VOTE_013 Vote - Capital Exclusion is currently in NO STATUS FOUND. Any new data for this FY may require DLS approval.
 VOTE_013 Vote - Stabilization Fund is currently in NO STATUS FOUND. Any new data for this FY may require DLS approval.



City & Town Clerks

Proposition 2 ½ Debt Exclusion

If you don't have a debt exclusion you don't need to enter anything

Votes - Debt Exclusion

Votes - Override

Votes - Underride

Votes - Capital Exclusion

Votes - Stabilization Fund

Division of Local Services Gateway

CertificationTaxrateBalance SheetSchedule A

Vote - Debt Exclusion

Report Debt Exclusion Vote(s)

VOTE_002 | Prior year taxrate set. Both WIN and LOSS votes can be entered/edited

Status: NO STATUS FOUND

ACUSHNET - 003 2023

Jurisdiction: Acushnet - 003 Fiscal Year: 2023 Go

Status	Del	Vote Taken Date	Win/Loss	Yes Count	No Count	Purpose of Vote	Department Name	Applicable FY
Attached	<input type="checkbox"/>	02/22/1999	LOSS	665	1870	CONSTRUCTION AND REPAIR MIDDLE SCHOOL	SCHOOL	2002
	<input type="checkbox"/>	02/29/2000	WIN	1388	679	ARCHITECTURAL SERVICES RENOVATION AND ADD	SCHOOL	2002
	<input type="checkbox"/>	12/19/2005	LOSS	558	866	DESIGN, EQUIP, CONSTRUCT, FURNISH NEW LIBRA	CULTURE AND RECREATION	2006
	<input type="checkbox"/>	06/07/2011	LOSS	1631	1940	engineering design and permitting of the proposed	PUBLIC WORKS AND FACILITIES	2012
	<input type="checkbox"/>	12/10/2012	WIN	543	455	Police State Renovation	PUBLIC SAFETY	2014

Showing 1 to 5 of 5 entries

Clerk certified copy of the specimen ballot and results are required for submission.

Comments - add comment

Comments

No comments to display.

Current Documents - upload new documents

Documents

No documents to display.

Signatures

Clerk

☐ Check to add signature

Save Submit Add New Row Delete Print

Why are my buttons disabled?

- **New underride**
 - Scan or make an electronic copy of the specimen ballot
 - Access the debt exclusion screen
 - Enter requested information (vote date, win/loss, vote counts, purpose, department)
 - Upload the specimen ballot and results
 - Click the clerk signature box then click save



Deleting Votes – only delete a vote you entered in error, do not attempt to delete any existing votes – if in doubt contact DLS Gateway or Databank support



City & Town Clerks

Proposition 2 ½ Debt Exclusion

DE-1

Debt Exclusion

Status	Delists	(A) Ballot Vote Date	(B) Purpose(s) of Exclusion Vote	(C) Date of original issuance note/bond per purpose(s)	(D) Term or Term (T/P)	(E) FY 2022 Net Excluded Debt Service	(F) FY 2022 Gross Debt Service Expended	(G) FY 2023 Gross Debt Service Excludable	(H) Reimbursement adjustments (Whole numbers only)	(I) FY 2023 Net Excluded Debt Service
Attached	<input type="checkbox"/>	02/01/2003	TWIN SCHOOL	02/01/2003	P	475,928	0	0	0	0
Attached	<input type="checkbox"/>	12/06/1998	JR HIGH	12/06/1998	P	337,127	0	0	0	0
Attached	<input type="checkbox"/>	12/01/2005	SR HIGH	12/01/2005	P	1,234,625	0	0	0	0
Attached	<input type="checkbox"/>	10/15/2002	PUBLIC SAFETY	10/15/2002	P	359,788	0	0	0	0
Attached	<input type="checkbox"/>	12/17/2019	New Twin School	03/03/2020	P	2,901,045	0	0	0	0
Attached	<input type="checkbox"/>	12/17/2019	North Acton Fire Station	05/26/2020	P	420,125	0	0	0	0
Attached	<input type="checkbox"/>	12/17/2019	Minuteman RSD building	09/20/2016	T	449,303	0	0	0	0
Total:						6,177,941	0	0	0	0



Vote - Debt Exclusion

Report Debt Exclusion Vote(s)

