
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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TO: County Auditors
FROM: Geoff Kuester, Director of Data Analysis
SUBJECT: 2017 Data Entry Application for CNAV Available
DATE: July 3, 2017

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 and Pay 2017 budget cycles, 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 specifications for the CNAV1 and CNAV2 files are unchanged for Pay 2018.

The CNAV component of DECAF is broken into the key areas below. Please note that Step 5 is new for Pay 2018.

- Step 1: Assessed Value (AV) Entry
- Step 2: District/Fund Selection
- Step 3: Review Connections
- Step 4: Conservancy Assessed Values
- Step 5: District Differences

Detailed instructions may be found in the CNAV 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 2018 budget cycle are as follows:

- The user interface for Step 1: AV Entry has been reformatted to reduce or remove scrolling for most users. The calculations on Step 1 match the Pay 2017 calculations.
- Step 1 contains an automatic calculation for Adjusted Net Assessed Value.
- Step 5: District Differences has been added. Please see below for a more detailed description of Step 5.

In Step 5, auditors will be presented with a list of taxing districts meeting one of two criteria. The first criterion is a comparison of the adjusted net assessed value for a taxing district relative to Pay 2017. If the assessed value for a taxing district increases or decreases by 10% year-over-year, auditors will be asked to indicate the reason for the change.

The second criterion for Step 5 is the presence of a new unit or fund relationship with a taxing district relative to Pay 2017 certified funds. County auditors will be asked to indicate the reason for the change.

It is the Department's hope that Step 5 will lead to fewer CNAV resubmissions and a more streamlined process for county auditors.

Questions may be directed to the Gateway support team at (317) 234-4480 or gateway@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.