



# Department of Local Government Finance

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## Gateway Applications Walkthrough

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IS & Data Division Director

February 2025



# Agenda

- This training session will help you develop a better understanding of the following:
  - How to Contact DLGF Support
  - Brief History of Gateway and Gateway Basics
  - How to Gain Access to Gateway
  - The Different DLGF Gateway Applications
  - How to Delegate Access in Gateway
  - Public Side of Gateway



# DLGF Support Best Practices

- [Support@DLGF.in.gov](mailto:Support@DLGF.in.gov)
  - Support Email Checklist:
    - Include screenshots anytime you have an error message.
    - Include the URL of the page in your support requests.
    - Copy your Budget Field Representative on any support requests.



# DLGF Support Best Practices

- DLGF Support will respond to all requests on a first-come, first-served basis.
- Please be aware that the volume of support requests will significantly increase as deadlines approach. 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/Budget\\_Field\\_Reps.pdf](https://www.in.gov/dlgf/files/maps/Budget_Field_Reps.pdf)
- Data Team Inbox
  - [Data@dlgf.in.gov](mailto>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 February 2025, there are 27 different applications administered by six (6) different state agencies that 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

- The following state agencies utilize 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:
  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 source of local government data/reports available to the public.



# Gateway Basics – Local Officials Portal

- How to access the Gateway's Local Officials portal?
  - <https://gateway.ifionline.org/>; or
  - <https://www.in.gov/dlgf/> and click on the “Learn More” button on the Indiana Gateway banner.



# Gateway Basics – Local Officials Portal

The screenshot shows the official website of the Indiana State Government (in.gov) for the Department of Local Government Finance (DLGF). The page features a dark green sidebar on the left with various navigation links, including "About Us", "Contact Us", "Contact Your Local Officials", "County Specific Information", "Legislation & Policy Information", "Memos & Presentations", "News & Calendar", "Reports and Data", and "Information for Taxpayers". The main content area has a dark background with a central box highlighted by a red rectangle. This box contains the text "Indiana Gateway" and "Budget Data for Local Governments", with a "Learn More" button below it. At the bottom of the page, there are two call-to-action sections: "Subscribe To The DLGF Email Lists" with a "SUBSCRIBE" button and "2024-2025 DLGF Webinars" with a thumbnail image of a webinar presentation.

in.gov An official website of the Indiana State Government

IN.gov Accessibility Settings Language Translation Governor Mike Braun

Department of Local Government Finance

DLGF

About Us

Contact Us

Contact Your Local Officials

County Specific Information

Legislation & Policy Information

Memos & Presentations

News & Calendar

Reports and Data

Information for Taxpayers

Understanding Your Tax Bill

Indiana Gateway

Budget Data for Local Governments

Learn More

Subscribe To The DLGF Email Lists

Stay Up To Date on DLGF Information

Learn More

2024-2025 DLGF Webinars

Local Official Continuing Education Opportunities

Learn More



# Gateway Basics – Local Officials Portal

- Click the “Local Officials: Login Here” button.

The screenshot shows the Indiana Gateway website. The header includes the "Indiana Gateway" logo, a navigation bar with links for "Dashboard", "Report Search", "Download", "Tools", and "Learn More", and a search bar. The main content area features a banner with the text "An Open Door into Local Government Finance" and a description of the service. On the right side, there is a sidebar with links to various upload tools, one of which, "Local Officials: Login Here", is highlighted with a red box. Below the sidebar is a "Taxpayer Portal" button with a blue and white graphic.

gateway.ifionline.org/default.aspx

Indiana Gateway

Dashboard Report Search Download Tools Learn More

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 »

Interlocal Agreement Upload Tool »

Food and Beverage Tax Form Upload Tool »

Elected Official Certification of Training Courses Upload Tool »

Taxpayer Portal



# Gateway Basics – Local Officials Portal

A screenshot of the Indiana Gateway for Government Units website. The page features a large "Gateway" logo with "INDIANA" in orange. Below the logo is a navigation bar with links for "Home", "About", and "User Guides". A text block states: "The Indiana Gateway for Government Units provides a central commons for local units to submit their financial forms to the State of Indiana." To the right, there is a sidebar with links for "Announcements", "Gateway", and "The local government units responsible for the preparation of the financial reports". A "Log In" button is visible. A red box highlights the "Request Authorization to Access Gateway" link at the bottom of the login form. The login form itself has fields for "User Name" and "Password".

