Gateway

User Guide

TIF Management

For cities, towns, and counties with TIF districts

Updated March 2021
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Overview Gateway TIF Management

All counties, cities, and towns must complete this reporting requirement by supplying the requested Year-round Report and Annual Report information or indicating that no redevelopment commission had been established. TIF Management application is to be submitted to the Department of Local Government Finance (“Department”) on April 15.

Getting Started

Local officials can login to Gateway by visiting the Gateway public site at http://gateway.ifionline.org. Once there, navigate to the upper-right corner of the screen and click “Local Officials: Login Here.”
Clicking this link takes you to the login prompt. Enter your username (typically, your email address) and password, then click “Log In.” If you can’t login to Gateway, try the “Forgot your password?” tool. If you need further assistance, contact the Department at Support@dlgf.in.gov.

The first page you should see after successfully logging into Gateway is the “Select Application” page. From here, you will click the “TIF Management” application icon located on the left side of the page.
Clicking this icon will take you to the “Select Unit” page. Click on your unit of government to proceed. If your unit doesn’t appear on this page, please contact the Department at Support@dlgf.in.gov.

**Year-Round Section**

You should now be on the Main Menu. From here, you can access all the steps in TIF Management. The screen should look like what is below. The left side of the screen refers to the year-round section.

The year-round section may be used throughout the year, and all parts of the year-round section other than “Document Files” should be completed before completing the annual section.
Customize Redevelopment Unit

The “Customize Redevelopment Unit” page is used to specify information about the redevelopment commission and authority as applicable. Users may change the name of the redevelopment commission or redevelopment authority. To change whether a unit has a redevelopment commission, redevelopment authority, and/or TIF districts, please contact the Department at Support@dlgf.in.gov.
Manage TIF Districts

The “Manage TIF Districts” page is used to add and remove TIF districts. To add a TIF district please take the following steps:

1. Select “Manage TIF Districts” from the TIF Main Menu page.
2. Click the blue “+Add TIF District” button.
3. Enter the TIF Code and Name in the “Add TIF District” Pop-up, then click “Insert”.
   a. Please note: The TIF District Code number must start with a “T”, followed by 5 digits. The number must be in the format of “T@@###” where “@@” is the 2 digit county code and “###” is a unique 3 digit number.
Users may also modify the name of a TIF district or indicate that a TIF district is no longer active. For purposes of this application, an inactive TIF district is one that expired or has been declared inactive by the redevelopment commission. A TIF district that does not collect increment, but is otherwise still in place, is considered active.
Manage TIF Areas

The Manage TIF Areas page is used to describe the original establishment area of a TIF district and any expansions that have occurred. On this page, the user will indicate the Indiana statute under which the district is established, whether it is part of various area types, a TIF Area Name, establishment date, optional expiration date, and an optional description of the TIF district.

![Image of Manage TIF Areas page]

- **Original Establishment Area**: Please indicate the section of Indiana Code under which the TIF district is established:
  - [ ] 5-1.1-20 See Statute
  - [ ] 8-22-3.5 See Statute
  - [ ] 36-7-14 See Statute
  - [ ] 36-7-14.1 See Statute
  - [ ] 36-7-15.1 See Statute
  - [ ] 36-7-30 See Statute

- **Please indicate whether the TIF district is part of any of the following:**
  - [ ] Area Needing Redevelopment
  - [ ] Economic Development Area
  - [ ] Development Project Area
  - [ ] Urban Renewal Project Area
  - [ ] None of These

- **TIF Area Name**: Original Establishment Area

- **TIF District Establishment Date**: 

- **TIF District Expiration Date**: 

- **Description of the TIF District**: Not required

- **Expansion Areas**

<table>
<thead>
<tr>
<th>#</th>
<th>Expansion Name</th>
<th>Est. Date</th>
<th>Exp. Date</th>
<th>Description</th>
<th>Status</th>
<th>Edit/Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Building Extension</td>
<td>05/22/20</td>
<td></td>
<td></td>
<td>Inactive (Retracted)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Ontario Park</td>
<td>09/22/20</td>
<td></td>
<td></td>
<td>Active</td>
<td></td>
</tr>
</tbody>
</table>

- **Add Expansion**
Users may also add information about TIF district expansions. Much of the information captured about an expansion will mirror the original establishment area. Users are encouraged to add expansion information for each change to the TIF district since its original establishment. Please note: the “Expiration Date” is not a required field.

