



Visit Gateway at <https://gateway.ifionline.org/login.aspx>

# Gateway User Guide

## TIF Management

*For cities, towns, and counties with TIF districts*

*Updated April 9, 2018*



# Table of Contents

Year-round Section .....	5
Customize Redevelopment Unit .....	6
Manage TIF Districts.....	7
Manage TIF Areas.....	9
Manage Debt Links.....	10
Manage Funds.....	11
Document Files .....	11
Annual Section .....	16
Personnel .....	17
Finances .....	17
Fund Balances .....	18
Debt Payments.....	18
Parcels.....	22
Submission .....	26
Questions .....	27
Gateway Access .....	27

**Getting Started**

Local officials can login to Gateway by visiting the Gateway public site at <http://gateway.ifionline.org>. Once there, navigate to the upper-right corner of the screen and click “Local Officials: Login Here.”



Clicking this link takes you to the login prompt. Enter your username (typically, your email address) and password, then click “Log In.” If you can’t login to Gateway, try the “Forgot your password?” tool. If you need further assistance, contact the Department at [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov).



The first page you should see after successfully logging into Gateway is the “Select Application” page. From here, you will click the “TIF Management” application icon located the left side of the page.



## Department of Local Government Finance - TIF Management

Select Unit

# Select Unit

Unit Code	Unit Name	County Name	Unit Type	User Role
0590	<b>WATERLOO CIVIL TOWN</b>	DeKalb	City/Town	Submit

Select Application

Department of Local Government Finance (DLGF)	Deadline
Abstract	<a href="#">Details</a>
Assessor Reports	Mar 31
Budgets	<a href="#">Details</a>
Data Entry for CNAV and Form 22	<a href="#">Details</a>
Debt Management	<a href="#">Details</a>
Economic Development Reporting	Sep 30
File Transmission	<a href="#">Details</a>
Other Post-Employment Benefits	Mar 1
SB 131 Reporting for SWMDs	Mar 1
<b>TIF Management</b>	Apr 15

State Board of Accounts (SBOA)	Deadline
100R	Jan 31
Annual Financial Report	<a href="#">Details</a>
Conflict of Interest Disclosure	15 days after final action on the contract or purchase
E-1 Entity Annual Report	60 days after entity's fiscal year ends
ECA Risk Report	Aug 29

Indiana Gaming Commission (IGC)	Deadline
Local Development Agreement	Mar 1

Clicking this icon will take you to the "Select Unit" page. Click on your unit of government to proceed. If your unit doesn't appear on this page, please contact the Department at [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov).

Select Unit

Select Unit from List

2017 ▾

Click a link below to select your unit.

Unit Code	Unit Name	Unit Type	Unit County
0000	<b>BOONE COUNTY</b>	Editor	Boone



## Year-round Section

You should now be on the Main Menu. From here, you can access all the steps in TIF Management. The screen should look like what is below. The left side of the screen refers to the year-round section.

[Select Unit](#) > [Main Menu](#)

## Redev 1 Dlcf City 11, Gateway1 County

### Manage Redevelopment Items and Settings

- Customize Redevelopment Unit**  
Verify Redevelopment commission and enter commission name.
- Manage TIF Districts**  
Manage TIF Districts.
- Manage TIF Areas**  
Manage TIF Areas.
- Manage Debt Links**  
Report which obligations are supported by TIF districts.
- Manage Funds**  
Manage Redevelopment Funds and TIF District links.
- Document Files**  
Upload, view, and manage files related to redevelopment activities.

### Redevelopment Commission Report

2018

**Not submitted for 2018**

- Personnel**  
Report commissioner and employee information.
- Finances**  
Report TIF disbursement information.
- Fund Balances**  
Report TIF fund balances.
- Debt Payments**  
Report Debt Payments made in the prior year.
- Parcels**  
Upload parcel files and view datafiles.
- Review & Submit**  
Manage the TIF submission status for this unit.

The year-round section may be used throughout the year, and all parts of the year-round section other than “Document Files” should be completed before completing the annual section.



## Customize Redevelopment Unit

The “Customize Redevelopment Unit” page is used to specify information about the redevelopment commission and authority as applicable. Users may change the name of the redevelopment commission or redevelopment authority. To change whether a unit has a redevelopment commission, redevelopment authority, and/or TIF districts, please contact the Department at [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov).

[Main Menu](#) [Manage Redevelopment Items and Settings](#) ▾

### Customize Unit -

To change the answer to the questions below establishing whether the unit has a redevelopment commission, authority, or TIF districts, please contact [Gateway@dlgf.in.gov](mailto:Gateway@dlgf.in.gov). Redevelopment commission names and authorities may be edited at any time.