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

**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 ibrtech@iu.edu](#).

[Request Authorization to Access Gateway](#)

- If you need to create a user account:
  - Click the “Request Authorization to Access Gateway” link on login page.

[Request Authorization to Access Gateway](#)



# Gateway Basics – Local Officials Portal

# INDIANA Gateway 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	<a href="#">Details</a>
Abstract	<a href="#">Details</a>
Assessor Reports	Jan 15
Budgets	<a href="#">Details</a>
Data Entry for CNAV and Form 22	<a href="#">Details</a>

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

<b>Debt Management</b>	<a href="#">Details</a>	<b>ECA Risk Report</b>	Aug 29
Economic Development Reporting	Sep 30	Conflict of Interest Disclosure	15 days after final action on the contract or purchase
File Transmission	<a href="#">Details</a>	Elected Official Certification of Training Courses	March 1st following entity's year end
Other Post-Employment Benefits	Mar 1	Interlocal Agreement	60 days after agreement takes effect
SB 131 Reporting for SWIMDs	Mar 1	Food and Beverage Tax	March 1st following entity's year end
TIF Management	Apr 15		
<b>Indiana Education Employment Relations Board (IEERB)</b>		<b>Department of Workforce Development (DWD)</b>	
Bargaining Status Form	Nov 15	CTE Appeals	April 26
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		
<b>Indiana Gaming Commission (IGC)</b>		<b>Bureau of Motor Vehicles</b>	
Local Development Agreement	Mar 1	Ordinance Portal	Sep 1



# DLGF Gateway Applications

- Once you have successfully logged in to Gateway, look for the section devoted to DLGF applications.
- For the purposes of this webinar, we will only be reviewing the DLGF applications.
- We will then review how to delegate access and permissions to these applications for your unit.

## 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>	Jan 15
<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



# Additional Appropriations Application

**INDIANA**  
**Gateway** for government units



DLGF - Additional Appropriations

Home Admin Home Account Settings Help Logout

Currently Viewing Year: 2025

Admin View

Select Year: 2025

Select County: Adams

Select Unit Type: County

Select Unit: ADAMS COU...

Continue

This image shows the Indiana Gateway for government units application interface. The main title "Indiana Gateway for government units" is displayed prominently. Below the title, there is a navigation bar with links for Home, Admin Home, Account Settings, Help, and Logout. A dropdown menu for "Currently Viewing Year" is set to 2025. On the right side, there is an "Admin View" section with dropdown menus for "Select Year" (2025), "Select County" (Adams), "Select Unit Type" (County), and "Select Unit" (ADAMS COU...). A "Continue" button is located at the bottom of the "Admin View" section.



# Additional Appropriations Application

- Applicable to all local government units (political subdivisions) across the State of Indiana.
- IC 6-1.1-18-5
- Due date for CY 2025 requests is 12/31/25.
- Latest DLGF [Memo](#) and [User Guide](#).

## Select Application

Department of Local Government Finance (DLGF)	Deadline
Additional Appropriations	<a href="#">Details</a>
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# Additional Appropriations Application

- While all units start each year with a certified budget amount for each fund, a need may exist to spend more than was originally budgeted. In this case, the unit may need to pursue an additional appropriation.
- An additional appropriation is a formal process that is used to appropriate money in excess of the certified appropriation for the current budget year. This process is governed by Ind. Code § 6-1.1-18-5.



# Additional Appropriations Application

- Through this process the unit of government:
  - Advertises a Notice of Additional Appropriation;
  - Holds a public hearing, adopts a resolution/ordinance; and
  - Submits the request to the Department.



