STATE OF INDIANA

TO: Counties, Cities, Towns, Redevelopment Commissions, and Redevelopment Authorities

FROM: Geoff Kuester, Director of Data Analysis

SUBJECT: 2017 TIF Management Application Launched

DATE: February 1, 2017

The Department of Local Government Finance ("Department") has launched the 2017 version of the Tax Increment Financing ("TIF") Management application in Gateway. Local officials may begin to use TIF Management to submit calendar year 2016 data required by IC 36-7-14-13 and IC 36-7-14.5-9. Reports through the TIF Management application are due no later than **April 17, 2017**. Please note that this launch is the first in a two wave project. Additional details are below.

Based upon feedback from taxing units and changes made by House Enrolled Act ("HEA") 1290-2016, the Department has overhauled the user interface for TIF Management. The Gateway application now contains two components: a year-round section and an annual section. A description of each section is below:

- **Year-round Section:** The year-round section will be used to update information on the redevelopment commission and TIF districts. Users are welcome to use the year-round section throughout the year. Users will use the year-round section to add new TIF districts, to describe TIF expansions, and to manage documents associated with the TIF district. Descriptions of TIF expansions and associated documents are new statutory requirements for this reporting cycle.
- **Annual Section:** The annual section will be used to update information specific to a reporting year. Information reported through April 17, 2017 will pertain to calendar year 2016. Users will use the annual section to report information pertaining to personnel, revenues, expenditures, fund balances, and debt payments. Users will also use the annual section to report the assessed values for parcels within TIF districts.

The parcel upload tool within the annual section is very similar to the version in TIF Management in recent years. The upload specifications remain the same as they have been. A link to the Excel template may be found within the TIF Management application.

Users are strongly encouraged to review the updated User Guide (https://gateway.ifionline.org/help.aspx) for additional information on the new user interface and how the two sections interact.

As noted above, the TIF Management application components launched today are the first part of a project taking place in two waves. HEA 1290-2016 introduced a requirement that, to the extent they have not previously been provided, redevelopment commissions must submit copies of each resolution that establishes or alters a TIF district. The Department is developing a document management repository that will reside within the TIF Management application. Users will use the document management repository to review documents, upload new documents, and associate documents with TIF districts. Users will be able to complete and submit their reports once the second wave of the application is completed by the Department. The Department anticipates that the second wave will be completed within the next few weeks and will give notice at that time.

The Department reminds redevelopment authorities that they are required by IC 36-7-14.5-9 to submit a report through TIF Management. As was the case in 2016, redevelopment commissions will submit combined reports on behalf of a redevelopment authority and redevelopment commission when a redevelopment authority other than a military base reuse authority is established. Redevelopment authorities established under the military base reuse provision in IC 36-7-30 will submit a report separate from redevelopment commissions.

Users may access the TIF Management application at https://gateway.ifionline.org/. A user guide for TIF Management may be found at https://gateway.ifionline.org/help.aspx.

Questions may be directed to the Gateway support team through email at gateway@dlgf.in.gov or by phone at (317) 234-4480. Questions may also be directed to Director of Data Analysis Geoff Kuester at gkuester@dlgf.in.gov or by phone at (317) 233-8347.