



Department of Local Government Finance

Gateway Overview - DLGF

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October 2024



Agenda

- DLGF Support
- Brief History of Gateway and Gateway Basics
- How to gain and delegate access in Gateway
- Deadlines and the DLGF website
- The different Gateway applications
- Affirmations
- Public side of Gateway



DLGF Support Best Practices

- 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 Field Rep on Support Requests.



DLGF Support Best Practices

- 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.



Other ways to contact DLGF

- Assessment Field Rep Map
 - <https://www.in.gov/dlgf/files/maps/Field-Rep-Map-Assessment.pdf>
- Budget Field Rep Map
 - <https://www.in.gov/dlgf/files/maps/Field-Rep-Map-Budget.pdf>
- Data Team Inbox
 - Data@dlgf.in.gov



Brief History of Gateway

- Launched in 2010, Indiana Gateway for Government Units (“Gateway”) is the online portal in which local government units in the State of Indiana submit required data. It also serves a secondary purpose as a public access tool for citizens.
- As of October 2024, 27 different applications are used by hundreds of local units of government, schools, state agencies, casino operators, and others to submit financial and operational data to the State of Indiana.



Brief History of Gateway

- State agencies utilizing the Gateway portal:
 - Department of Local Government Finance (DLGF)
 - State Board of Accounts (SBOA)
 - Indiana Education Employment Relations Board (IEERB)
 - Department of Workforce Development (DWD)
 - Indiana Gaming Commission (IGC)
 - Bureau of Motor Vehicles (BMV)
- Data submitted includes budgets, debt issuances, TIF district summaries, annual financial reports, employee compensation reports, local development agreements, and school district collective bargaining reports, among others.



Gateway Basics – What is it?

- Gateway's 3 main functions:
- A place for local officials to quickly and efficiently submit information to various State agencies.
- A place for State agencies to automate tasks and provide quick, meaningful feedback to local officials on that data.
- 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.

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Understanding Your Tax Bill



Assessments



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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.



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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](#).

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Information
for Indiana

Gateway INDIANA for government units



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The Indiana Gateway for Government Units provides a central commons for local units to submit their financial forms to the State of Indiana.

This site works best in [Firefox](#) and [Chrome](#). Internet Explorer is not a supported browser.

Authorized Personnel Login

User Name:

Password:

[Forgot your password?](#)

[Log In](#)

Please note: Passwords are CASE sensitive.

After 5 failed attempts to log in, your account will be locked—
notify ibrctech@iu.edu.

[Request Authorization to Access Gateway](#)

Announcements

Gateway Reporting Access Authorized User Policy

The local official login portion of Gateway is accessible only by officials directly responsible for entering and submitting reports to the State. Usernames are *specific to the person who receives authorization*. [Read full policy »](#)

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.

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Gateway Username

- Per the Authorized User Policy (<https://gateway.ifionline.org/UserPolicy.aspx>), an authorized users' Gateway login information and PIN number is exclusively for individual use and should not be shared.
- Per the Authorized User Policy, in order for an email address to be used as a Gateway username, the email address:
 - Must be a working/valid email address.
 - May not include the name, nickname, or initials of anyone other than the associated Gateway user.
 - Must be an email address in which the associated Gateway user is the only individual with the ability to view any and all emails sent to it.
 - Must be an email address in which the associated Gateway user is the only individual with the ability to send emails using that email address.



Fiscal Officer (Submitter) for Department Gateway Applications

- The Department considers the “Fiscal Officer” of a unit to be the employee who all other employees of the unit ultimately report to. The Fiscal Officer is the default submitter/delegating official for the reports located within the applicable Department Gateway applications.
 - Please Note: An independent contractor (i.e. an outside CPA/consulting firm/consultant that the unit has hired) would not be considered the Fiscal Officer of the unit.
- For special district units who do not have any actual employees, the Department considers the President of the Governing Board to be the default submitter/delegating official for the reports located within the applicable Department Gateway applications.



Fiscal Officer (Submitter) for Department Gateway Applications

- Please Note: The Fiscal Officer is the employee of the unit who all other employees of the unit ultimately report.
- This is not necessarily referring to the employee of the unit who will be the primary person to enter data into the Department Gateway applications.
- It is possible that the Fiscal Officer may not be the employee who enters in the majority of the data into Gateway for the unit.
- If the unit only has one employee, then by default, they are the Fiscal Officer.
- It is possible that the “DLGF Fiscal Officer” may be different than the SBOA Fiscal Officer.



Fiscal Officer (Submitter) for Department Gateway Applications

- It is the responsibility of the Fiscal Officer to personally log into Gateway under their specific Gateway username to “submit” any forms or reports located within the Department Gateway applications (with the exception of the Budgets/Additional Appropriation applications).
- If the unit is subject to binding review, then the Head of the Governing Body is the default submitter/delegating official for the Budgets/Additional Appropriation applications.