# Abstract Application

# INDIANA Gateway for government units



Department of Local Government Finance - ABSTRACT

Home   About   Account Settings   Help   Logout

## Adams County: 2025 Tax Year

**Menu** [Close Menu](#)

- County Select
- Abstract Home**
- Pre-Abstract Survey
- Property Tax Relief
- more ▾

**Data**

- Tax District Configuration & Info

### Welcome to Gateway Abstract!

- The statutory deadline to complete the Abstract submission, including all prerequisite steps and providing the Department with additional information requested documentation is Saturday, March 15, 2025. Additionally, the Abstract must be submitted, reviewed, and accepted by the State before the county will be authorized to generate and release their 2024 pay 2025 tax bills.
- This will be the first year that the Department is responsible the review of the Abstract, but the submission procedures are largely unchanged from last year. Each county will again upload data from their tax and billing system into the Abstract Application in Gateway for the Department to review.
- For counties that are currently levying a local income tax ("LIT") for property tax relief, the Department is debuting new procedures for the Property Tax Relief ("PTR") rate calculation. Instead of providing a spreadsheet to calculate the PTR rate, all data necessary for the calculation will be collected within the Abstract application, and the application will calculate the PTR rate.

### Contact

- Any questions about the Abstract submission, review, or approval process or the status of a specific review should be routed directly to your [Budget Field Representative](#).



# Abstract Application

- Applicable to all county government units (completed by the county auditor) across the State of Indiana.
- IC 6-1.1-22-5
- Due by 3/15/25.
- Latest DLGF [Memo](#) and [User Guide](#).

Select Application	
Department of Local Government Finance (DLGF)	Deadline
Additional Appropriations	<a href="#">Details</a>
Abstract	<a href="#">Details</a>
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Budgets	<a href="#">Details</a>
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TIF Management	Apr 15



# Abstract Application

- The abstract submission is the final step in the budgeting cycle, a submission of the property, assessments, taxes, deductions, and exemptions for taxes payable in that year to the DLGF.
- Previously, the responsibility of approving abstract submissions was handled by the Indiana State Comptroller's office; however, in 2024 this responsibility was shifted to the DLGF.
- This allows the DLGF to perform one last review of the data before tax bills go out, potentially catching significant mistakes before they happen.



# Assessor Reports (PTABOA) Application

Indiana Gateway for government units

Department of Local Government Finance - Assessors

Home | About | Account Settings | User Guides | Logout

Select County > Reporting Requirements > PTABOA Report Form

## ALLEN COUNTY PROPERTY TAX ASSESSMENT BOARD OF APPEALS REPORT

State Form 55889 (8-15)  
Prescribed by the Department of Local Government Finance

**INSTRUCTIONS:**  
*Indiana Code 6-1.1-28-12 requires each Property Tax Assessment Board of Appeals ("PTABOA") to submit a report to the Department of Local Government Finance, Indiana Board of Tax Review, and Legislative Services Agency ("LSA") **before January 15 annually** (the report to LSA must be in an electronic format under IC 5-14-6). This report documents the notices for review (Form 130 appeals) filed with the PTABOA for the preceding year. This report may not include any confidential information.*

The PTABOA of Allen County, Indiana, reports the following for the 2024 year. (The year preceding the year in which this report is filed, referred to as "the subject year" for the purposes of this form.)

(1) The total number of parcels in the county.	165162
a. Of the total above, the number of agricultural parcels in the county.	9850
b. Of the total above, the number of residential parcels in the county.	138561



# Assessor Reports (PTABOA) Application

- Applicable to all county government units (county assessors) across the State of Indiana.
- IC 6-1.1-28-12
- Reports for 2025 due by 1/15/26.
- Latest DLGF [Memo](#) and [User Guide](#).

## Select Application

Department of Local Government Finance (DLGF)	Deadline
Additional Appropriations	<a href="#">Details</a>
Abstract	<a href="#">Details</a>
<b>Assessor Reports</b>	<b>Jan 15</b>
Budgets	<a href="#">Details</a>
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Debt Management	<a href="#">Details</a>
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File Transmission	<a href="#">Details</a>
Other Post-Employment Benefits	Mar 1
SB 131 Reporting for SWMDs	Mar 1
TIF Management	Apr 15



# Assessor Reports (PTABOA) Application

- County assessors are required to annually provide data identifying:
  - The number of appeals filed;
  - The number of decisions issued;
  - The number of appeals resolved through a preliminary information meeting;
  - The appeals outstanding; and
  - How appeals were resolved.
- The data submitted should cover the entire calendar year and is due by January 15 of the following year.