**Type of redevelopment unit:**

Redevelopment Commission with TIF

Does this unit have a Redevelopment Commission? ⓘ

YES

NO

Enter the name of the Redevelopment Commission:

Boone County Redevelopment Commission

Does this unit have a Redevelopment Authority? ⓘ

YES

NO

Enter the name of the Redevelopment Authority:

Does this unit have TIF Districts? ⓘ

YES

NO

Save



## Manage TIF Districts

The “Manage TIF Districts” page is used to add and remove TIF districts. To add a TIF district please take the following steps:

Select “Manage TIF Districts” from the TIF Main Menu page.

[Select Unit](#) > [Main Menu](#)

### Redev 1 Dlqf City 11, Gateway1 County

Manage Redevelopment Items and Settings

- Customize Redevelopment Unit**  
Verify Redevelopment commission and enter commission name.
- Manage TIF Districts**   
Manage TIF Districts.
- Manage TIF Areas**  
Manage TIF Areas.
- Manage Debt Links**  
Report which obligations are supported by TIF districts.
- Manage Funds**  
Manage Redevelopment Funds and TIF District links.
- Document Files**  
Upload, view, and manage files related to redevelopment activities.

Redevelopment Commission Report 2018

**Not submitted for 2018**

- Personnel**  
Report commissioner and employee information.
- Finances**  
Report TIF disbursement information.
- Fund Balances**  
Report TIF fund balances.
- Debt Payments**  
Report Debt Payments made in the prior year.
- Parcels**  
Upload parcel files and view data/files.
- Review & Submit**  
Manage the TIF submission status for this unit.

Click the blue “+Add TIF District” button.

### Manage TIF Districts

TIF Code	Name	Status	Edit/Delete
T95098	TIF2	Active	
<div style="display: flex; align-items: center;"> </div>			



Enter the TIF Code and Name in the “Add TIF District” Pop-up, then click “Insert”.

Please note: The TIF District Code number must start with a “T”, followed by 5 digits. The number must be in the format of “T@@###” where “@@” is the 2 digit county code and “###” is a unique 3 digit number.

The screenshot shows a dialog box titled "Add TIF District". It contains two input fields: "TIF Code:" with the value "T95256" and "Name:" with the value "TIF District |". Below the fields are two buttons: "Insert" and "Cancel". Red boxes highlight the "TIF Code" field, the "Name" field, and the "Insert" button.

Users may also modify the name of a TIF district or indicate that a TIF district is no longer active. For purposes of this application, an inactive TIF district is one that expired or has been declared inactive by the redevelopment commission. A TIF district that does not collect increment, but is otherwise still in place, is considered active.



## Manage TIF Areas

The Manage TIF Areas page is used to describe the original establishment area of a TIF district and any expansions that have occurred. On this page, the user will indicate the Indiana statute under which the district is established, whether it is part of various area types, a TIF Area Name, establishment date, optional expiration date, and optional description of the TIF district.

### Manage TIF Areas

Please use this page to describe the areas that comprise the TIF. Each TIF will have a name and optional description for the base area. An additional name and optional description may be added for each expansion. If a TIF district has never expanded, only the Base Area must be completed.

**Original Establishment Area**

Please indicate the section of Indiana Code under which the TIF district is established: ⓘ

IC 6-1.1-39 [See Statute](#)  
 IC 8-22-3.5 [See Statute](#)  
 IC 38-7-14 [See Statute](#)  
 IC 38-7-14.5 [See Statute](#)  
 IC 38-7-15.1 [See Statute](#)  
 IC 38-7-30 [See Statute](#)  
 Other (please cite IC reference in the TIF District's description)

Please indicate whether the TIF district is part of any of the following:

Area Needing Redevelopment  
 Economic Development Area  
 Redevelopment Project Area  
 Urban Renewal Project Area  
 None of these

TIF Area Name: ⓘ  \* Required

TIF District Establishment Date: ⓘ  ⓘ

TIF District Expiration Date:  ⓘ No Expiration Date

Description of the TIF District: ⓘ  \* Not required

**Expansion Areas**

#	Expansion Name	Est. Date	Exp. Date	Description	Status	Edit/Delete
No records to display.						



Users may also add information about TIF district expansions. Much of the information captured about an expansion will mirror the original establishment area. Users are encouraged to add expansion information for each change to the TIF district since its original establishment. Please note: the “Expiration Date” is not a required field.

## Manage Debt Links

Users will use the “Manage Debt Links” page to tie debts entered in Debt Management to a specific TIF district. If no debt is associated with a TIF district, users may indicate that using the pencil icon and check-box menu that appears.

