



Department of Local Government Finance

Gateway Applications Walkthrough

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Agenda

- This training session will help you develop a better understanding of the following:
 - How to Contact the Department of Local Government Finance (“Department”) Support Team
 - Brief History of Gateway and Gateway Basics
 - How to Gain Access to Gateway
 - The Different Department Gateway Applications
 - How to Delegate Access in Gateway
 - Public Side of Gateway



Support Best Practices

- 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 or Assessment Field Representative on any support requests.



Support Best Practices

- The Department's support team 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 the Department

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



Brief History of Gateway

- Launched in 2010 as a partnership between the Department of Local Government Finance, the State Board of Accounts (SBOA) and the Indiana Business Research Center (IBRC) at Indiana University, the 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 January 2026, there are twenty-seven (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 (Department)
 - 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 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 a web browser at in.gov/dlgf/. The page header includes the IN.gov logo, the text "An official website of the Indiana State Government", and links for Accessibility Settings, Language Translation, and Governor Mike Braun. The main heading is "Department of Local Government Finance". A search bar on the right says "Search DLGF". A left sidebar contains a menu with items: DLGF, About Us, Contact Us, Contact Your Local Officials, County Specific Information, Legislation & Policy Information (with a dropdown arrow), Memos & Presentations (with a dropdown arrow), News & Calendar (with a dropdown arrow), Reports and Data (with a dropdown arrow), Information for Taxpayers, and Understanding Your Tax Bill (with a dropdown arrow). The main content area features a large banner titled "Indiana Gateway" with the subtitle "Budget Data for Local Governments" and a "Learn More" button. This banner is highlighted with a red rectangular border. Below the banner, there are two promotional sections. The first is "Subscribe To The DLGF Email Lists" with the text "Stay Up To Date on DLGF Information" and a "Learn More" link, accompanied by a red "SUBSCRIBE" button with a hand cursor icon. The second is "2024-2025 DLGF Webinars" with the text "Local Official Continuing Education Opportunities" and a "Learn More" link, accompanied by a photo of a group of people in a meeting.



Gateway Basics – Local Officials Portal

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

The screenshot shows the Gateway Indiana website interface. The browser address bar displays 'gateway.ifonline.org/default.aspx'. The header features the 'Gateway INDIANA' logo and navigation links: 'Dashboard', 'Report Search', 'Download', 'Tools', and 'Learn More'. The main content area has the heading 'An Open Door into Local Government Finance' followed by a descriptive paragraph. On the right side, a list of tools is provided, with the first item, 'Local Officials: Login Here »', highlighted by a red rectangular box. Other tools listed include 'Conflict of Interest Upload Tool »', 'Interlocal Agreement Upload Tool »', 'Food and Beverage Tax Form Upload Tool »', and 'Elected Official Certification of Training Courses Upload Tool »'. At the bottom, there is a blue banner with a digital pattern and the text 'Taxpayer Portal'.

gateway.ifonline.org/default.aspx

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.

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

INDIANA
Gateway for

[Home](#) [About](#) [User Guides](#)

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?](#)

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](#)

- 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

[Home](#)
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[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

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

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

Indiana Education Employment Relations Board (IEERB)	Deadline
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

ECA Risk Report	Aug 29
Conflict of Interest Disclosure	15 days after final action on the contract or purchase
Elected Official Certification of Training Courses	March 1st following entity's year end
Interlocal Agreement	60 days after agreement takes effect
Food and Beverage Tax	March 1st following entity's year end

Department of Workforce Development (DWD)	Deadline
CTE Appeals	April 26

Indiana Gaming Commission (IGC)	Deadline
Local Development Agreement	Mar 1

Bureau of Motor Vehicles	Deadline
Ordinance Portal	Sep 1



Department Gateway Applications

- Once you have successfully logged in to Gateway, look for the section devoted to the Department applications.
- For the purposes of this webinar, only the Department applications will be reviewed.
- How to delegate access and permissions to these applications for your unit.

