
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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TO: County Auditors

FROM: Matthew Parkinson, Director of Data Analysis

SUBJECT: 2016 Data Entry application for CNAV available

DATE: June 30, 2015

The Department of Local Government Finance (“Department”) is pleased to announce the release of a new Gateway application to accept Certified Net Assessed Value (“CNAV”) and Form 22 data submissions. The application’s name within Gateway is “DECAF,” which is short for Data Entry for CNAV and Form 22.

The new DECAF application will begin accepting data in two phases:

- CNAV: Available immediately
- Form 22: Available later in 2015

In recent years, the Department has supported a component of the Budgets application that allowed county auditors to submit CNAV data. The portion of the Budgets application that accepted CNAV data will no longer be available beginning with the 2016 budget submission cycle. Users may access the DECAF application through the local official login page at <https://gateway.ifionline.org/>.

In addition, the Department is pleased to announce that counties may upload data to the DECAF application using a file export from their Tax & Billing systems. During Phase I of software compliance testing, each vendor demonstrated the ability to export two CNAV files, known as CNAV1 and CNAV2.

The CNAV component of DECAF is broken into the following key areas:

- Step 1: Assessed value (AV) entry
- Step 2: District/Fund selection
- Step 3: Review Connections
- Step 3a (optional): Prior Year Connections
- Step 4: Conservancy Assessed Values

A brief description for each step is provided below. More detailed instructions may be found in the DECAF user guide, which is available at <http://www.in.gov/dlgf/9480.htm>.

Step 1: Assessed value entry

Users will enter AVs by taxing district. The list of taxing districts is pre-populated from 2015 submissions and may be updated. Users may upload the CNAV1 file in place of keying Step 1 data manually.

Step 2: District/Fund selection

Users will identify relationships between taxing districts and funds at the unit level. Relationships between funds and taxing districts are pre-populated from 2015 budget certification. Users may upload the CNAV2 file in place of establishing Step 2 relationships manually.

Step 3: Review Connections

Users may review relationships between funds at the taxing unit level and taxing districts. Changes to connections between taxing districts and funds should be made at Step 2.

Step 3a: Prior Year Connections

Step 3a may not be applicable to all counties. This step displays relationships between taxing districts and funds that were certified in 2015 but were not identified for 2016 budgets when the user completed Step 2. In particular, the Department anticipates that funds with no certified levy during the 2015 budget cycle may not be uploaded during the CNAV2 upload. Step 3a grants users the ability to replicate prior year relationships. Please note that there are times where prior year taxing district-fund relationships will no longer apply, so users are encouraged to review this step carefully before updating connections.

Step 4: Conservancy Assessed Values

Users will now provide AVs for conservancy districts in the DECAF application.

County auditors are reminded that IC 6-1.1-17-1 requires that AVs be certified on or before August 1 of each year.

The Department anticipates that the Form 22 portion of the DECAF application will be available for use later in 2015. Additional details about Form 22 functionality will be released in the months ahead.

Questions may be directed to the Gateway support team at (317) 234-4480 or gateway@dlgf.in.gov. Questions may also be directed to Director of Data Analysis Matthew Parkinson at (317) 232-3759 or mparkinson@dlgf.in.gov.

For CNAV-related questions outside of data entry into Gateway, please contact your budget field representative.