LDA Process

Limited Delegation of Authority

- Provides submitters the ability to allow staff members to edit data on their behalf.
- Unit and Application Specific
- Editor or Read Only access

Previously forms were available on the DLGF Website

- These would be filled out manually and submitted to the Department.
- The Department has discontinued this process.



LDA Online Application

- The DLGF launched a new online application for the LDA process in 2023.
- Now that the application is live, the DLGF is no longer accepting the papers forms. All new LDA applications must be submitted through the online site: <https://gatewaylda.ifionline.org>.
- LDA User Guide: <https://gatewaylda.ifionline.org/resource/LdaUserGuide.pdf>
- An LDA submission will last for one year and will need to be renewed.



Deadlines and the DLGF Website

← → ↻ gateway:ifonline.org/SelectPath.aspx

Gateway INDIANA for government units

Home About Account Settings User Guides Logout

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
Additional Appropriations	Details
Abstract	Details
Assessor Reports	Jan 15
Budgets	Details
Data Entry for CNAV and Form 22	Details
Debt Management	Details
Economic Development Reporting	Sep 30
File Transmission	Details
Other Post-Employment Benefits	Mar 1
SB 131 Reporting for SWMDs	Mar 1
TIF Management	Apr 15

State Board of Accounts (SBOA)	Deadline
100R	Jan 31
Annual Financial Report	Details
Monthly and Annual Engagement Uploads	Details
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

Department of Workforce Development (DWD)	Deadline
CTE Appeals	June 17



Deadlines and the DLGF website

← → ↻ in.gov/dlgef/ Accessibility Settings Language Translation Governor Eric J. Holcomb

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Deadlines and the DLGF website

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Appeals Property Tax

Deductions Property Tax

- [Notice of Assessment of Apartment Property \(Form 11-A\) for 2024 \[Assessment\]](#) - February 15, 2024
 - [57328 \(Form 11-A\)](#)
- [Notice of Assessment of Land and Structures \(Form 11\) for 2024 \[Assessment\]](#) - February 15, 2024
 - [21366 \(Form 11\)](#)
- [2024 Gateway Submission Calendar \[Information Systems\]](#) - February 7, 2024
- [2024 Data Submission Calendar \[Information Systems\]](#) - February 7, 2024
- [2024 Assessment Calendar \[Assessment\]](#) - February 7, 2024
- [2024 Budget Calendar \[Budget\]](#) - February 7, 2024
- [Gateway Abstract Application Launch \[Budget\]](#) - February 7, 2024
- [Procedures for the Submission of Declaratory Resolutions \(Ind. Code § 36-7-14-17\) \[Budget\]](#) - February 5, 2024
- [Procedures for the Establishment and Reestablishment of Cumulative Funds \[Budget\]](#) - February 5, 2024
 - [Templates](#)
- [2024 Level I & Level II Assessor Appraiser Certification Examinations \[Assessment\]](#) - February 2, 2024
- [Delinquency Reports and Calculation of Levy Excess Amounts \[Budget\]](#) - January 29, 2024
 - [Delinquency Report Template](#)
- [Additional Appropriation Submission, Department Review Procedures, and Other Related Topics \[Budget\]](#) - January 26, 2024
- [Ordinance Template](#)



DLGF Gateway Applications

Gateway applications that all unit types are required to submit:

- Debt Management
- Other Post-Employment Benefits (OPEB)
- Economic Development Reporting (EDR)
- File Transmission

Select Application

Department of Local Government Finance (DLGF)	Deadline
Additional Appropriations	Details
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Assessor Reports	Jan 15
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Other Post-Employment Benefits	Mar 1
SB 131 Reporting for SWMDs	Mar 1
TIF Management	Apr 15



DLGF Gateway Applications

Gateway applications that only city/town/county units are required to submit:

- TIF Management

Select Application

Department of Local Government Finance (DLGF)	Deadline
Additional Appropriations	Details
Abstract	Details
Assessor Reports	Jan 15
Budgets	Details
Data Entry for CNAV and Form 22	Details
Debt Management	Details
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DLGF Gateway Applications

Gateway applications that only county units are required to submit:

- Data Entry for CNAV and Form 22 (DECAF) (Auditor Only)
- Abstract (Auditor Only)
- PTABOA (Assessor Only)

Select Application

Department of Local Government Finance (DLGF)	Deadline
Additional Appropriations	Details
Abstract	Details
Assessor Reports	Jan 15
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DLGF Gateway Applications

- Gateway applications that only Solid Waste Management Districts (SWMDs) are required to submit: SB 131 Reporting for SWMDs.

Select Application

Department of Local Government Finance (DLGF)	Deadline
Additional Appropriations	Details
Abstract	Details
Assessor Reports	Jan 15
Budgets	Details
Data Entry for CNAV and Form 22	Details
Debt Management	Details
Economic Development Reporting	Sep 30
File Transmission	Details
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SB 131 Reporting for SWMDs	Mar 1
TIF Management	Apr 15



Affirmations

- Throughout Gateway there will be multiple instances of affirming the information that has been entered. When that is required, the 4-digit PIN that the submitter received when setting up the Gateway account will be needed.