Select Application

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Additional Appropriations Application

- Applicable to all local government units (political subdivisions) across the State of Indiana.
- Ind. Code § 6-1.1-18-5
- Due date for CY 2026 requests is **12/31/26**.
- Latest [Memo](#) and [User Guide](#) as of this presentation date.

Select Application

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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 (AA) 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.
- Due to new legislation taking effect on January 1, 2026, the process for submitting an AA will look a little different than in prior years.



Additional Appropriations Application

- In prior years, users would only use the Additional Appropriations application after the notice had been advertised in a local newspaper and the public hearing had already been conducted. The request would then be submitted via the application and approved or denied by the Department.
- The updated application now requires users to first upload the notice for a public hearing. This notice is then automatically posted on the Budget Notices (<https://budgetnotices.in.gov/>) website, which replaces the need for a local unit to advertise in a local newspaper.



Additional Appropriations Application

INDIANA Gateway for government units

DLGF - Additional Appropriations | Home | Admin Home | Account Settings | Help | Logout

Select Unit > Manage Petitions

Selected Year 2025 Select Unit: DLGF City 10, Ga

Upload Notice of Additional Appropriation

This section allows you to upload a Notice of Additional Appropriation. Budget Notices in gov at least 10 days prior to the requirements.

[Upload Notice](#)

Budget Year: 2026

Public Hearing Date: MM/dd/yyyy

Upload Notice: [Choose Files](#) No file chosen

[Upload](#) [Close](#)

Public Hearing Date	Uploaded Date
07/02/2025	06/02/2025
07/01/2025	06/01/2025
01/31/2026	01/15/2026
01/30/2026	01/15/2026

[Create new Additional Appropriations Petition](#)

ID	Year	Public Hearing Date	Resolution Date	Advertising Date	Email Recipient	Submitted By	Submission Date	Fund Preview	Request Amount Preview	Number of Funds	Petition Status	View/Edit Petition	DLGF Reviewed Order	Unlock	Delete Petition
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- 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

- Applicable to all county government units (completed by the county auditor) across the State of Indiana.
- Ind. Code § 6-1.1-22-5
- Due by 3/15/26.
- Latest [Memo](#) and [User Guide](#) as of this presentation date.

Select Application

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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 Department.
- 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 Department.
- This allows the Department to perform one last review of the data before tax bills go out, potentially catching significant mistakes before they happen.



Abstract Application

INDIANA Gateway for government units



Department of Local Government Finance - ABSTRACT

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Adams County: 2025 Tax Year

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[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](#).



Assessor Reports (PTABOA) Application

- Applicable to all county government units (county assessors) across the State of Indiana.
- Ind. Code § 6-1.1-28-12
- Reports for 2025 were due by 1/15/26.
- Latest [Memo](#) and [User Guide](#) as of this presentation date.

Select Application

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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.



Assessor Reports (PTABOA) Application

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Department of Local Government Finance - Assessors

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[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



Budgets Application

- Applicable to all local government units (political subdivisions) across the State of Indiana.
- Ind. Code § 6-1.1-17-5
- Submission of 2027 Pre-Budget Report due by 6/30/26.
- Final day for submission of 2027 Budgets is 11/10/26.

Select Application

Department of Local Government Finance (DLGF)	Deadline
Additional Appropriations	Details
Abstract	Details
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Budgets Application

- There are many forms within the Budgets application that every local government unit is required to fill out in order to submit it's 2027 budget to the Department.
- 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.



Budgets Application

- The Pre-Budget Survey is an extremely important step in this process and is due on 6/30/26.
- The Budget Application that has been used in past years will be taken offline and used only to access historical information. The new Budgets 2.0 application will be the official method for local units to submit their budget forms to the Department.



Budgets 2.0 Application

- The Department has two planned releases for the Budgets 2.0 application, the first one happening in April 2026 and the second release occurring in June 2026.
- The March release will focus on a sandbox environment to allow users to practice with the new application. This will coincide with a number of Department-led trainings for Budgets 2.0.