Status	Del	Vote Taken Date	Win/Loss	Yes Count	No Count	Purpose of Vote	Department Name	Applicable FY
Attached	<input type="checkbox"/>	04/01/1983	WIN	907	863	SCHOOLS/REGIONAL JR AND HIGH	SCHOOL	1990
Attached	<input type="checkbox"/>	02/01/1986	WIN	912	666	REGIONAL SCHOOL/JR AND HIGH	SCHOOL	1990
Attached	<input type="checkbox"/>	11/01/1986	WIN	2835	2697	TOWN HALL REPAIRS	GENERAL GOVERN	1990
Attached	<input type="checkbox"/>	04/01/1987	WIN	385	384	"SCHOOLS/CON, DOUG, GATES, MERR, MCC"	SCHOOL	1997
Attached	<input type="checkbox"/>	05/07/1996	WIN	1729	1041	land-construct library	CULTURE AND RE	1999
Attached	<input type="checkbox"/>	05/07/1996	WIN	1745	1020	const.park and multi recreation area	CULTURE AND RE	2000
Attached	<input type="checkbox"/>	05/13/1997	WIN	1527	729	repair and equip selected town schools	SCHOOL	2001
Attached	<input type="checkbox"/>	05/13/1997	WIN	1735	530	acquire land for general operating exp.	GENERAL OPERAT	2000
Attached	<input type="checkbox"/>	12/08/1998	WIN	2853	2471	construct and equip new twin school	SCHOOL	2000
Attached	<input type="checkbox"/>	12/08/1998	WIN	2981	2361	repair and reconst.action-box,rep.school	SCHOOL	2001
Attached	<input type="checkbox"/>	11/20/2000	WIN	3367	1993	CONSTRUCT ADDITION AND REMODEL REGIONAL	SCHOOL	2002
Attached	<input type="checkbox"/>	11/05/2002	WIN	4750	3216	PUBLIC SAFETY BUILDING	PUBLIC SAFETY	2004
Attached	<input type="checkbox"/>	12/17/2019	WIN	1122	364	Bonds for Town's share of new Gates elementary sch	SCHOOL	2021
Attached	<input type="checkbox"/>	12/17/2019	WIN	1169	315	Bonds for a new fire station	PUBLIC SAFETY	2021
Attached	<input type="checkbox"/>	12/17/2019	WIN	1041	418	Bonds for a new district school	SCHOOL	2021

- Data stored in the debt exclusion table is aligned (mapped) with information that appears on the DE-1 to verify that an actual ballot was approved for the debt exclusion that will appear on the DE-1
- Debt exclusion mapping must occur before the DE-1 can be submitted by DLS
- Contact your BOA representative for assistance

View all DE1 records			View
DE1 Records(7 records found)			
Enter Vote No.	Ballot Vote Date	Purpose of Exclusion Votes	Net excluded debt service
16	12/8/1998	JR HIGH	337,127.00
19	10/15/2002	PUBLIC SAFETY	359,788.00
15	2/3/2003	TWIN SCHOOL	475,928.00
18	12/1/2005	SR HIGH	1,234,625.00
23	12/17/2019	Minuteman RSD building	449,303.00
22	12/17/2019	New Twin School	2,901,045.00
24	12/17/2019	North Acton Fire Station	420,125.00

Calendar Year / All Years			View
Available Votes(15 records found)			
Vote No.	Vote Date	Votes Description	
1	4/1/1983	SCHOOLS/REGIONAL JR AND HIGH	
2	2/2/1986	REGIONAL SCHOOL/JR AND HIGH	
3	11/1/1986	TOWN HALL REPAIRS	
4	4/1/1987	"SCHOOLS/CON,DOUG,GATES,MERR,MCC"	
11	5/7/1996	const.park and multi recreation area	
12	5/7/1996	land-construct library	
13	5/12/1997	acquire land for general operating exp.	
14	5/12/1997	repair and equip selected town schools	
15	12/8/1998	construct and equip new twin school	
16	12/8/1998	repair and reconst.action-box,rep.school	
18	11/20/2000	CONSTRUCT ADDITION AND REMODEL REGIONAL	
19	11/5/2002	PUBLIC SAFETY BUILDING	
22	12/17/2019	Bonds for Town's share of new Gates elementary...	
23	12/17/2019	Bonds for a new fire station	
24	12/17/2019	Bonds for a new district school	



