



# Department of Local Government Finance

## Gateway Overview - DLGF

Scott Maitland  
Chief of Staff



# Scott Maitland

Serves as the Chief of Staff for the Department of Local Government Finance. I earned my Bachelor's Degree in Applied Computer Science from IUPUI in 2015.

Previously worked as a Programmer/Analyst within the Department during 2014 and 2015. Then as IS Division Director from 2018 to 2022.

When not working, I am cheering on the St. Louis Cardinals and Indianapolis Colts, playing chess, and spending time with my wife, Emily and my bulldog Cali.

## Contact Information

[SMaitland@dlgf.in.gov](mailto:SMaitland@dlgf.in.gov)

(317)233-8347





# Agenda

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- New Data/IS Division Director
- Gateway Basics
- Gateway Support
- New Gateway Application Overview



# Joshua Jacoboski

Serves as the Data Analysis and Information Systems Director for the Department of Local Government Finance (DLGF). I earned my Bachelor's Degree in Mathematics Education from Purdue University in 2006 and my Master's Degree in Education from Indiana Wesleyan University in 2013.

Worked for 10 years as a middle and high school Math teacher, serving in both the Tippecanoe School Corporation and the Bartholomew Consolidated School Corporation. For the last 5 years have been employed by the State of Indiana, specializing in state-side finances including 2.5 years spent as the Financial Analyst and Controller for the DLGF.

At home, my family keeps me busy as my wife Katie and I have four wonderful children, ranging in ages from 7 to 14. When not fully devoted to family activities, I love to watch sports (especially basketball) and play tabletop board games.

## Contact Information

[JJacoboski@dlgf.in.gov](mailto:JJacoboski@dlgf.in.gov)

(317)234-8247





# Gateway Basics – What is it?

Indiana Gateway for Government Units is the collection platform for local units of government to submit required data to the State of Indiana, as well as a public access tool for citizens. It represents a unique partnership between the State of Indiana and the Indiana Business Research Center at IU's Kelley School of Business, with initial support from the Lilly Endowment and sustainable support from the State of Indiana.



# Gateway Basics – What is it?

Gateway's 3 main functions:

- 1) A place for local officials to quickly and efficiently submit information to various State Agencies.
- 2) A place for State Agencies to automate tasks and provide quick, meaningful feedback to local officials on that data.
- 3) A centralized data source of local government data/reports available to the public.



# Gateway Basics

How to access the Gateway's Local Official portal:

- <https://gateway.ifionline.org/>
- Or <https://www.in.gov/dlgf/> and click on the “Learn More” button on the Indiana Gateway banner
- Click the “Local Officials: Login Here” button.

If you need to create a user account:

- Click the “Request Authorization to Access Gateway” link on login page.

## An Open Door into Local Government Finance

[Local Officials: Login Here](#)

*Gateway collects and provides access to information about how taxes and other public dollars are budgeted and spent by Indiana's local units of government.*



[TIF District Viewer](#)



[Search for reports](#)



[Taxpayer Portal](#)



[Public employee compensation](#)



[Access local expenditures](#)



[When is your budget hearing?](#)

[About Gateway](#) • [Contact Us](#)

Indiana Gateway for Government Units is the collection platform for local units of government to submit required data to the State of Indiana, as well as a public access tool for citizens. It represents a unique partnership between the State of Indiana and the [Indiana Business Research Center](#) at IU's Kelley School of Business, with initial support from the Lilly Endowment and sustainable support from the State of Indiana.

Participating state agencies currently include the [Department of Local Government Finance](#), the [State Board of Accounts](#), the [Indiana Education Employment Relations Board](#), the [Indiana Gaming Commission](#) and the [State Auditor](#).