# Budgets Application



The screenshot shows the Indiana Gateway for government units website. The header features the "Indiana Gateway" logo with "for government units" below it, and a map of Indiana with the text "An Information for Indiana Data Site". The navigation bar includes links for Home, About, Account Settings, User Guides, Logout, and the Department of Local Government Finance. The main content area shows the "Unit Main Menu - 0000 ADAMS COUNTY" for the year 2025, Adams County. It includes sections for "Department of Local Government Finance Tasks" (Pre-Budget Worksheet, View Forms, Enter and Edit Budgets, Submit Signed Form 4 and Other Documents, Property Tax Cap Info) and "County Specific Functions".

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

Selected Year: 2025 | Selected Unit: Adams County - 0000 ADAMS COUNTY

## Unit Main Menu - 0000 ADAMS COUNTY

Select from the options below to customize your unit's funds, departments, and/or publications.

**Department of Local Government Finance Tasks**

**County Specific Functions**

[Pre-Budget Worksheet](#) - Submitted on 6/12/2024 2:23:57 PM

Provide information and estimates in advance.

[View Forms, Enter and Edit Budgets](#)

View, edit and submit Forms to DLGF.

[Submit Signed Form 4 and Other Documents](#)

View, upload and submit budget-related documents to DLGF.

[Property Tax Cap Info](#)

View Property Tax Cap Data Currently Entered on all Forms



# Budgets Application

- Applicable to all local government units (political subdivisions) across the State of Indiana.
- IC 6-1.1-17-5
- Submission of 2026 Pre-Budget Report due by 6/30/25.
- Final day for submission of 2026 Budgets is 11/10/25.

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>	Jan 15
<a href="#">Budgets</a>	<a href="#">Details</a>
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<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



# Budgets Application

- There are many forms within the Budgets application that every local government unit is required to fill out in order to submit its 2026 budget to the DLGF.
- This is a lengthy, involved process with various steps and checkpoints throughout the year. It is highly recommended that all local units schedule time with their Budget Field Representative during the Budget Workshop Season in July to make sure they understand the process.
- The Pre-Budget Survey is an extremely important step in this process and is due on 6/30/25.



# Budgets Application – User Guides

## Budgets

### Guides

- Adding Deleting and Connecting Funds and Departments
- Completing the Current Year Financial Worksheet
- Completing the Debt Worksheet
- Completing the Form 1
- Completing the Form 2
- Completing and Printing the Form 3
- Completing and Printing the Form 4
- Uploading your Signed Form 4 and Other Documents
- Completing the Form 4A
- Completing the Form 4B
- Gateway Pre-Budget Survey
- Notice to 1782 Recipients
- Printing Budget Forms
- Submitting Budget Forms
- Uploading LIT Ordinance to Gateway
- Uploading Optional Flat Files

- There are several different user guides that have been developed for the Budgets Application, which can be found at:
- <https://gateway.ifionline.org/help.aspx>



# Data Entry for CNAV & Form 22 Application (DECAF)

[Select County](#) > Manage County Functions

## Manage County Functions

Kosciusko County: Reporting Year 2024

December 2024 Form 22 Now Open for Data-Entry & Upload!

[Manage Units and Distributions](#)

Last Activity at: 12/20/2024 3:15:58 PM

June Certified Pay 2024 Settlement Period:

### Distributions Reports

- [June Distributions](#)
- [December Distributions](#)

[Manage CNAV](#)

CNAV Submitted on 7/30/2024 4:02:05 PM by Rhonda Helser - [rhelser@kosciusko.in.gov](mailto:rhelser@kosciusko.in.gov)

### CNAV Reports

- [CNAV Districts Data \(Step 1\)](#)
- [CNAV District-Fund Data \(Step 3\)](#)



# Data Entry for CNAV & Form 22 Application (DECAF)

- Applicable to all county government units (county auditors) across the State of Indiana.
- IC 6-1.1-17-1 and IC 5-14-3.8-9
- CNAV data submission deadline is 8/1/25. (Latest DLGF [Memo](#) and [User Guide](#))
- Form 22 submissions are due on 7/15/25 and 1/15/26. (Latest DLGF [Memo](#) and [User Guide](#)).