### Link Debts to TIF Districts

TIF District	Edit Debts	Debts
T95098 - TIF2		* - Water Revenue Bonds - 2003 (GK)

## Manage Funds

The “Manage Funds” page is used to add and remove redevelopment commission funds and to associate funds with TIF districts. To add a fund, key in the fund information and press the blue Add button.

### Add/Edit Funds

Active Funds

Fund	Action
ChadTest1Fund2	<span>Edit</span> <span>Delete</span>
<input type="text"/>	<span>Add</span>

Inactive Funds

No inactive funds for this unit.

Users will associate funds with TIF districts using a menu that works similarly to how the debt linkage function works on “Manage Debt Links.”

### Link Funds to TIF Districts

TIF District	Edit Fund Links	Funds
T95098 - TIF2		* - ChadTest1Fund2

## Document Files

The “Document Files” page is used to upload declaratory and confirmatory resolutions pertaining to the establishment and modification of TIF districts. The tool is built to allow users to upload files into document groups and to associate those document groups with one or more TIF districts.

To add a document group, a user will click the “Add Document Group” button near the top of the “Document Files” page.

+ Add Document Group

Document Group Name	Type(s)	TIF District(s)	Area Detail	Description	Added	Last Modified
No document groups have been uploaded for this unit.						

From that page, users will begin a multistep process to identify a document group, upload any files, and describe the files. For instance, if a user wants to upload a declaratory resolution, the steps below would be followed.

First, the user will provide a descriptive document group name and upload any related files. One or more files must be uploaded for each document group. To add a file, click the “Browse” button to find the file on your local computer. Afterward, click the “Upload File” button.



Step 1

Step 2

Step 3

Step 4

### Add/Edit Document Group

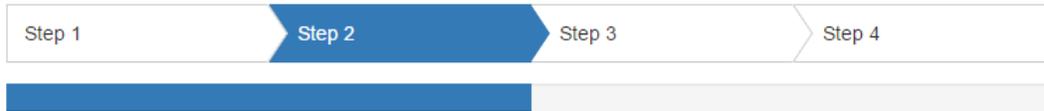
Document Group Name

Add File:

	Uploaded File		Delete File
	Ontario Park Declaratory	<input type="button" value="Download"/>	×



Next, identify which characteristics describe the file. If the document group contains a file or files that do not fit the pre-defined descriptions, select “Other” and provide a description on Step 4.



Select one or more descriptions below that describes this document group

- Declaratory Resolution
- Confirmatory Resolution
- Map
- Economic Development Plan
- Parcel List
- Legal Description
- Other

Previous Step

Next Step



Next, the user group will identify the TIF districts related to the document group. A document group may be related to one or more districts. Furthermore, the user may associate the document group with the entire district, with the original establishment area, or with any expansion areas.



**Associate the current document group with one or more TIF Districts**

Associated TIF Districts	TIF District	
No	T18030 - Muncie Mall/Airpark	Select
No	T18031 - Ontario Park	Select
No	T18032 - Central City/Expansion	Select
No	T18033 - Indiana Stamping	Select
No	T18036 - South Muncie/Spartech	Select
No	T18037 - Cardinal Redevelopment	Select

**Select TIF Area(s):**

Entire TIF District  
 00 - Original Establishment Area

Save Cancel

\*If Entire TIF District is selected no other area can be selected.

Previous Step Next Step



Finally, users may provide a description for the document group. If “Other” was selected in Step 2, the user must provide a description.



**Enter a description for this document group**

This is the declaratory resolution for the Ontario Park TIF district.

Previous Step

Save and Close



## Annual Section

Returning to the Main Menu, the right side of the page contains the annual section. The annual section is completed to report information pertaining to the most recent year of activity for a redevelopment commission. For the report due no later than April 15, 2018, information is for calendar year 2017 activities.

### Manage Redevelopment Items and Settings

- Customize Redevelopment Unit**  
Verify Redevelopment commission and enter commission name.
- Manage TIF Districts**  
Manage TIF Districts.
- Manage TIF Areas**  
Manage TIF Areas.
- Manage Debt Links**  
Report which obligations are supported by TIF districts.
- Manage Funds**  
Manage Redevelopment Funds and TIF District links.
- Document Files**  
Upload, view, and manage files related to redevelopment activities.

### "Annual Section"

Redevelopment Commission Report 2018

**Not submitted for 2018**

- Personnel**  
Report commissioner and employee information.
- Finances**  
Report TIF disbursement information.
- Fund Balances**  
Report TIF fund balances.
- Debt Payments**  
Report Debt Payments made in the prior year.
- Parcels**  
Upload parcel files and view data/files.
- Review & Submit**  
Manage the TIF submission status for this unit.



