
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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

FROM: Geoff Kuester, Director of Data Analysis

SUBJECT: Update to TIF Management Application

DATE: March 2, 2017

On February 1, 2017, the Department of Local Government Finance (“Department”) launched the 2017 version of the Tax Increment Financing (“TIF”) Management application in Gateway. In the memorandum announcing that TIF Management was open and available for use, the Department noted it would release an additional Document Management component through the tool. The Document Management page is now available for use. The February 1, 2017 memorandum may be found at <http://www.in.gov/dlgf/files/pdf/170201%20-%20Kuester%20Memo%20-%202017%20TIF%20Management%20Application%20Launched.pdf>.

Local officials may login to Gateway at <https://gateway.ifionline.org/login.aspx>. Officials are reminded that the deadline to submit the TIF Management report is **April 17, 2017**.

The Document Management page within TIF Management is part of the year-round section. It is built to allow users to fulfill IC 36-7-14-13(e)(7)(F), which requires redevelopment commissions to submit a copy of each resolution that establishes or alters a TIF district.

The Department has updated its TIF Management user guide to explain how the tool is used. TIF Management users will upload documents, identify descriptive characteristics of the documents, and associate them with one or more TIF districts. The Department encourages users to upload declaratory resolutions in a separate file from confirmatory resolutions, although the tool is built to accept files grouped together or separated. Users may also provide additional document types, such as economic development plans and district maps.

The Gateway user guide and a flowchart explaining the application may be found at <https://gateway.ifionline.org/help.aspx>.

To facilitate the document management process, the Department has preloaded over 2,000 files that have been submitted over the last several years. Many of the preloaded documents are those submitted for the Department’s 2014 Report on Redevelopment. Users will be required to affirm that they have reviewed any documents posted by the Department. The documents will be made available on Gateway’s public site, so it is imperative that users review all files posted.

The Department has also opened submission functionality. Users must complete the Available Year-Round and Annual components of TIF Management before submitting. When a user submits the TIF Management report, he or she will indicate that the annual component is complete and that the year-round component, including Document Management, is up to date.

Users may access the TIF Management application at <https://gateway.ifionline.org/>.

The Department has also scheduled two webinars to guide users through the revised TIF Management application. The webinars will be:

- Tuesday, March 7, 2017
1 p.m. – 2 p.m.
- Tuesday, March 14, 2017
1 p.m. – 2 p.m.

Space is limited. To sign up for either session, please email Gateway@dlgf.in.gov. The Department will also record one of the sessions and make it available for review at a later time. 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.