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# STATE OF INDIANA

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DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH  
100 NORTH SENATE AVENUE N1058(B)  
INDIANAPOLIS, IN 46204  
PHONE (317) 232-3777  
FAX (317) 974-1629

**TO:** **Political Subdivisions**

**FROM:** **Josh Jacoboski, Information Systems Division Director**

**SUBJECT:** **Affirmation of Upload of Local Government Contracts for Fire and Emergency Medical Services**

**DATE:** **January 31, 2025**

The Department of Local Government Finance (“Department”) is issuing this memorandum to inform all political subdivisions of the process for affirming the upload of all contracts that are: (1) related to the provision of fire services or emergency medical services; or (2) entered into with another unit or entity that provides fire services or emergency medical services. The upload of these contracts is required by Ind. Code § 5-14-3.8-3.5(d) through (f).

The Department has modified the existing File Transmission Application to include a contract affirmation section to be filled out by the executive of each political subdivision. This section will provide the Department with an attestation confirming the upload of the qualifying contracts, as required by Ind. Code § 6-1.1-17.5-4. For further details regarding these requirements, please see the Department’s memo issued on June 18, 2024, [Legislation Affecting Fire Protection and Emergency Medical Service Funding Matters](#). This affirmation must be completed **no later than March 2, 2025**.

Please note that under Ind. Code § 6-1.1-17-5.4(b), the Department may not approve the budget or a supplemental appropriation of a political subdivision until the political subdivision files this attestation.

## **Contract Upload Process**

The Department has developed a [User Guide](#) for the Contract Upload portion of the File Transmission Application, as well as instructions for uploading local government contract files on the Gateway website.

Under Ind. Code § 5-14-3.8-3.5(d), the executive of the political subdivision is required to upload a contract, regardless of the total cost of the contract. Contract uploads must occur no later than sixty (60) days after the date the contract is executed. The executive may, by ordinance or resolution, delegate the upload responsibility and attestation authority to another individual. This ordinance or resolution must be submitted to the Department no later than five (5) days after passage of the ordinance or resolution.

## Navigation

After logging into Gateway, the executive will select the File Transmission Application under the Department of Local Government Finance section.



The screenshot shows the 'Welcome to the Indiana Gateway for Government Units' page. Under the 'Select Application' heading, there are two main sections: 'Department of Local Government Finance (DLGF)' and 'State Board of Accounts (SBOA)'. The DLGF section contains several applications with their deadlines and 'Details' buttons: Additional Appropriations (Deadline: N/A), Abstract (Deadline: N/A), Assessor Reports (Deadline: Jan 15), Budgets (Deadline: N/A), Data Entry for CNAV and Form 22 (Deadline: N/A), Debt Management (Deadline: N/A), Economic Development Reporting (Deadline: Sep 30), and File Transmission (Deadline: N/A). The 'File Transmission' row is highlighted with a red box. The SBOA section contains: 100R (Deadline: N/A), Annual Financial Report (Deadline: N/A), Monthly and Annual Engagement Uploads (Deadline: N/A), E-1 Entity Annual Report (Deadline: N/A), ECA Risk Report (Deadline: N/A), and Conflict of Interest Disclosure (Deadline: N/A).

After selecting their unit, the executive will then select the “Local Government Contracts” link.



The screenshot shows the 'File Transmission Menu' for 'Adams County - Adams County'. At the top, there is a 'Select Destination' dropdown menu with 'Local Government Contracts' selected and highlighted with a red box. Below the dropdown are links for 'Annual Economic Revitalization Area Abatement Information Reports', 'Assessor Contracts', 'TIF Spending Plans', and 'View File History'.

At the top of the next page that lists a political subdivision's uploaded contracts, there will be the new "Contract Affirmation" section.

**Contract Affirmation** Due March 2, 2025 

By checking this box, I affirm that all contracts, regardless of the total cost, that are: (1) related to the provision of fire services or emergency medical services; or (2) entered into with another unit or entity that provides fire services or emergency medical services have been uploaded and are accurate and correct.

Name \*

Title \*

Signature/PIN \*  
 

Date

**Sign and Submit**

Once the executive has checked the box at the top, correctly filled out all sections of the Contract Affirmation box, and clicked on the "Sign and Submit" button, the Contract Affirmation box will turn a green color to confirm submission.

**Contract Affirmation** Due March 2, 2025 

This unit has successfully completed the annual verification due March 2, 2025.

Name  
**Josh Jacoboski**

Title  
**IS Director**

Signature/PIN  
\*\*\*\*

Date  
**1/22/2025**

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.

**Unlock Affirmation**

Questions regarding these instructions may be directed to the Department's Gateway support team at (317) 234-4480 or [support@dlgf.in.gov](mailto:support@dlgf.in.gov).