## Personnel

The personnel page is used to report information about redevelopment commissioners and employees. In the Commissioners section, users should add any commissioners who served during the reporting year, along with the commissioner’s title. Users should also add whether the commissioner was serving at the start of the year and at the end of the year. If a user was not serving at the end of the year, his/her information will move to the “Commissioners Removed in Prior Year” section.

### Personnel

Active Commissioners						
Name	Title	Active at Year Start	Active Start Date	Active at Year End	Active End Date	
No records to display.						
+ Add new commissioner						o Refresh
Commissioners Removed in Prior Year						
Name	Title	Active at Year Start	Active Start Date	Active at Year End	Active End Date	
No records to display.						
+ Add new commissioner for prior year						o Refresh

The Employees section is used to report employee names and salary or compensation amounts. If a redevelopment commission has no employees, they may indicate that using the checkbox in the section.

Employees			
<input type="checkbox"/> This redevelopment commission doesn't have any employees			
Name	Amount	Salary/Compensation	
No records to display.			
+ Add new employee			o Refresh

## Finances

The Finances section is broken into various portions. For the Expenditures and Revenues component, amounts are reported at the TIF district level. Amounts may be entered using the pencil icon on the left side of each row.

TIF District Expenditures & Revenues			
TIF District	Revenues	Expenditures	
T95098 - TIF2	\$0.00	\$0.00	

For the Redevelopment Expenditures component, users should enter amounts at the redevelopment commission level. The component is structured to accept amounts reported in budget categories and subcategories.

Redevelopment Expenditures

Category	Subcategory	Expenditure Code	Description	Amount
This redevelopment unit does not have any expenditures.				
+ Add new expenditure				Refresh

For the Grants/Loans component, users should enter a description of any tax increment revenues that were provided as grants or loans.

Grants/Loans

Tax increment revenues expended by any entity receiving them as a grant or loan from the commission.

District	Fund	Entity	Purpose	Amount
This redevelopment unit does not have any TIF Districts.				
+ Add new item				Refresh

### Fund Balances

The Fund Balances page is used to report the balance in each fund as of December 31 in the reporting year. For funds that are split among multiple TIF districts, the amount reported should be the amount attributable to the TIF district itself.

#### TIF Fund Balances

Select Fund:

Enter a balance amount attributable to each district that is linked to this fund. Total fund balance is calculated as a sum of these balances.

TIF District	Balance
T95098 - TIF2	\$0.00
<b>Total Fund Balance \$0.00</b>	

To modify the funds available and those associated with each TIF district, please go to the [“Manage Funds”](#) page in the year-round component of TIF Management.

### Debt Payments

In this section of Gateway TIF Management, you will report the amount paid on outstanding debt in the previous year.

If your TIF districts are not repaying any debts, you can skip this section by clicking the “Next Step” button in the lower-left corner of the screen.

**For debts being repaid from a single TIF district:**

To begin, click on the name of one of the debts linked to your TIF district.

[Main Menu](#)   [Redevelopment Report for 2018](#) ▾   [Link Debts to TIF Districts](#)

## Debt Payments Made in 2017

Selected TIF District:

T95003 - TIF #1 ▾

Debt Name	Split Debt or Adjust Payment	Amount of Obligations	Amount Paid on Outstanding Debt
Water2014	<input type="checkbox"/>	\$0.00	\$0.00

Clicking on the name of the debt pulls the full amortization schedule from Gateway Debt Management.

## Debt Payments Made in 2017

Selected TIF District:

Redevelopment District Tax Increment Revenue Refunding Bonds, Series 2004 (Fixed Portion)

No payments made

Date	Period Total	Trustee Fee	Lease Payments	Total	Payments Made in	2017
2/1/2016	\$143,181.25			\$143,181.25	<input type="checkbox"/>	
8/1/2016	\$10,093.75			\$10,093.75	<input type="checkbox"/>	
2/1/2017	\$145,093.75			\$145,093.75	<input type="checkbox"/>	

Check the boxes on the far-right column to indicate that a payment was made in the previous year. Once the boxes are checked, click the “Save” button on the lower-left corner of the screen.