City & Town Clerks

Proposition 2 ½ Stabilization Fund

[Votes - Debt Exclusion](#)
[Votes - Override](#)
[Votes - Underride](#)
[Votes - Capital Exclusion](#)
[Votes - Stabilization Fund](#)

Division of Local Services Gateway

[Certification](#) **[Taxrate](#)** [Balance Sheet](#) [Schedule A](#)

Vote - Override (Stabilization Fund)
[Vote - Override \(Stabilization Fund\)](#)

VOTE_002 | Prior year taxrate set. Both WIN and LOSS votes can be entered/edited

New vote

Status: NO STATUS FOUND
DRACUT - 079 2023

Jurisdiction: Dracut - 079 Fiscal Year: 2023 [Go](#)

Status	Del	Vote Taken Date	Win/Loss	Yes Count	No Count	Purpose of Vote	Department Name	Applicable FY	Selectmen Vote Received	Amount
<input type="checkbox"/>		07/22/2022	LOSS	0	0		Select department name	2023	<input type="checkbox"/>	0

Showing 1 to 1 of 1 entries

Clerk certified copy of the specimen ballot and results are required for submission.

Comments - [add comment](#)
No comments to display.

Current Documents - [upload new documents](#)
No documents to display.

Signatures
Clerk
☐ Check to add signature

[Save](#) [Submit](#) [Add New Row](#) [Delete](#) [Print](#)

Why are my buttons disabled?

If you don't have a stabilization fund vote you don't need to enter anything

- **New stabilization fund**
 - Scan or make an electronic copy of the specimen ballot
 - Access the underride screen
 - Enter requested information (vote date, win/loss, vote counts, purpose, department, amount approved).
 - When entering a new vote you should ignore the Selectmen Vote Received field
 - Upload the specimen ballot and results
 - Click the clerk signature box then click save



Deleting Votes – only delete a vote you entered in error, do not attempt to delete any existing votes – if in doubt contact DLS Gateway or Databank support



City & Town Clerks

Proposition 2 ½ Stabilization Fund

Division of Local Services Gateway

Certification Taxrate Balance Sheet Schedule A

Votes - Debt Exclusion
Votes - Override
Votes - Underride
Votes - Capital Exclusion
Votes - Stabilization Fund

GRAFTON - 110 2023

Jurisdiction: Grafton - 110 Fiscal Year: 2023 Go

Existing funds

Status	Del	Vote Taken Date	Win/Loss	Yes Count	No Count	Purpose of Vote	Department Name	Applicable FY	Selectmen Vote Received	Amount
<input type="checkbox"/>		06/14/2014	WIN	2039	1414	Funding municipal read stabilization fund	PUBLIC WORKS AND FACIL	2023	<input type="checkbox"/>	0
<input type="checkbox"/>		06/23/2020	WIN	1781	1082	Capital stabilization fund	GENERAL GOVERNMENT	2023	<input type="checkbox"/>	0

Showing 1 to 2 of 2 entries

If you don't have an existing stabilization fund vote you don't need to enter anything

- **Existing stabilization fund**
 - Scan a copy of the select boards vote to increase the amount added to the stabilization fund
 - Access the stabilization fund screen
 - Screen will prepopulate with the existing vote information
 - Check off the Selectmen Vote Received
 - Once amount is verified, enter the new amount (can't be greater than 2 ½% of last year's amount)
 - Upload the selectman vote
 - Click the clerk signature box then click save



Deleting Votes – only delete a vote you entered in error, do not attempt to delete any existing votes – if in doubt contact DLS Gateway or Databank support



City & Town Clerks

Additional Resources

[DLS Gateway log-in page](#)

[Gateway user guides and support information](#)

[How to enter Proposition 2 ½ votes in DLS Gateway](#)

DLS Gateway Support: dlsgateway@dor.state.ma.us

Databank Support: databank@dor.state.ma.us

[Proposition 2 ½ Ballot Questions Requirements and Procedures](#)

[Levy Limits: A Primer on Proposition 2 ½](#)

Data Analytics & Resources on Proposition 2 ½ Votes

[Overrides & Underrides](#)

[Capital Exclusions](#)

[All Debt Exclusions](#)

[Stabilization Fund Overrides](#)