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>	Jan 15
<a href="#">Budgets</a>	<a href="#">Details</a>
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<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



# Data Entry for CNAV & Form 22 Application (DECAF)

- Each year all counties are required to submit the Certified Net Assessed Values (CNAVs) to the DLGF in the required file formats.
- This data is immediately available via the Gateway public site.
- Each county must also submit the 2025 tax distribution and settlement (Form 22) for both the spring and fall collections. The spring Form 22 submission is due on 7/15/25 and the fall submission is due on 1/15/26.



# Debt Management Application

INDIANA  
**Gateway**  
for government units

An Information for Indiana Data Site

Home About Account Settings User Guides Logout

Department of  
Local Government Finance

Select Unit > Select Debt

**Debt Affirmation** Due February 28, 2025

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  emcrisler@dlgf.in.gov

Signature/PIN  **Sign and Submit**

Date  2/17/2025

95 - Gateway1 - DLGF City 11  
[File Upload](#)

Bond Name Link	Retired	Status	Verified
<a href="#">2021 Fire Truck LEase</a>	<input type="checkbox"/>		
<a href="#">Lease Debt 1</a>	<input type="checkbox"/>	Submitted	
<a href="#">Water2014</a>	<input checked="" type="checkbox"/>	Submitted	



# Debt Management Application

- Applicable to all local government units (political subdivisions) across the State of Indiana.
- IC 5-1-18-9(b)
- Reports for 2024 due by 2/28/25.
- Latest DLGF [Memo](#) and [User Guide](#).

## Select Application

Department of Local Government Finance (DLGF)	Deadline
Additional Appropriations	<a href="#">Details</a>
Abstract	<a href="#">Details</a>
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# Debt Management Application

- The DLGF uses the Debt Management application to help local government units fulfill debt reporting requirements under IC 5-1-18-9. This applies to:
  - All bond issuances.
  - All loans, with the exception of temporary loans payable from current revenues.
  - Lease rentals of real property (buildings and other permanent structures).
  - Any piece of equipment that is under a lease-to-own arrangement. Political subdivisions are not required to report short-term leases of equipment such as copiers and vehicles.
  - Any debts incurred by municipal utilities or redevelopment commissions must be reported by the establishing city, county, or town.



# Economic Development Reporting Application

Did your unit receive economic development payments under a local development agreement between July 1, 2023 and June 30, 2024?

Yes  No

Total amount received (7/1/2023 – 6/30/2024)

Total amount disbursed (7/1/2023 – 6/30/2024)

Please list codes, names, and 6/30/2024 balances for any funds that received economic development payment deposits during the state's fiscal year:

	Fund code	Fund name	Fund balance 6/30/2024
No records to display.			
<a href="#"> Add new fund</a>			

Receipt details:

Fund	Provider (Other unit, Casino, Foundation)	Description and purpose	Total
No records to display.			
<a href="#"> Add new receipt</a>			

Disbursement details:

Fund	Recipient	Description and purpose	Total
No records to display.			
<a href="#"> Add new disbursement</a>			



# Economic Development Reporting Application

- Applicable to all local government units (political subdivisions) across the State of Indiana.
- IC 4-33-23-17
- Due by 10/1/25.
- Latest DLGF [Memo](#) and [User Guide](#).

## 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>	Jan 15
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<a href="#">TIF Management</a>	Apr 15



# Economic Development Reporting Application

- Indiana Code requires any political subdivision receiving an economic development payment to annually submit a report to the DLGF.
- A development agreement is a written agreement between a person or a unit of government and a development provider in which the development provider makes a financial commitment to support economic development in a specified location by providing financial payments to charitable, educational, or other purposes.
- The economic development payments subject to reporting are monetary disbursements initially provided by a licensed owner of a riverboat, an operating agent of a riverboat, or an affiliate of an owner or operating agent.