**Manage Debt Links**

Users will use the “Manage Debt Links” page to tie debts entered in Debt Management to a specific TIF district. If no debt is associated with a TIF district, users may indicate that using the pencil icon and check-box menu that appears.
Manage Funds

The “Manage Funds” page is used to add and remove redevelopment commission funds and to associate funds with TIF districts. To add a fund, key in the fund information and press the blue Add button.

Users will associate funds with TIF districts using a menu that works similarly to how the debt linkage function works on “Manage Debt Links.”

Document Files

The “Document Files” page is used to upload declaratory and confirmatory resolutions pertaining to the establishment and modification of TIF districts. The tool is built to allow users to upload files into document groups and to associate those document groups with one or more TIF districts.

To add a document group, a user will click the “Add Document Group” button near the top of the “Document Files” page.
From that page, users will begin a multistep process to identify a document group, upload any files, and describe the files. For instance, if a user wants to upload a declaratory resolution, the steps below would be followed.

First, the user will provide a descriptive document group name and upload any related files. One or more files must be uploaded for each document group. To add a file, click the “Browse” button to find the file on your local computer. Afterward, click the “Upload File” button.

Next, identify which characteristics describe the file. If the document group contains a file or files that do not fit the pre-defined descriptions, select “Other” and provide a description on Step 4.
Next, the user group will identify the TIF districts related to the document group. A document group may be related to one or more districts. Furthermore, the user may associate the document group with the entire district, with the original establishment area, or with any expansion areas.
Finally, users may provide a description for the document group. If “Other” was selected in Step 2, the user must provide a description. Once added a description click “Save and Close.”
Annual Section

Returning to the Main Menu, the right side of the page contains the annual section. The annual section is completed to report information pertaining to the most recent year of activity for a redevelopment commission. For the report due no later than April 15, 2021, information is for the calendar year 2020 activities.
**Personnel**

The personnel page is used to report information about redevelopment commissioners and employees. In the Commissioners section, users should add any commissioners who served during the reporting year, along with the commissioner’s title. Users should also add whether the commissioner was serving at the start of the year and the end of the year. If a user was not serving at the end of the year, his/her information will move to the “Commissioners Removed in Prior Year” section.

![Personnel Section](image)

The Employees section is used to report employee names and salary or compensation amounts. If a redevelopment commission has no employees, they may indicate that using the checkbox in the section.

![Employees Section](image)

**Finances**

The Finances section is broken into various portions. For the Expenditures and Revenues component, amounts are reported at the TIF district level. Amounts may be entered using the pencil icon on the left side of each row.

![Finances Section](image)
For the Redevelopment Expenditures component, users should enter amounts at the redevelopment commission level. The component is structured to accept amounts reported in budget categories and subcategories.

For the Grants/Loans component, users should enter a description of any tax increment revenues that were provided as grants or loans.

**Fund Balances**

The Fund Balances page is used to report the balance in each fund as of December 31 in the reporting year. For funds that are split among multiple TIF districts, the amount reported should be the amount attributable to the TIF district itself.

To modify the funds available and those associated with each TIF district, please go to the “Manage Funds” page in the year-round component of TIF Management.

**Debt Payments**

In this section of Gateway TIF Management, you will report the amount paid on outstanding debt in the previous year.

If your TIF districts are not repaying any debts, you can skip this section by clicking the “Next Step” button in the lower-left corner of the screen.
For debts being repaid from a single TIF district:

To begin, click on the name of one of the debts linked to your TIF district.

Clicking on the name of the debt pulls the full amortization schedule from Gateway Debt Management.

Check the boxes on the far-right column to indicate that a payment was made in the previous year. Once the boxes are checked, click the “Save” button on the lower-left corner of the screen.
Clicking the “Save” button returns you to the previous menu. Repeat this step for all debts linked to the selected TIF district.