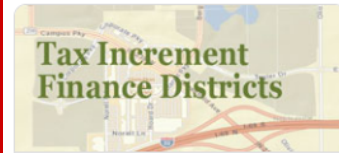


# An Open Door into Local Government Finance

[Local Officials: Login Here »](#)

[Conflict of Interest Upload Tool »](#)

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## Welcome to the Indiana Gateway for Government Units

As an authorized user, you will have at least one application to use. Each of these applications enables a local unit to submit its required forms, reports or files to the appropriate state agency. Agencies currently include Department of Local Government Finance, State Board of Accounts, Indiana Education Employment Relations Board and Indiana Gaming Commission.

### Select Application

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

Indiana Education Employment Relations Board (IEERB)	Deadline
<a href="#">Bargaining Status Form</a>	Nov 15
<a href="#">Collective Bargaining Reporting</a>	Jul 30
<a href="#">Collective Bargaining Agreement</a>	Nov 15
<a href="#">Collective Bargaining MOUs</a>	within 10 business days of ratification
<a href="#">Exclusive Representative Organization Membership Verification</a>	Oct 1

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

Department of Workforce Development (DWD)	Deadline
<a href="#">CTE Appeals</a>	June 17

Indiana Gaming Commission (IGC)	Deadline
<a href="#">Local Development Agreement</a>	Mar 1

Bureau of Motor Vehicles	Deadline
<a href="#">Ordinance Portal</a>	Sep 1

### Administrative Tools

- [User Guides](#)

## Select Application

Department of Local Government Finance (DLGF)		Deadline	State Board of Accounts (SBOA)		Deadline
Additional Appropriations		<a href="#">Details</a>	100R		Jan 31
Abstract		<a href="#">Details</a>	Annual Financial Report		<a href="#">Details</a>
Assessor Reports	Mar 31		Monthly and Annual Engagement Uploads		<a href="#">Details</a>
Budget		<a href="#">Details</a>	Conflict of Interest Disclosure		15 days after final action on the contractor purchases
Data Entry for CNAV and Form 22		<a href="#">Details</a>	2021 Entity Annual Report		60 days after entity's fiscal year ends
Debt Management		<a href="#">Details</a>	CA Risk Report		Aug 29
Economic Development Reporting	Sep 30		<b>Department of Workforce Development (DWD)</b>		
File Transmission		<a href="#">Details</a>	TE Appeals		June 17
Other Post-Employment Benefits	Mar 1		<b>Indiana Gaming Commission (IGC)</b>		
SB 131 Reporting for SWMDs	Mar 1		Local Development Agreement		Mar 1
TIF Management	Apr 15		<b>Indiana Department of Revenue</b>		
<b>Indiana Education Employment Relations Board (IEERB)</b>			Ordinance Portal		Sep 1
Bargaining Status Form	Nov 15				
Collective Bargaining Reporting	Jul 30				
Collective Bargaining Agreement	Nov 15				
Collective Bargaining MOUs	within 10 business days of ratification				
Exclusive Representative Organization Membership Verification	Oct 1				

## Administrative Tools

- [User Guides](#)



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<a href="#">ECA Risk Report</a>	Aug 29

Department of Workforce Development (DWD)	Deadline
<a href="#">CTE Appeals</a>	June 17

Indiana Gaming Commission (IGC)	Deadline
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# INDIANA Gateway for government units



Department of Local Government Finance - DECAF

[Home](#)

[About](#)

[Account Settings](#)

[Help](#)

[Logout](#)

Select County

## Select County from List

[All Units](#)

Select Reporting Year

2022

Unit Code	Unit Name	Unit Type	Unit County	User Role
0000	<a href="#">ADAMS COUNTY</a>	County	Adams	Submit
0000	<a href="#">BENTON COUNTY</a>	County	Benton	Submit
0000	<a href="#">ELKHART COUNTY</a>	County	Elkhart	Submit
0000	<a href="#">FLOYD COUNTY</a>	County	Floyd	Edit
0000	<a href="#">FOUNTAIN COUNTY</a>	County	Fountain	Edit
0000	<a href="#">HENDRICKS COUNTY</a>	County	Hendricks	Submit
0000	<a href="#">HENRY COUNTY</a>	County	Henry	Read