## Debt Payments Made in 2017

Selected TIF District:

Economic Development / TIF

No payments made

Date	Period Total	Trustee Fee	Lease Payments	Total	Payments made in 2017
1/15/2014	\$42,000.00			\$42,000.00	<input type="checkbox"/>
7/15/2014	\$21,000.00			\$21,000.00	<input type="checkbox"/>
1/15/2015	\$21,000.00			\$21,000.00	<input type="checkbox"/>
7/15/2015	\$21,000.00			\$21,000.00	<input type="checkbox"/>
1/15/2016	\$21,000.00			\$21,000.00	<input type="checkbox"/>
7/15/2016	\$21,000.00			\$21,000.00	<input type="checkbox"/>
1/15/2017	\$21,000.00			\$21,000.00	<input checked="" type="checkbox"/>
7/15/2017	\$21,000.00			\$21,000.00	<input checked="" type="checkbox"/>
1/15/2018	\$21,000.00			\$21,000.00	<input type="checkbox"/>
7/15/2018	\$21,000.00			\$21,000.00	<input type="checkbox"/>
1/15/2019	\$21,000.00			\$21,000.00	<input type="checkbox"/>
7/15/2019	\$21,000.00			\$21,000.00	<input type="checkbox"/>
1/15/2020	\$21,000.00			\$21,000.00	<input type="checkbox"/>

Clicking the “Save” button returns you to the previous menu. Repeat this step for all debts linked to the selected TIF district.

## Debt Payments Made in 2017

Selected TIF District:

T17311 - U.S. 6 & I-69 Economic Development Area

Debt Name	Split Debt or Adjust Payment	Amount of Obligations	Amount Paid on Outstanding Debt
Economic Development / TIF	<input type="checkbox"/>	\$0.00	\$0.00

**For debts being repaid from multiple TIF districts:**

If a debt is being repaid from more than one TIF district, check the “Split Debt” box. An “Edit” link now appears on the right-side of the row.

Main Menu    Redevelopment Report for 2018    Link Debts to TIF Districts

## Debt Payments Made in 2017

Selected TIF District:

T45103 - Consolidated Area

Debt Name	Split Debt or Adjust Payment	Amount of Obligations	Amount Paid on Outstanding Debt
City of Gary, Indiana Economic Development Revenue Bonds, Series 2014 (504 Broadway Project)	<input checked="" type="checkbox"/>	\$0.00	\$0.00 <a href="#">Edit</a>

Clicking the “Edit” link makes the “Amount Paid on Outstanding Debt” an editable field. Enter the portion of the debt obligations paid by the selected TIF district. Click the “Save” button to save the amount.

Selected TIF District:

T95098 - TIF2

Debt Name	Split Debt or Adjust Payment	Amount of Obligations	Amount Paid on Outstanding Debt
Water Revenue Bonds - 2003 (GK)	<input checked="" type="checkbox"/>	\$0.00	\$0.00 <a href="#">Save</a> <a href="#">Cancel</a>

Clicking this button returns you to the previous menu.

Selected TIF District:

T95098 - TIF2

Debt Name	Split Debt or Adjust Payment	Amount of Obligations	Amount Paid on Outstanding Debt
Water Revenue Bonds - 2003 (GK)	<input checked="" type="checkbox"/>	\$0.00	\$0.00 <a href="#">Edit</a>

Now, navigate to the other TIF district from which proceeds are used to repay this debt.

Selected TIF District:

T95009 - Test TIF

T95009 - Test TIF

T95104 - Test Again

Debt Name	Split Debt or Adjust Payment	Amount of Obligations	Amount Paid on Outstanding Debt
Water Revenue Bonds 2003	<input checked="" type="checkbox"/>	\$0.00	

Click on the name of the debt to pull the amortization from Gateway Debt Management.

### Debt Payments Made in 2017

Selected TIF District:

T95008 - TIF2

Debt Name	Split Debt or Adjust Payment	Amount of Obligations	Amount Paid on Outstanding Debt
Water Revenue Bonds - 2003 (GK)	<input type="checkbox"/>	\$0.00	\$0.00

Check the boxes indicating the payments made in the previous calendar year, and then click the “Save” button. For example, when completing the TIF Management Report due no later than April 15, 2018, units would check the boxes for payments made in 2017.

### Debt Payments Made in 2017

Selected TIF District:

Economic Development / TIF

No payments made

Date	Period Total	Trustee Fee	Lease Payments	Total	Payments made in 2017
1/15/2014	\$42,000.00			\$42,000.00	<input type="checkbox"/>
7/15/2014	\$21,000.00			\$21,000.00	<input type="checkbox"/>
1/15/2015	\$21,000.00			\$21,000.00	<input type="checkbox"/>
7/15/2015	\$21,000.00			\$21,000.00	<input type="checkbox"/>
1/15/2016	\$21,000.00			\$21,000.00	<input type="checkbox"/>
7/15/2016	\$21,000.00			\$21,000.00	<input type="checkbox"/>
1/15/2017	\$21,000.00			\$21,000.00	<input checked="" type="checkbox"/>
7/15/2017	\$21,000.00			\$21,000.00	<input checked="" type="checkbox"/>
1/15/2018	\$21,000.00			\$21,000.00	<input type="checkbox"/>
7/15/2018	\$21,000.00			\$21,000.00	<input type="checkbox"/>
1/15/2019	\$21,000.00			\$21,000.00	<input type="checkbox"/>
7/15/2019	\$21,000.00			\$21,000.00	<input type="checkbox"/>
1/15/2020	\$21,000.00			\$21,000.00	<input type="checkbox"/>

Check the “Split Debt” box, and then click the “Edit” link.