Budgets 2.0 Application

- The June release will include a reset of all data in the Budgets 2.0 application that was entered after the March release, encouraging users to explore and practice entering information without any repercussions.
- Data entered after the June release will be the official submission to the Department.



Budgets 2.0 Application Features

- The new Budgets 2.0 application offers a streamlined experience to the user where the budgeting steps are presented in a clear linear process.
- The application also features an improved error prevention system.
- The application will ask the user a number of questions in order to tailor the data collection process that applies specifically to that unit.



Budgets 2.0 Application Features

- The application will offer side-by-side comparisons of the previous year's amounts that will be available in the Form 1: Line-Item Budget Estimates and Form 2: Non-Property Tax Revenue Estimates.
- If desired, the application can automatically incorporate the July Estimates published by the Department.



Budgets 2.0 Form 1 Preview

Menu

[Close Menu](#)[Select Unit](#) ✓[Unit Setup](#) ▼**Budget Advertisement Setup** ▲[Transition to Budget Forms](#) ✓[Current Year Financial Worksheet:
Setup](#) ✓[Current Year Financial Worksheet:
Data Entry](#) ✓[Current Year Financial Worksheet:
Review](#) ✓[Form 1 - Line Item Budget
Estimate: Setup](#) ✓**Form 1 - Line Item Budget
Estimate: Data Entry**[Form 2 - Non-Property Tax
Revenue Estimates: Setup](#)[Form 2 - Non-Property Tax
Revenue Estimates: Data Entry](#)[Budget Advertisement Steps](#) ▼[Budget Adoption Setup](#) ▼[Budget Adoption Steps](#) ▼[Budget Submission Steps](#) ▼[Click to View Report Download Options](#)

Form 1 - Line Item Budget Estimate: Data Entry

Select DLGF Fund:

2011 - LIBRARY IMPROVEMENT RESERVE ▼

SBOA Fund:

40 - Library Improvement Reserve

Select Department:

Not Applicable: This fund is not departmentalized ▼

2027 Budgeted Line Items

[Add New Line Item](#)

Show 50 ▼ entries

Search:

Category	Sub-Category	Line Item Code	Description	2026 Adopted	2027 Advertised	2027 Change from 2026	Delete
Capital Outlays	Other Capital Outlays	<input type="text"/>	Other <input type="text"/>	100,000	105,000	+ 5,000	
Fund Total:				\$100,000	\$105,000	\$ 5,000	
Unit Total:				\$1,646,407	\$1,707,263	\$ 60,856	

[Save](#)