# File Transmission Application

Indiana  
**Gateway** for government units



Department of Local Government Finance - File Transmission

Home    About    Account Settings    Help    Logout

Select Unit > File Transmission Menu

## File Transmission Menu

Gateway1 County - Dlgf City 20

Select Destination

- Local Government Contracts
- Assessor Contracts
- TIF Spending Plans
- [View File History](#)



# DLGF Gateway Applications – File Transmission

- Applicable to all local government units (political subdivisions) across the State of Indiana.
- Latest DLGF [Memo](#) and [User Guide](#).

## 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>
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<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



# File Transmission Application

- The File Transmission Utility application allows local government units to submit files as required by Indiana Code to the DLGF.
- These files include:
  - Local Government Contracts.
  - Annual Economic Revitalization Area Abatement Information Reports.
  - Assessor Contracts.
  - TIF Spending Plans.
  - School Fiscal Plans.



# Other Post-Employment Benefits (OPEB)

- The DLGF no longer collects this data and no submission is required.
- We are in the process of removing this link from the Gateway portal but need to make sure that the legacy data remains accessible.

## 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>	Jan 15
<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



# SB 131 Reporting for SWMDs

The screenshot shows the Indiana Gateway for government units website. The header includes the Indiana state logo and the text "An Information for Indiana Data Site". The navigation bar features links for Home, About, Account Settings, User Guides, and Logout. A green banner on the right reads "Department of Local Government Finance". The main content area shows the user is at Step 3 of a process, with a breadcrumb trail: Select Unit > Main Menu > Step 1 > Customize Revenue Codes > Step 2A > Step 2B > Step 3 > Step 4. The selected year is 2024, and the unit is 1011 - Adams County Solid Waste Management. The user level is Editor. A list item "View/Print PDF" is shown. A red message "This form has been submitted." is displayed. The "Step 1: Adding Funds" section shows a current total of 6 and a link to "Click to add funds". The "Step 2: Financial Data by Fund" section shows the word "Submitted". A table at the bottom lists financial categories: Fund, Expenditures, Cash Balance, Encumbrances, Fund Balance, and Revenue.

Select Unit > Main Menu > Step 1 > Customize Revenue Codes > Step 2A > Step 2B > Step 3 > Step 4

Selected Year: 2024 | Selected Unit: 1011 - Adams County Solid Waste Management

User Level: Editor

- View/Print PDF

**This form has been submitted.**

**Step 1: Adding Funds**

Current Total Funds: 6

[Click to add funds](#)

**Step 2: Financial Data by Fund**

**Submitted**

Fund	Expenditures	Cash Balance	Encumbrances	Fund Balance	Revenue
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# SB 131 Reporting for SWMDs

- Applicable to all Solid Waste Management Districts (SWMDs) across the State of Indiana.
- IC 13-21-3-13.5.
- Due by 2/28/25
- Latest DLGF [Memo](#) and [User Guide](#).

## 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>	Jan 15
<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



# SB 131 Reporting for SWMDs

- Indiana Code requires that Solid Waste Management Districts (SWMDs) submit financial and programmatic information to the DLGF on an annual basis.
- Indiana Code also requires that a SWMD publish this report either on a website maintained by the district or on the websites maintained by the counties that are members of the district.



# TIF Management Application

## Adams 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** 2024

- [Submitted 3/12/2024 1:59 PM](#)
- [View/Download Report](#)  
View or download a summary of submitted data.
- [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.

**TIF Neutralization** 2024

- [View & Manage \(SF 56059\)](#)



# TIF Management Application

- Applicable to all County and Municipal units with active TIFs across the State of Indiana.
- IC 36-7-14-13 and IC 36-7-14.5-9
- Annual section due by 4/15/25.
- Latest DLGF [Memo](#) and [User Guide](#).