Main Menu   Redevelopment Report for 2017   Link Debts to TIF Districts

### Debt Payments Made in 2017

Selected TIF District:

T95008 - TIF2

Debt Name	Split Debt or Adjust Payment	Amount of Obligations	Amount Paid on Outstanding Debt
Water Revenue Bonds - 2003 (GK)	<input checked="" type="checkbox"/>	\$0.00	\$0.00

Edit the “Amount Paid on Outstanding Debt” to reflect the amount paid by the selected TIF district, and then click the “Save” link.

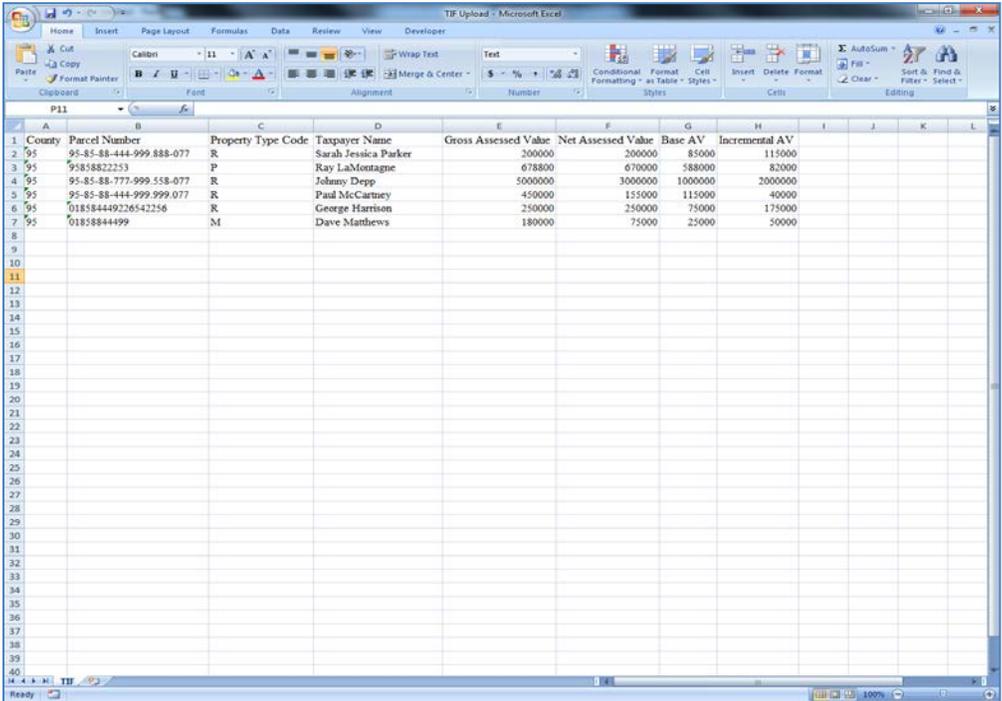
Selected TIF District: T95098 - TIF2

Debt Name	Split Debt or Adjust Payment	Amount of Obligations	Amount Paid on Outstanding Debt	
Water Revenue Bonds - 2003 (GK)	<input checked="" type="checkbox"/>	\$0.00	\$0.00	<input type="button" value="Save"/> <input type="button" value="Cancel"/>

### Parcels

This section of Gateway TIF Management requires you to provide certain information on each parcel located within your TIF districts. This data is entered in Gateway through an upload process. An Excel file template is available at [http://www.in.gov/dlgf/files/TIF File - Template \(2\).xlsx](http://www.in.gov/dlgf/files/TIF File - Template (2).xlsx). Full upload specifications are available at <http://www.in.gov/dlgf/files/TIF file specs.pdf>.

When producing the upload file, please do not change the name of the worksheet or column headers. Gateway looks for specific names in order to properly handle the upload. Likewise, please do not change the file format of the Excel template.



Each TIF district requires a separate upload file. The first step is locating the upload file on your computer. Click the “Choose File” button.