Budgets 2.0 Form 2 Preview

Select Unit ✓

Unit Setup ▼

Budget Advertisement Setup ▲

Transition to Budget Forms ✓

Current Year Financial Worksheet: Setup ✓

Current Year Financial Worksheet: Data Entry ✓

Current Year Financial Worksheet: Review ✓

Form 1 - Line Item Budget Estimate: Setup ✓

Form 1 - Line Item Budget Estimate: Data Entry ✓

Form 2 - Non-Property Tax Revenue Estimates: Setup ✓

Form 2 - Non-Property Tax Revenue Estimates: Data Entry

Budget Advertisement Steps ▼

Budget Adoption Setup ▼

Budget Adoption Steps ▼

Budget Submission Steps ▼

Form 2 - Non-Property Tax Revenue Estimates: Data Entry

Select DLGF Fund: 0101 - GENERAL ▼

SBOA Fund: 1 - Operating Fund

Non-Property Tax Revenue Estimates

➕ Add New Revenue

Revenue Code	Revenue Description	Prior Years Estimates Used in DLGF Certification		Pay 2025 Estimates		Delete
		Jul 1 - Dec 31 2025	Jan 1 - Dec 2026	Jul 1 - Dec 31 2026	Jan 1 - Dec 31 2027	
R112	Financial Institution Tax Distribution	\$1,428	\$2,712	\$ 1,141	\$ 2,712	✖
R114	Vehicle/Aircraft Excise Tax Distribution	\$71,185	\$115,733	\$ 58,728	\$ 115,733	✖
R135	Commercial Vehicle Excise Tax Distribution (CVET)	\$2,409	\$4,818	\$ 2,375	\$ 4,818	✖
R138	Local Income Tax (LIT) Certified Shares	\$204,609	\$411,960	\$ 205,980	\$ 370,764	✖
R503	Other Fines and Forfeitures	\$1,000	\$2,000	\$ 1,000	\$ 2,000	✖
R902	Earnings on Investments and Deposits	\$1,750	\$4,000	\$ 1,750	\$ 4,000	✖
Fund Total:		\$282,381	\$541,223	\$270,974	\$500,027	
Unit Total:		\$316,881	\$542,223	\$305,474	\$501,027	



Data Entry for CNAV & Form 22 Application (DECAF)

- Applicable to all county government units (county auditors) across the State of Indiana.
- Ind. Code § 6-1.1-17-1 and Ind. Code § 5-14-3.8-9

Select Application

Department of Local Government Finance (DLGF)	Deadline
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TIF Management	Apr 15



Data Entry for CNAV & Form 22 Application (DECAF)

- CNAV data submission deadline is **8/1/26**.
- (Latest [Memo](#) and [User Guide](#) as of this presentation date)
- Form 22 submissions are due on **7/15/26** and **1/15/27**.
- (Latest [Memo](#) and [User Guide](#) as of this presentation date).

Select Application

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Data Entry for CNAV & Form 22 Application (DECAF)

- Each year all counties are required to submit the Certified Net Assessed Values (CNAVs) to the Department in the required file formats.
- This data is immediately available via the Gateway public site.
- Each county must also submit the 2026 tax distribution and settlement (Form 22) for both the spring and fall collections. The spring Form 22 submission is due on 7/15/26 and the fall submission is due on 1/15/27.



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

CNAV Reports

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



Debt Management Application

- Applicable to all local government units (political subdivisions) across the State of Indiana.
- Ind. Code § 5-1-18-9(b)
- Reports for 2025 due by 2/28/26.
- Latest [Memo](#) and [User Guide](#) as of this presentation date.

Select Application

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Debt Management Application

- The Department uses the Debt Management application to help local government units fulfill debt reporting requirements under Ind. Code § 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).



Debt Management Application

- 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.



Debt Management Application

Gateway

for government units

An *Information for Indiana* Data Site

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Department of
Local Government Finance

Debt Affirmation

Due February 28, 2026

Sign and Submit



Economic Development Reporting Application

- Applicable to all local government units (political subdivisions) across the State of Indiana.
- Ind. Code § 4-33-23-17
- Due by 10/1/26.
- Latest [Memo](#) and [User Guide](#) as of this presentation date.

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Economic Development Reporting Application

- Indiana Code requires any political subdivision receiving an economic development payment to annually submit a report to the Department.
- 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.



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.		
+ Add new fund		

Receipt details:

Fund	Provider (Other unit, Casino, Foundation)	Description and purpose	Total
No records to display.			
+ Add new receipt			

Disbursement details:

Fund	Recipient	Description and purpose	Total
No records to display.			
+ Add new disbursement			



Gateway Applications – File Transmission

- Applicable to all local government units (political subdivisions) across the State of Indiana.
- Latest [Memo](#) and [User Guide](#) as of this presentation date.
- Latest [Memo](#) regarding the Contract Attestation process.

Select Application

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File Transmission Application

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



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 - Dlglf City 20

Select Destination

[Local Government Contracts](#)

[Assessor Contracts](#)

[TIF Spending Plans](#)

[View File History](#)



File Transmission – Contract Attestation

- In the File Transmission application, there is an important section that must be completed by all political subdivisions. The Department may not approve a political subdivision's budget or supplemental appropriation until the political subdivision files the Contract Attestation (Ind. Code § 6-1.1-17-5.4) through the File Transmission application.
- Units of government that do not have any fire or EMS contracts are still required to complete the Contract Attestation.



File Transmission – Contract Attestation

Contract Attestation

Due March 2, 2026 ⚠

☐ 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 *

Josh Jacoboski

Title *

IS Director

Signature/PIN *

....

