
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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TO: Local Officials for Counties, Cities, and Towns

FROM: Fred Van Dorp, Budget Director

DATE: February 23, 2022

SUBJECT: Procedures for the Submission of Declaratory Resolutions
(Ind. Code § 36-7-14-17)

The Department of Local Government Finance (“Department”) releases the following guidance to the local officials for counties, cities, and towns and the officers of the redevelopment commissions (“Commission”) that they represent to outline the Department’s new procedures for the submission of Declaratory Resolutions, Confirmatory Resolutions, and similar documents for the creation, expansion, or adjustment to an allocation area.

The Department notes that there has been no statutory update in Ind. Code § 36-7-14-17. Commissions are still responsible for notice, meeting, reporting, and filing requirements outlined in Ind. Code § 36-7-14-17(a) – (d).

Per Ind. Code § 36-7-14-17(e), if the Commission adopts a resolution and the resolution includes a provision establishing or amending an allocation provision, the Commission shall file a copy of the resolution with both the auditor of the county in which the unit is located and the Department. Along with the resolution, the Commission should include any supporting documents that are relevant to the computation of assessed values in the allocation area. **Effective January 1, 2022, Commissions will submit their resolutions and supporting documentation to the Department through the Gateway – TIF Management application.** Any documents mailed or emailed to the Department will be returned to the unit.

Additional instructions for submitting files through the TIF Management application can be found in the [User Guide](#) on Pages 11 – 14.

The Department notes TIF Management reporting will require the use of the county-assigned TIF ID number. For municipal Commissions, when reporting a new allocation area, the county auditor will need to assign the TIF ID number before the Commission submits the documentation in TIF Management.

For questions concerning this memorandum, please contact the Gateway support team at support@dlgf.in.gov or (317) 234-4480.