## Parcel File Upload

\*\*\*Please avoid using your browser's 'BACK' button\*\*\*

Selected TIF District:

T06101 - 96th Street Economic Development Area

Existing records for this district: 0.

Delete Existing

Start Over

### Parcel File Upload & Process

Step 1 - Select a File:

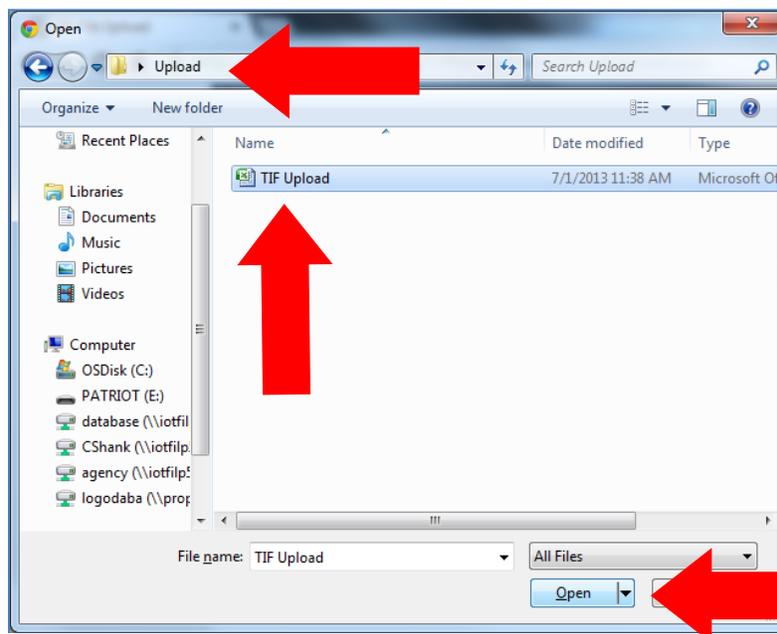
Browse...

No file selected

Step 2: Validate File

Step 3: Insert Processed Records

Once this button is clicked, an "Open" window will appear on your screen. Use the navigation bar to move to the location of your upload file on your computer. Once you locate the TIF upload file, select the file and then click the "Open" button.



Clicking this button will close the "Open" window and return you to the previous menu. You should now see the name of your upload file display on your screen just to the right of the "Choose File" button.



The next step consists of validating the file to ensure that the data is entered in the correct format. Gateway TIF Management will let you know if the data in the upload file cannot be processed. Click “Validate File” to perform the validation.

## Parcel File Upload & Process

### Step 1 - Select a File:

 : TIF

Step 2:

Step 3:

If issues are discovered during validation, Gateway TIF Management will provide feedback on the problems under the “Data” subsection on the page. Click the “Start Over” button, make the requested changes to the upload file, and then repeat the upload process described above.

Selected TIF District:

Existing records for this district: 0.



If Gateway TIF Management discovers no issues, you can proceed to the final step in the upload process by clicking the “Insert Processed Records” button.



## Parcel File Upload

\*\*\*Please avoid using your browser's 'BACK' button\*\*\*

Selected TIF District:

T02001 - Lincoln Industrial Park

Existing records for this district: 0. [Delete Existing](#)

[Start Over](#)

### Parcel File Upload & Process

Step 1 - Select a File:

[Browse...](#) No file selected.

Step 2: [Validate File](#)

Step 3: [Insert Processed Records](#)



Data

Number of rows in input file: 92

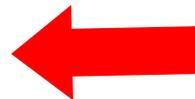
[The file contains no errors and is ready to commit!](#)

If you realize you made a mistake after posting the uploaded data to Gateway TIF Management, you can delete the records by clicking the red "Delete Existing" button.

Selected TIF District:

T06101 - 96th Street Economic Development Area

Existing records for this district: 0. [Delete Existing](#)



[Start Over](#)

Once the records are deleted, click the blue “Start Over” button. Make corrections to the upload file and follow the above steps to validate and load your upload file again.

**Selected TIF District:**

T06101 - 96th Street Economic Development Area

Existing records for this district: 0. [Delete Existing](#)

[Start Over](#) 

To examine the records, as well as view historical record of the files uploaded to Gateway TIF Management, click the “View Parcels” link.

