TO: County Auditors and Redevelopment Commissions  
FROM: Fred Van Dorp, Budget Division Director  
SUBJECT: Redevelopment Commission Responsibilities Regarding Excess Assessed Valuation  
DATE: May 18, 2018

This memorandum provides guidance to county auditors regarding the statutory responsibility of redevelopment commissions to determine and report the amount of any excess assessed value within Tax Increment Finance (“TIF”) districts before June 15 of each year. (IC 36-7-14-39(b)(4)).

The Department of Local Government Finance (“Department”) recommends that each county auditor contact his or her county’s redevelopment commissions to notify them of this responsibility.

Reporting the excess assessed value is especially important when a referendum has been approved for a unit or school within the TIF allocation area.

Each redevelopment commission must submit a written notice to the county auditor, the fiscal body of the county or municipality that established the department of redevelopment, and the officers who are authorized to fix budgets, tax rates, and tax levies under IC 6-1.1-17-5 for each of the other taxing units that is wholly or partly located within the allocation area. Each redevelopment commission must submit a copy of the notice to the Department electronically. Instructions on the electronic submission procedures can be found below. The notice must include either of the following:

1) The amount, if any, of excess assessed value that the commission has determined may be allocated to the respective taxing units.
2) A statement that the commission has determined that there is no excess assessed value that may be allocated to the respective taxing units.

To determine the amount of excess assessed value, each redevelopment commission must “determine the amount, if any, by which the assessed value of the taxable property in the allocation area for the most recent assessment date minus the base assessed value, when multiplied by the estimated tax rate of the allocation area, will exceed the amount of assessed value needed to produce the property taxes necessary to make, when due, principal and interest payments on bonds” and the amounts for other purposes as described in IC 36-7-14-39(b)(3). (IC 36-7-14-39(b)(4)(A)).
The county auditor must allocate to the respective taxing units the amount, if any, of excess assessed value determined by the commission. The commission may not authorize an allocation of assessed value to the respective taxing units if to do so would endanger the interests of lessors or the holders of bonds.

If the amount of excess assessed value determined by the commission is expected to generate more than 200% of the amount of allocated tax proceeds necessary to make, when due, principal and interest payments on bonds, plus the amount necessary for other purposes described in IC 36-7-14-39(b)(3), the commission must submit to the legislative body of the unit its determination of the excess assessed value that the commission proposes to allocate to the respective taxing units. The legislative body of the unit may approve the commission’s determination or modify the amount of the excess assessed value that will be allocated to the respective taxing units.

**Gateway Submission Procedures**

Redevelopment commissions will submit the Notice to the Department through Gateway’s Budget application.

To access the Budget application, users should go to www.Gateway.in.gov and login through the Local Officials login link. Instructions on submitting the Notice may be found here: [http://in.gov/dlgf/9107.htm](http://in.gov/dlgf/9107.htm).

In addition to the upload, redevelopment commissions submitting a Notice indicating that they have excess assessed value are encouraged to email Budget Director Fred Van Dorp at fvandorp@dlgf.in.gov to indicate the dollar amount of the excess assessed value. Redevelopment commissions indicating that they do not have excess assessed value still must upload the Notice to Gateway, but do not need to email the Department.

Redevelopment commissions that have emailed their 2018 Notices for 2019 budgets still must upload them through Gateway.

**Gateway Login Credentials**

State law (including IC 36-7-14-39, IC 36-7-14-48, IC 36-7-14-52, IC 36-7-15.1-26, IC 36-7-15.1-35, IC 36-7-15.1-53, and IC 36-7-15.1-62) provides that the redevelopment commission is responsible for reporting the Notice. Because the upload is located within the Budget application, the Department will also accept transmission of the Notice by taxing unit fiscal officers, including auditors, clerk-treasurers, controllers, and their staff. Redevelopment commissions are encouraged to work closely with their taxing unit’s fiscal officers to verify that the Notice is uploaded.

Please note that by the statutes listed above, it is ultimately the responsibility of the redevelopment commission to ensure the Notice is submitted to the Department, regardless of which user completes the submission within Gateway.

If you have any questions, please contact Fred Van Dorp, at (317) 234-3937 or fvandorp@dlgf.in.gov.