For debts being repaid from multiple TIF districts:

If a debt is being repaid from more than one TIF district, check the “Split Debt” box. An “Edit” link now appears on the right side of the row.

Clicking the “Edit” link makes the “Amount Paid on Outstanding Debt” an editable field. Enter the portion of the debt obligations paid by the selected TIF district. Click the “Save” button to save the amount.

Clicking this button returns you to the previous menu.
Now, navigate to the other TIF district from which proceeds are used to repay this debt.

Click on the name of the debt to pull the amortization from Gateway Debt Management.

Check the boxes indicating the payments made in the previous calendar year, and then click the “Save” button. For example, when completing the TIF Management Report due no later than April 15, 2021, units would check the boxes for payments made in 2020.

Check the “Split Debt” box, and then click the “Edit” link.
Edit the “Amount Paid on Outstanding Debt” to reflect the amount paid by the selected TIF district, and then click the “Save” link.

### Parcels

This section of Gateway TIF Management requires you to provide certain information on each parcel located within your TIF districts. This data is entered in Gateway through an upload process. An Excel file template is available at [http://www.in.gov/dlgf/files/TIF_File_Template_(2).xlsx](http://www.in.gov/dlgf/files/TIF_File_Template_(2).xlsx). Full upload specifications are available at [http://www.in.gov/dlgf/files/TIF_file_specs.pdf](http://www.in.gov/dlgf/files/TIF_file_specs.pdf).

When producing the upload file, please do not change the name of the worksheet or column headers. Gateway looks for specific names in order to properly handle the upload. Likewise, please do not change the file format of the Excel template.
Each TIF district requires a separate upload file. The first step is locating the upload file on your computer. Click the “Choose File” button.

Once this button is clicked, an “Open” window will appear on your screen. Use the navigation bar to move to the location of your upload file on your computer. Once you locate the TIF upload file, select the file and then click the “Open” button.
Clicking this button will close the “Open” window and return you to the previous menu. You should now see the name of your upload file display on your screen just to the right of the “Choose File” button.

The next step consists of validating the file to ensure that the data is entered in the correct format. Gateway TIF Management will let you know if the data in the upload file cannot be processed. Click “Validate File” to perform the validation.

If issues are discovered during validation, Gateway TIF Management will provide feedback on the problems under the “Data” subsection on the page. Click the “Start Over” button, make the requested changes to the upload file, and then repeat the upload process described above.
If Gateway TIF Management discovers no issues, you can proceed to the final step in the upload process by clicking the “Insert Processed Records” button.

If you realize you made a mistake after posting the uploaded data to Gateway TIF Management, you can delete the records by clicking the red “Delete Existing” button.
Once the records are deleted, click the blue “Start Over” button. Make corrections to the upload file and follow the above steps to validate and load your upload file again.

To examine the records, as well as view historical records of the files uploaded to Gateway TIF Management, click the “View Parcels” link.

Remember to upload a file for each TIF district. Make certain to select the correct TIF district from the drop-down menu. Once this upload process is completed for each TIF district, you can click the “Unit Main Menu” link at the top of the page to prepare for submission of the report.

**Submission**

The submission page contains two components: a series of checks and the final submission panel. Users are encouraged to review the table for any potential issues. Items marked yellow are warnings and should be reviewed. A warning does not necessarily mean that there is a problem. Items marked red must be corrected before the report is submitted.

The submission panel is used to submit the report to the Department. Users will enter their name, title, and PIN. Each unit has only one submitter. For questions about who the submitter is for your unit, please contact the Department’s Gateway support team at Support@dlgf.in.gov.
Questions

Users with questions about the TIF Management report should contact the Department’s Gateway support team at Support@dlgf.in.gov or (317) 234-4480.

Gateway Access

Users who would like access to the TIF Management report of a unit should email the Department’s Gateway support team at Support@dlgf.in.gov and request a DLGF Limited Delegation of Authority (“LDA”) Form. Please include the name, title, and specific email address of the individual who is needing access.