[Main Menu](#) [Redevelopment Report for 2017](#) [Parcel Upload](#) [View Parcels](#) [View Files](#) [Download the TIF Parcel Excel template](#)

**Parcels**

**Selected TIF District:**

T02001 - Lincoln Industrial Park

TIF Code	Year	County	Parcel Num Original	Parcel Num Parsed	PTC	Taxpayer Name	Gross AV	Net AV	Base AV	Inc AV
T02001	2016	02	02-11-01-100-008.000-038	021101100008000038	R	Vicksburg Pike Lic	\$1,702,500	\$1,702,500	\$1,702,500	\$0
T02001	2016	02	02-11-01-202-001.000-038	021101202001000038	R	Lincoln Parkway Lic	\$1,112,400	\$1,112,400	\$694,900	\$417,500

Remember to upload a file for each TIF district. Make certain to select the correct TIF district from the drop-down menu. Once this upload process is completed for each TIF district, you can click the “Unit Main Menu” link at the top of the page to prepare for submission of the report.

**Submission**

The submission page contains two components: a series of checks and the final submission panel. Users are encouraged to review the table for any potential issues. Items marked yellow are warnings and should be reviewed. A warning does not necessarily mean that there is a problem. Items marked red must be corrected before the report is submitted.

The submission panel is used to submit the report to the Department. Users will enter their name, title, and PIN. Each unit has only one submitter. For questions about who the submitter is for your unit, please contact the Department’s Gateway support team at [Gateway@dlgf.in.gov](mailto:Gateway@dlgf.in.gov).



## TIFMan - Redevelopment Report - Submission

All required items have been completed. See details below. Report is ready to be submitted.

This list is provided to help troubleshoot issues before submission. Any items listed as a Warning should be reviewed. Any items listed as Not Fulfilled must be corrected before submission.

Criteria Description	Fulfilled	Status Detail
Document Groups must have files.	Fulfilled	Out of 1 document groups, there are 0 that currently have no files associated.
Documents - Each TIF District should have an associated document group	Fulfilled	Out of 1 TIF Districts, there are 1 with document groups associated.
Redev TIF - Units with TIF are required to report on TIF Districts	Fulfilled	This unit has reported 1 of 1 TIF District(s).
Report Debt 1 - TIF Debt Links	Fulfilled	There are 0 debts, and 0 connections between debts and TIF Districts.
Report Debt 2 - TIF Districts with Debt Specified	Fulfilled	Of 1 active TIF Districts, 1 have at least one connected debt, or specified that there is no debt associated with that TIF District.
Report Debt 3 - TIF Debt Payments Specified	Fulfilled	Payment information has been specified for 0 out of 0 TIF to Debt connections.
Report Finances - Any TIF revenues expended as a Grant or Loan should be entered.	Fulfilled	This unit has listed 1 TIF revenue item(s) received as a grant or loan from the unit.
Report Finances - Each TIF District should have expenditure totals entered.	Fulfilled	This unit has listed expenditures greater than zero for 1 out of 1 reported TIF District(s).
Report Finances - Each TIF District should have revenue totals entered.	Fulfilled	This unit has listed revenues greater than zero for 1 out of 1 active TIF District(s).
Report Finances - Redevelopment Expenditures should be listed.	Fulfilled	This unit has listed 1 redevelopment expenditure item(s).
Report Funds - Each Fund linked to a TIF should have a balance entered.	Fulfilled	Balances reported for 1 out of 1 funds linked to TIF Districts
Report Funds - Funds linked to TIF Districts	Fulfilled	There are 1 of 1 active funds linked to TIF districts (active or inactive).
Report Parcels - Each TIF District should have at least one parcel.	Fulfilled	This unit has uploaded at least one parcel for 1 out of 1 reported TIF District(s).
Report Personnel Commissioners - At least one commissioner must be active	Fulfilled	This unit has listed 6 commissioner(s) active at the end of the report year.
Report Personnel Employees - Employee information must be specified.	Fulfilled	This unit has listed 0 employee(s) and specified that there are no employees.

### Form Signature

NAME

TITLE

SIGNATURE/PIN

DATE  
2/20/2017

**SIGN AND SUBMIT FORM**

I hereby acknowledge that the submission of this document through the Gateway password and PIN system constitutes an "electronic signature" as defined in IC 5-28-2-2. This submission is intended to, and hereby does, constitute authentication and approval of the submitted document as required by the Indiana Code. I understand that this electronic signature takes the place of my handwritten signature and accomplishes the same purposes as would my handwritten signature in the same circumstance. I further acknowledge that this electronic signature has the same force and effect as my handwritten signature and can and will be used for all lawful purposes. I affirm that I have the real and apparent authority to electronically sign and submit this document on behalf of the unit.

## Questions

Users with questions about the TIF Management report should contact the Department's Gateway support team at [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov) or (317) 234-4480.

## Gateway Access

Users who would like access to the TIF Management report of a unit should email the Department's Gateway support team at [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov) and request a DLGF Limited Delegation of Authority (LDA) Form. Please include the name, title, and specific email address of the individual who is needing access.