


# STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH  
100 NORTH SENATE AVENUE N1058(B)  
INDIANAPOLIS, IN 46204  
PHONE (317) 232-3777  
FAX (317) 974-1629

**TO:** County Auditors

**FROM:** Fred Van Dorp, Budget Division Director 

**SUBJECT:** 2018 Data Entry Application for CNAV Available

**DATE:** July 1, 2018

The Department of Local Government Finance (“Department”) has updated and released the Gateway application to accept Certified Net Assessed Values (“CNAV”) through DECAF (which is short for Data Entry for CNNAV and Form 22). **County auditors are reminded that IC 6-1.1-17-1 requires that AVs be certified on or before August 1 of each year.**

Users may access the DECAF application through the local official login page at <https://gateway.ifionline.org/>. Detailed instructions may be found in the CNAV user guide, which is available at <http://www.in.gov/dlzf/9480.htm>.

For Pay 2019, the CNAV submission process will be switching to parcel level data submission. Unlike previous CNAV submissions, all counties **must** upload data to the DECAF application using a file export from their tax & billing systems. This upload will contain four files.

1. CNAV1: The CNAV1 file will still be included in the submission, but there were significant changes made to the format of the file. This year’s version of the CNAV1 file will only contain the list of taxing districts, comprised of the taxing district codes and names.
2. CNAV2: The CNAV2 file will still be included in the submission. The CNAV2 file format is unchanged from last year.
3. TAXCNAV: This is a new file for pay 2019. The TAXCNAV is a variation of the TAXDATA file that was designed to facilitate CNAV reporting.  
  
The TAXCNAV file will not contain records pertaining to annually assessed mobile homes.
4. TAXADJ: This is a new file for pay 2019. TAXADJ is a version of the ADJMENTS file that will be used for the purposes of CNAV, and features some variations meant to capture Annexation AV, Withholding AV, and TIF Pass-through AV.

The TAXADJ file will not contain records pertaining to annually assessed mobile homes.

All four files above will be uploaded into and processed by Gateway, which will then compute the required Taxing District level AV fields, including Net AV. After uploading, users will be able to edit values manually through Gateway.

Additional information about the file specifications for the four files can be found on the Department website:

The CNAV component of DECAF will still be broken into the key areas below.

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

In Step 5, auditors will be presented with a list of taxing districts based on a comparison of the adjusted net assessed value for a taxing district relative to Pay 2018. **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 Department expects that all counties will provide taxing district specific reasons to those taxing districts identified.** The county's assigned budget field representative will review these reasons provided and follow up with the county for clarification and collection of additional information as necessary.

In Pay 2018, there was a second comparison in Step 5 that focused on the presence of a new unit or fund relationship with a taxing district relative to Pay 2018 certified funds. For Pay 2019, this comparison has been removed.

Questions may be directed to the Gateway support team at (317) 234-4480 or [gateway@dlgf.in.gov](mailto: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](http://www.in.gov/dlgf/files/Field_Rep_Map_-_Budget.pdf) or by calling (317) 232-3777.