## 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>	Jan 15
<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



# TIF Management Application

- Indiana Code has a requirement in place for all counties, cities, and towns utilizing Tax Increment Financing (TIF) to submit data to the DLGF on an annual basis.
- There are three (3) sections inside the TIF Management Application
  - Manage Redevelopment Items and Setting (can be accessed year-round)
  - Redevelopment Commission Report (due April 15)
  - TIF Neutralization (must be submitted and approved before CNAV will be unlocked)



# Memos and Presentations on DLGF Website

**Department of Local Government Finance**

[DLGF](#)

[About Us](#)

[Contact Us](#)

[Contact Your Local Officials](#)

[County Specific Information](#)

[Legislation & Policy Information](#)

[Memos & Presentations](#)

[News & Calendar](#)

[Learn More](#)

**Indiana Gateway**

Budget Data for Local Governments

[Learn More](#)

**PPOPIN**  
Personal Property Online Portal

Business Personal Property Information

Personal Property Forms Due May 16, 2022

[Learn More](#)

GET THE LATEST NEWS AND NOTICES



# Memos – 2025 Submission Calendars

DLGF / Memos & Presentations / Memos / 2025 Memos

## 2025 Memos

Archive: [2025](#) | [2024](#) | [2023](#) | [2022](#) | [2021](#)

To search for a particular topic keyword, press CTRL+F on your keyboard, or use the search box.

- Memos
  - [2025 Memos](#)
  - [2024 Memos](#)
  - [2023 Memos](#)
  - [2022 Memos](#)
  - [2021 Memos](#)
- Presentations

[Gateway Debt Management](#) – February 13, 2025

[Procedures for the Establishment and Reestablishment of Cumulative Funds](#) – February 12, 2025

- [TEMPLATES- Procedure-for-the-Establishment-and-Reestablishment-of-Cumulative -Funds 1](#) – February 12, 2025

[Spring Abstract Submission Procedure](#) – February 10, 2025

[Gateway Abstract Application](#) – February 7, 2025

[2025 Gateway Submission Calendar](#) – February 6, 2025

[2025 Assessment Calendar](#) – February 6, 2025

[2025 Budget Calendar](#) – February 6, 2025

[2025 Data Submission Calendar](#) – February 6, 2025

[NOTICE of ASSESSMENT of LAND and STRUCTURES \(Form 11\) for 2025 – January 31, 2025](#)



# DLGF Gateway Applications – User Guides

# INDIANA Gateway for government units



Home    About    Account Settings    **User Guides** (highlighted with a red box)    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



# Fiscal Officer (Submitter) for DLGF Applications

- The DLGF 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 DLGF 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 DLGF considers the President of the Governing Board to be the default submitter/delegating official for the reports located within the applicable DLGF applications.



# Fiscal Officer (Submitter) for DLGF Applications

- Please Note: The Fiscal Officer is the employee of the unit who all other employees of the unit ultimately report to.
- This is not necessarily referring to the employee of the unit who will be the primary person to enter data into the DLGF 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 DLGF 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 DLGF 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.



# Limited Delegation of Authority (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 paper 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.



# Gateway Public Reporting Site

**Gateway** INDIANA

Dashboard Report Search Download Tools Learn More

## 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.

**Taxpayer Portal**  
Access all of the Gateway tools relating to individual taxpayers, such as assessed value and tax bill lookups, the referendum impact calculator and more.

**Local Tax + Finance Dashboard**  
A straightforward view of key metrics of interest to all of us – including tax rates, income, spending, employment, as well as school corporation metrics.

**Report Search**  
Search reports submitted to the State of Indiana by local government units by report type, reporting unit or address.

**Download Data**  
Specific data sets are available to download and import into database, spreadsheet or statistical software.

[Local Officials: Login Here »](#)  
[Conflict of Interest Upload Tool »](#)  
[Interlocal Agreement Upload Tool »](#)  
[Food and Beverage Tax Form Upload Tool »](#)  
[Elected Official Certification of Training Courses Upload Tool »](#)



# 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.

## 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](#)

**Select by Report Type** [View data release calendar](#)

<a href="#">Annual Financial Report</a> 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.	<a href="#">Employee Compensation by Unit</a> 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.
<a href="#">Assessed Value</a> The Certified Net Assessed Value (CNAV) data provides information on the tax base.	<a href="#">Entity Annual Report</a> Financial reports from organizations that receive financial assistance from governmental sources (federal, state or local).
<a href="#">Budgets</a> 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.	<a href="#">Local Development Agreements</a> 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:



# Gateway Public Reporting Site

## 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 taxation 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:



- 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.



# Questions?



# Gateway Glossary & Help Pages

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