Gateway
User Guide

Economic Development
Payment Reporting (EDR)

For Units without Economic Development Payments

Updated 9/22/20

Economic Development Report Overview

The economic development payments subject to reporting are monetary disbursements initially provided by a licensed owner of a riverboat, an operating agent of a riverboat, or an affiliate of an owner or operating agent.

Indiana Code 4-33-23-17 requires any political subdivision receiving an economic development payment to annually complete and submit a report to the Department of Local Government Finance ("Department"). Units that do not receive economic development payments will still need to affirm this in Gateway.

Indiana Code 4-33-23-4 defines economic development payments as funds paid under a development agreement, received by a unit of government or person, and that is not paid in legitimate exchange for anything of value. According to IC 4-33-23-2, a development agreement is a written agreement between a person or a unit of government and a development provider that sets forth the financial commitments of a development provider to support economic development, including, without limitation, charitable or educational purposes in a specified location.

Please note that **all** units of government are required by the Department to submit this report through Gateway by **September 30**.

How Do I Get the Application Screen in Gateway?

As an authorized user of the Indiana Gateway for Government Units, users will have a username and password that will allow access to the program. The username is the e-mail address on file with the Department of Local Government Finance ("Department"). The Department will assign an initial password, which should then be changed by the owner to something unique and confidential. Users are responsible for all information entered into Gateway under the authorized user's username and password. Users without a Gateway account may contact gateway@dlgf.in.gov to register.

Web Address (URL):https://gateway.ifionline.org/login.aspx

To access Gateway, open Firefox or Google Chrome and type https://gateway,ifionline.org/login.aspx into the browser, and then hit "Enter" on a standard keyboard. Gateway works best using Firefox or Google Chrome. Internet Explorer is not a supported browser.

Accessing the Economic Development Application

Once you have logged in you will be taken to the Select Application page in Gateway. Please select, Economic Development Payment Report.

Select Application

Department of Local Government Finance (DLGF)	Deadline
New* Additional Appropriations	Details
Abstract	Details
Assessor Reports	Mar 31
Budgets	Details
Data Entry for CNAV and Form 22	Details
Debt Management	Details
Economic Development Reporting	Sep 30
File Transmission	Details

You should now be on the Select Unit from the List page. Select the name of your unit to continue.

Upon clicking the name of your unit, you will be taken to the first step of completing the Economic Development Payment Report.

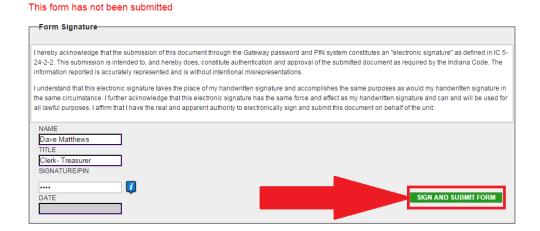## Reporting for Units without Economic Development Payments

The first field asks if your unit of government received any economic development payments under a local development agreement between July 1, 2019, and June 30, 2020.

If you select "No," your last step is to sign and submit this form.
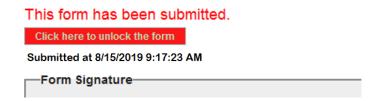
Signing and Submitting the Report

To sign the form, first, type your name and title into the signature box. After that, you will need to enter a four-digit PIN code. This PIN code has been sent, via email, to the person with submission rights. You may contact the Department at gateway@dlgf.in.gov or at (317) 232-3777 in the event that you have lost or not received a PIN code. Once you select "Sign and Submit Form," today's date will automatically populate the date field and the report will be submitted.

The signature box will not appear to users with edit or read-only rights.

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Once the form has been submitted, the bold red text will state "This form has been submitted." There will also be an unlock button that can be used to manually un-submit the form.

Congratulations! You have successfully submitted your Economic Development Report. Please see the other user guides for assistance with other forms. If you have any questions, please contact the Department at gateway@dlgf.in.gov or at (317) 234-4480.