# INDIANA Gateway for government units



Department of Local Government Finance - DECAF

[Home](#)

[About](#)

[Account Settings](#)

[Help](#)

[Logout](#)

[Select County](#) > [Manage County](#) > **Step 1** > [Step 2](#) > [Step 3](#) > [Step 4](#) > [Step 5](#) > [Submission](#)

## CERTIFICATE OF NET ASSESSED VALUATIONS TO THE DEPARTMENT OF LOCAL GOVERNMENT FINANCE

[Print CNAV Step 1](#)

Taxing District Code	District Name	Real Property		Personal Property		TIF		AV Withholding	Adjusted Net AV	Supplier AV
		Cap	Net AV	Type	Net AV	Type	AV			
001	BAUGO	1%	\$269,849,415	Local	\$48,594,740	Real Est.	\$4,380,607	\$11,523,403	\$560,335,849	Annex Chang (\$1
		2%	\$64,551,540	State	\$29,408,830	PP	\$0			
		3%	\$163,835,334	Total	\$78,003,570	Total	\$4,380,607			
		<b>Total</b>	<b>\$498,236,289</b>							
		1%	\$143,839	Local	\$21,912,000	Real Est.	\$571,163			Annex Chang
		2%	\$935,100							\$1

### Form Signature

NAME

Scott Maitland

TITLE

Chief of Staff

SIGNATURE/PIN

....



DATE

 **SIGN AND DATE 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 5-24-2-2. 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.



# DLGF Support Best Practices

- [Support@DLGF.in.gov](mailto:Support@DLGF.in.gov)
- Please include screenshots anytime you have an error message.
- Please include the URL of the page in your support requests.
- Please copy your Budget/Assessment Field Rep on Support Requests.





# DLGF Support Best Practices

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- DLGF Support works in a first come first serve basis.
- Support requests increase dramatically as we get closer to deadlines. The closer you are to a deadline, the less likely it is that the Department will be able to respond to your request before the deadline.



# Gateway Glossary & Help Pages

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- <https://gateway.ifionline.org/public/glossary.aspx>
- <https://gateway.ifionline.org/public/help.aspx>



# LDA Process

- Limited Delegation of Authority
  - Provides submitters the ability to allow staff members to edit data on their behalf.
  - Unit or Application Specific
- Forms available on DLGF Website
  - <https://www.in.gov/dlgf/forms/dlgf-forms/>
  - Fillable PDFs that are submitted via email to the Department



# LDA Application

## INDIANA Gateway for government units



Department of Local Government Finance - LDA

[Home](#) [Logout](#)

Welcome, test13@test13.com!

LDA or Limited Delegation of Authority is for requesting and granting access to entering and editing data in the DLGF Gateway applications.

**Request Access** to the DLGF Gateway applications. You can also see your existing request, your current approved request (Limited Delegations of Authority or LDA), etc.

**Provide Access** allow you to delegate your access to a unit to another user.

**Review Access Request** allows you to review, approve, or reject pending LDA request for units you have submitter access to. You may also revoke access from a user by revoking their LDA, if you currently have submitter access to that same unit.

[Request Access](#)

[Provide Access](#)

[Review Access Request](#)



# LDA Application

test13@test13.com's Request Access Dashboard

[+ Create](#)

Pending LDA Requests

Current Approved LDAs

Rejected LDA Request

Expired LDAs



# LDA Application

Make selections below to Create a Limited Delegation of Authority ×

**User Information**

Requester Name

Enter Name ×

**Unit Information**

County	Unit Type	Unit
Select County <span>×</span> ▾	Select Unit Type <span>×</span> ▾	Select Unit ▾

**Application Information**

Application	Permission Type
Select Application <span>×</span> ▾	Read Only <span>✓</span> ▾

**Delegation of Authority**

I, the Delegate in the above and foregoing, hereby acknowledge and accept the [terms of the limited delegation of authority](#).

