
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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TO: County Auditors
FROM: Geoff Kuester, Director of Data Analysis
SUBJECT: 2016 Data Entry Application for CNAV Available
DATE: June 13, 2016

The Department of Local Government Finance (“Department”) has updated and released the Gateway application to accept Certified Net Assessed Value (“CNAV”) through DECAF (which is short for Data Entry for CNAV and Form 22).

Users may access the DECAF application through the local official login page at <https://gateway.ifionline.org/>.

As in the Pay 2016 Budget Cycle, counties may upload data to the DECAF application using a file export from their tax & billing systems. Software vendors have 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 4: Conservancy Assessed Values

Detailed instructions may be found in the DECAF user guide, which is available at <http://www.in.gov/dlgf/9480.htm>. County auditors are reminded that IC 6-1.1-17-1 requires that AVs be certified on or before August 1 of each year.

Updates for the CNAV component of DECAF for the Pay 2017 Budget Cycle are as follows:

- Step 3a is no longer necessary and has therefore been removed from the system.
- Bank Personal Property AV has been removed from Step 1.
- State-Assessed Utility Personal Property AV has been added to Step 1.
- State-Assessed Rail Personal Property AV has been added to Step 1.
- A Personal Property column has been added. Values in this column should be the sum of Business Personal Property, Utility Personal Property, and Rail Personal Property within a taxing district.
- All certified districts and funds from Pay 2016 have been rolled forward to Pay 2017.

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 Geoff Kuester at (317) 232-3759 or gkuester@dlgf.in.gov.

For CNAV-related questions outside of data entry into Gateway, please contact your budget field representative. Contact information for field representatives is available at http://www.in.gov/dlgf/files/Field_Rep_Map_-_Budget.pdf or by calling (317) 232-3777.