Debt Affirmation

Due February 28, 2023

☒ By checking this box, I affirm that the selected unit has fully complied with the debt reporting requirement described in IC 5-1-18. I affirm that the debt reports listed below are accurate and correct. If no debt report is listed or all reports listed are marked as retired, I affirm that the selected unit has no outstanding debt.

Name

Title

Signature/PIN

Date

Sign and Submit



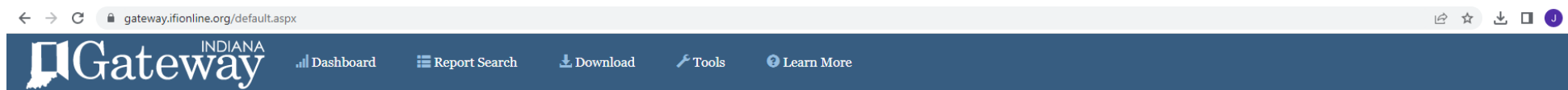
Affirmations

- Once that has been entered correctly, the box should turn green.

Debt Affirmation	Due February 28, 2023 <input checked="" type="checkbox"/>
This unit has successfully completed the annual verification due February 28, 2023.	
Name Joshua Jacoboski	
Title Fiscal Officer	
Signature/PIN *****	
Date 2/8/2023	<input checked="" type="checkbox"/> This form has been submitted. Unlock Affirmation



Gateway Public Reporting Site

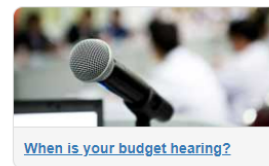
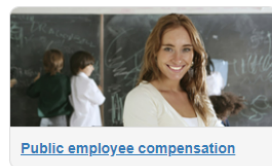
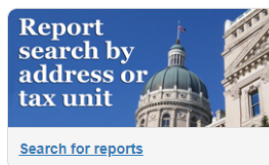


An Open Door into Local Government Finance

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.

[Local Officials: Login Here »](#)

[Conflict of Interest Upload Tool »](#)



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Gateway Public Reporting Site

- The Gateway Public Reporting Site offers a variety of reports to the general public; you do not need a Gateway account to access this read-only information.
- Information contained in these reports comes from the data that has been submitted by the local units of government via the different applications.

The screenshot shows the Gateway Indiana website interface. At the top is a dark blue navigation bar with the Gateway logo and links for Dashboard, Report Search, Download, Tools, and Learn More. Below this is a 'Report Search' section with a sub-header explaining that local governments are required to submit reports. There are three tabs: 'Browse Reports' (selected), 'Search by Unit', and 'Search by Address'. Under 'Browse Reports', there is a 'Select by Report Type' section with a link to 'View data release calendar'. Six report types are listed in a grid, each with an icon and a brief description:

- Annual Financial Report**: Multiple reports detail the receipts and expenditures of each local government unit, reflecting income and expenditures for a full calendar year. The primary purpose is to assist in the auditing of government units.
- Assessed Value**: The Certified Net Assessed Value (CNAV) data provides information on the tax base.
- Budgets**: Every local government unit with authority to levy a property tax must submit a budget for the coming calendar year to DLGF, which has the responsibility to review and certify budgets and set tax levies and tax rates.
- Employee Compensation by Unit**: The Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R) provides taxpayers with compensation information for public employees of state and local government.
- Entity Annual Report**: Financial reports from organizations that receive financial assistance from governmental sources (federal, state or local).
- Local Development Agreements**: Gaming establishments may have local development agreements with various groups in their area. These are reported to the Indiana Gaming Commission each year along with the amount disbursed.



Gateway Public Reporting Site

- Members of the public can also do a search for a particular local unit of government and see what applicable Gateway reports are associated with that unit.

Report Search

Local governments are required by state law to submit reports to the State of Indiana. A significant number of those reports related to taxing, budgeting and spending are now collected and available for public viewing through Gateway. Explore by unit or by report type.

[Browse Reports](#)

[Search by Unit](#)

[Search by Address](#)

Search By Unit

Start typing the name of a governmental unit. When the desired unit appears in the autocomplete list below the textbox, select the unit.

Type in the name of a reporting unit:

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Gateway Public Reporting Site

- Members of the public can also enter a particular address to see what local units of government are associated with that address. They can then access those reports that are associated with those particular units.

Report Search

Local governments are required by state law to submit reports to the State of Indiana. A significant number of those reports related to taxing, budgeting and spending are now collected and available for public viewing through Gateway. Explore by unit or by report type.

Browse Reports

Search by Unit

Search by Address

Search By Address

Choose a location, either by entering an address or by clicking directly on the map, to find government units or other reporting entities associated with that address.

Address:



The address selected is located within the boundaries for the following Taxing District: 101 - INDPLS CITY - CENTER TWP

Government Units

The units below are taxing units associated with this address.



Questions?



Gateway Glossary & Help Pages

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