Must agree to proceed

**Submit**



# LDA Application

test13@test13.com's Request Access Dashboard [+ Create](#)

## Pending LDA Requests

Show  entries

Search:

Application	Unit	User Role	User Controls
Budget	ALLEN COUNTY	Read Only	<a href="#">Edit</a> <a href="#">View</a> <a href="#">Delete</a>

Showing 1 to 1 of 1 entries

Previous  Next



# LDA Application

### Current Approved LDAs

Show  entries Search:

Application	Unit	User Role	User Controls
No data available in table			

Showing 0 to 0 of 0 entries Previous Next

### Rejected LDA Request

Show  entries Search:

Application	Unit	User Role	User Controls
No data available in table			

Showing 0 to 0 of 0 entries Previous Next

### [Expired LDAs](#)

Show  entries Search:

Application	Unit	User Role	User Controls
No data available in table			

Showing 0 to 0 of 0 entries Previous Next





# LDA Application

## INDIANA Gateway for government units



Department of Local Government Finance - LDA

[Home](#) [Logout](#)

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[Request Access](#)

[Provide Access](#)

[Review Access Request](#)



# LDA Application

Delegate Permissions [+ Create](#)

## [Existing LDAs](#)

Show  entries

Search:

Requester	Application	Unit	User Role	User Controls
gateway1@test.com	Budget	ADAMS COUNTY	Read Only	<a href="#">View</a> <a href="#">Revoke</a>
rlee@dlgf.in.gov	File Transmission	BAINBRIDGE TOWNSHIP	Editor	<a href="#">View</a> <a href="#">Revoke</a>
rlee@dlgf.in.gov	File Transmission	CLAY TOWNSHIP	Editor	<a href="#">View</a> <a href="#">Revoke</a>
test24@test24.com	Budget	ADAMS COUNTY	Editor	<a href="#">View</a> <a href="#">Revoke</a>

Showing 1 to 4 of 4 entries

Previous  Next



# LDA Application

Make selections below to Create Limited Delegation of Authority

**User Information**

Delegatee Email: Enter Email

Delegatee Name: Enter Name

**Unit Information**

County: Select County

Unit Type: Select Unit Type

Unit Code: Select Unit

**Application Information**

Application: Select Application

Permission Type: Select Permission

Delegator Name: Enter Your Name

**Delegation of Authority**

I, the Delegate in the above and foregoing, hereby acknowledge and accept the [terms of the limited delegation of authority](#).

Must agree to proceed



# LDA Application

## INDIANA Gateway for government units



Department of Local Government Finance - LDA

[Home](#) [Logout](#)

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[Request Access](#)

[Provide Access](#)

[Review Access Request](#)



Make selections below to filter Limited Delegation of Authority by Unit

### Submitter Access

County Code

Unit Type Code

Unit Code

Select County



Select Unit Type



Select Unit



Search

### Pending LDA Requests

Show 10 entries

Search:

Requester	Application	Unit	User Role	User Controls
gateway1@test.com	File Transmission	BAINBRIDGE TOWNSHIP	Read Only	<a href="#">Approve</a> <a href="#">Reject</a>
gateway1@test.com	File Transmission	CLAY TOWNSHIP	Read Only	<a href="#">Approve</a> <a href="#">Reject</a>

Showing 1 to 2 of 2 entries

Previous

1

Next

### Existing LDAs

### Expired / Revoked LDAs



# LDA Application Timeline

- The application is very close to being through testing.
- Once testing is complete, the Department may ask for some users to test the functionality.
  - If you would like to participate, please send Josh an email.
- Once the application is live, the paper process will be phased out in favor of the new application.
- Eventually all paper LDAs will be revoked and new LDAs will need to be created in the system.



Questions?