
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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TO: Political Subdivisions

FROM: Josh Jacoboski, Information Systems Division Director
Anna Culy, Budget Director

DATE: February 25, 2026

SUBJECT: Gateway Contract Submission Reminder

The purpose of this memorandum is to remind all political subdivisions that the annual deadline to affirm the upload of contracts, regardless of contract 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 is **March 2, 2026**.

Throughout the year, political subdivisions should be uploading the following contracts within sixty (60) days after the date the contract is executed:

- Contracts for Fire and Emergency Medical Service; and
- Contracts in excess of \$50,000.

Local Government Contracts for Fire and Emergency Medical Services

All political subdivisions must complete the annual affirmation who have one (1) of the following contracts:

- 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 executive of each political subdivision will complete the contract affirmation in the Gateway File Transmission Application. This section provides 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](#).

Please note:

- 1) The upload of these contracts is required by Ind. Code § 5-14-3.8-3.5(d) through (f).
- 2) 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.

- 3) 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.

Local Government Contract Submission Procedures

The Department also reminds all political subdivisions of their responsibility to upload contracts in excess of \$50,000 **no later than sixty (60) days after the date the contract is executed** under Ind. Code § 5-14-3.8-3.5(c). If a political subdivision originally expected a contract not to exceed \$50,000 but at a later date determines that the contract will exceed that amount, it is required to upload to contract within sixty (60) days following its determination.

Political subdivisions are required to upload each contract only once. Political subdivisions are not required to upload employment contracts. For collective bargaining agreements, a political subdivision is required to upload a copy of the collective bargaining agreement and a copy of a blank or sample individual employment contract.

Additionally, political subdivisions may redact or obscure signatures on contracts.

In an effort to build an effective public search tool for local government contracts, the Department has included several fields in the contracts upload tool. While users are only required to complete two (2) fields in order to allow for the submission of the upload, the Department encourages local officials to complete as many fields as possible to allow for a user-friendly tool for both the local government units and the public.

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.

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 at support@dlgf.in.gov 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.

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 agency. Agencies currently include **Department of Local Government Finance**, **State Board of Accounts**, **Indiana Education Employment Relations Board**, and **Gaming Commission**.

Select Application

Department of Local Government Finance (DLGF)	Deadline	State Board of Accounts (SBOA)
Additional Appropriations	Details	100R
Abstract	Details	Annual Financial Report
Assessor Reports	Jan 15	Monthly and Annual Engagement Uploads
Budgets	Details	E-1 Entity Annual Report
Data Entry for CNAV and Form 22	Details	ECA Risk Report
Debt Management	Details	Conflict of Interest Disclosure
Economic Development Reporting	Sep 30	
File Transmission	Details	

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

INDIANA Gateway for go

Department of Local Government Finance - File Transmission

Select Unit > **File Transmission Menu**

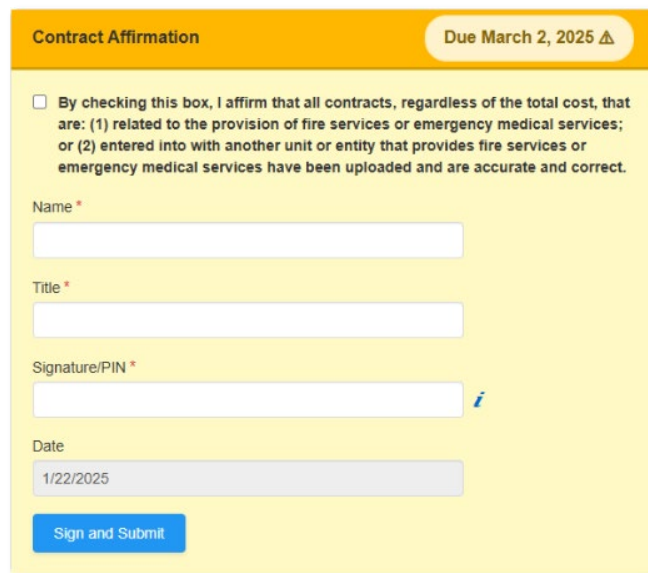
File Transmission Menu

Adams County - Adams County

Select Destination

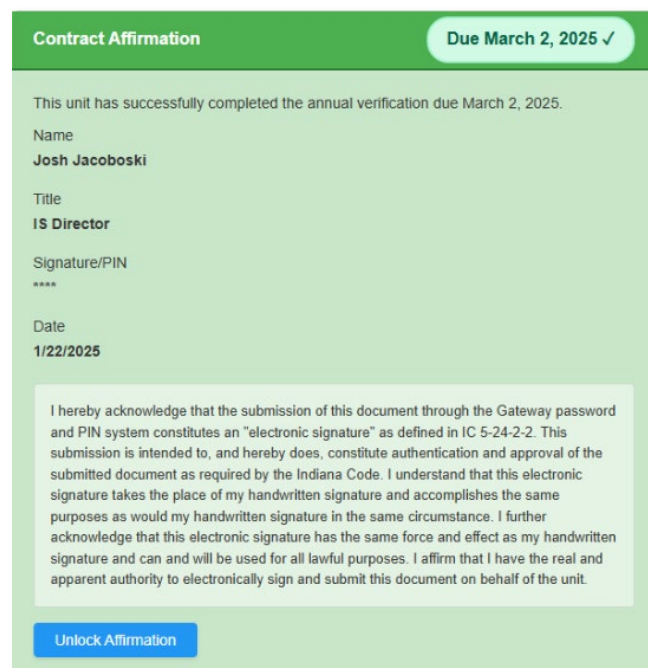
- [Local Government Contracts](#)**
- [Annual Economic Revitalization Area Abatement Information Reports](#)
- [Assessor Contracts](#)
- [TIF Spending Plans](#)
- [View File History](#)

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



The screenshot shows a "Contract Affirmation" form with an orange header. The header includes the title "Contract Affirmation" and a due date "Due March 2, 2025" with a warning triangle icon. The form body is yellow and contains an unchecked checkbox with the following text: "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." Below this are input fields for "Name *", "Title *", and "Signature/PIN *", each with a red asterisk. The "Date" field is pre-filled with "1/22/2025". A blue "Sign and Submit" button is at the bottom.

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.



The screenshot shows the completed "Contract Affirmation" form with a green header. The header includes the title "Contract Affirmation" and a due date "Due March 2, 2025" with a checkmark icon. The form body is green and contains the text: "This unit has successfully completed the annual verification due March 2, 2025." Below this are the filled-in fields: "Name" (Josh Jacoboski), "Title" (IS Director), "Signature/PIN" (****), and "Date" (1/22/2025). A large text box contains a legal acknowledgment: "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." A blue "Unlock Affirmation" button is at the bottom.

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