Date

1/22/2026

Sign and Submit

Contract Attestation

Due March 2, 2026 ✓

This unit has successfully completed the annual verification due March 2, 2026.

Name

Josh Jacoboski

Title

IS Director

Signature/PIN

Date

1/22/2026

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



Other Post-Employment Benefits (OPEB)

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

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



SB 131 Reporting for SWMDs

- Applicable to all Solid Waste Management Districts (SWMDs) across the State of Indiana.
- Ind. Code § 13-21-3-13.5.
- Due by 2/28/26.
- Latest [Memo](#) and [User Guide](#) as of this presentation date.

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



SB 131 Reporting for SWMDs

- Indiana Code requires that Solid Waste Management Districts (SWMDs) submit financial and programmatic information to the Department 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.



SB 131 Reporting for SWMDs

GatewayINDIANA
for government units

An *Information for Indiana* Data Site

Department of
Local Government Finance

[Home](#) [About](#) [Account Settings](#) [User Guides](#) [Logout](#)

[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
100110 - Cleanup/Post Cleanup					



TIF Management Application

- Applicable to all County and Municipal units with active TIFs across the State of Indiana.
- Ind. Code § 36-7-14-13 and Ind. Code § 36-7-14.5-9
- Annual section due by 4/15/26.
- Latest [Memo](#) and [User Guide](#) as of this presentation date.

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



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 Department 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).



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)



Memos and Presentations

A screenshot of the Department of Local Government Finance (DLGF) website. The header is dark green with the text 'Department of Local Government Finance' in white. On the left is a navigation menu with links: 'DLGF' (with a home icon), 'About Us', 'Contact Us', 'Contact Your Local Officials', 'County Specific Information', 'Legislation & Policy Information' (with a dropdown arrow), 'Memos & Presentations' (highlighted with a red rectangle and containing sub-links for 'Memos' and 'Presentations'), and 'News & Calendar' (with a dropdown arrow). The main content area has a large dark green banner titled 'Indiana Gateway' with the subtitle 'Budget Data for Local Governments' and a 'Learn More' button. Below this is a white section for 'PPOP IN' (Personal Property Online Portal) with the text 'Business Personal Property Information' and 'Personal Property Forms Due May 16, 2022', followed by a 'Learn More' link. On the right side of this section is a graphic of a handheld device displaying the text 'GET THE LATEST NEWS AND NOTICES'.



Memos – 2025 Submission Calendars

DLGF

About Us

Contact Us

Contact Your Local Officials

County Specific Information

Legislation & Policy Information

Memos & Presentations

- Memos
 - 2025 Memos**
 - 2024 Memos
 - 2023 Memos
 - 2022 Memos
 - 2021 Memos
- Presentations

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.

- [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



Gateway Applications – User Guides

The logo for the Indiana Gateway for government units. It features the word 'Gateway' in large blue letters, 'INDIANA' in orange above it, and 'for government units' in orange below it. To the right is a blue shield with a white outline of Indiana and a white door icon.

[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



Fiscal Officer (Submitter) for Department Applications

- The Department considers the “Fiscal Officer” of a unit to be the employee who all other employees of the unit ultimately report. 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) is not to 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 applications.



Fiscal Officer (Submitter) for Department 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 Department 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 “Department Fiscal Officer” may be different than the SBOA Fiscal Officer.



Fiscal Officer (Submitter) for Department 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 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 Department's website.
 - These would be filled out manually and submitted to the Department.
 - The Department has discontinued this process.



LDA Online Application

- The Department launched a new online application for the LDA process in 2023.
- Now that the application is live, the Department no longer accepts 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

[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 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 »](#)



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.



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 »](#)

 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.	 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.
 Assessed Value The Certified Net Assessed Value (CNAV) data provides information on the tax base.	 Entity Annual Report Financial reports from organizations that receive financial assistance from governmental sources (federal, state or local).
 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.	 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:



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 taxing 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 location.

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>