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# STATE OF INDIANA

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DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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**TO:** All Political Subdivisions

**FROM:** James A. Johnson, Director of Data Analysis

**SUBJECT:** 2019 Gateway Submission Calendar

**DATE:** January 25, 2019

The Department of Local Government Finance (“Department”) is issuing this memorandum to local government officials for planning purposes as it pertains to submitting information in Gateway.

The Gateway submissions calendar included below highlights deadlines for 2019. These deadlines have been adjusted to reflect the last possible day on which or by which a particular task must be submitted in Gateway. Please note that the deadlines listed on the calendar pertain only to the Gateway applications that the Department manages; the Department defers to the other applicable state agencies for any deadlines that pertain to the Gateway applications that they are tasked with managing. Additionally, not all deadlines listed below pertain to all political subdivisions. The Department has noted which deadlines are exclusive to certain units or local officials.

The Department will issue additional guidance on its various Gateway applications to local officials throughout the course of the year.

If you have any questions about the Gateway submission calendar, please contact James Johnson, Director of Data Analysis, at [jjohnson@dlgf.in.gov](mailto:jjohnson@dlgf.in.gov) or (317) 234-8274 or the Gateway team at [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov).

PLEASE NOTE: This memorandum is simply intended to be informative and does not take the place of Indiana law. In the event any part of this memorandum conflicts with provisions of the Indiana Code, Indiana Code governs.

**2019 Gateway Submission Dates**

**Dates may change by action of the 2019 General Assembly.**

February 28	Deadline for Gateway submission of Debt Management annual affirmation. IC 5-1-18-9.
March 1	Deadline for Gateway submission of SB131 Reporting for Solid Waste Management Districts (SWMDs). IC 13-21-3-13.5. <i>Pertains exclusively to solid waste management districts and the units that may be reporting on their behalf.</i>
March 1	Deadline for Gateway submission of Other Post-Employment Benefits report (OPEB). IC 36-1-8-17.5.
March 15	Deadline for Gateway approval of Pay 2019 abstract data through Gateway Abstract. IC 36-2-9-20; IC 6-1.1-22-5. Approval is provided by the Auditor of State. Submission must provide sufficient time for approval by March 15. <i>Pertains exclusively to county auditors.</i>
March 31	Deadline for Gateway submission of Property Tax Assessment Board of Appeals annual report (PTABOA). IC 6-1.1-28-12. <i>Pertains exclusively to county assessors.</i>
April 15	Deadline for Gateway submission of TIF Management Report. IC 36-7-14-13 and IC 36-7-14.5-9. <i>Pertains exclusively to redevelopment commissions and redevelopment authorities and the cities, towns, and counties that are reporting on their behalf.</i>
August 1	Deadline for Gateway submission of Pay 2020 Certified Net Assessed Values through Gateway DECAF - CNAV. IC 6-1.1-17-1. <i>Pertains exclusively to county auditors.</i>
September 30	Deadline for Gateway submission of Economic Development Reporting (EDR). IC 4-33-23-17.
December 31	Deadline for Gateway submission of annual ERA abatement publication through Gateway File Transmission. IC 6-1.1-12.1-8. <i>Pertains exclusively to county auditors.</i>

**Note:**

Please review the Department’s annual Budget Calendar for Pay 2020 Gateway Budget submission dates. The Department anticipates releasing deadlines for Form 22 submission through Gateway DECAF during 2019.

## **Ongoing Reporting Requirements:**

### *Debt Management: IC 5-1-18-6.*

A political subdivision that issues bonds or enters into a lease after December 31, 2005, shall supply the Department with a debt issuance report not later than one (1) month after the date on which the bonds are issued or the lease is executed.

### *Gateway File Transmission/Contract Upload: IC 5-14-3.8-3.5(c).*

A political subdivision shall upload a digital copy of a contract to the Indiana transparency Internet web site one (1) time if the total cost of the contract to the political subdivision exceeds fifty thousand dollars (\$50,000) during the term of the contract. This applies to all contracts for any subject, purpose, or term, except that a political subdivision is not required to upload a copy of an employment contract between the political subdivision and an employee of the political subdivision. In the case of a collective bargaining agreement, the political subdivision shall upload a copy of the collective bargaining agreement and a copy of a blank or sample individual employment contract. A political subdivision shall upload the contract not later than sixty (60) days after the date the contract is executed. If a political subdivision enters into a contract that the political subdivision reasonably expects when entered into will not exceed fifty thousand dollars (\$50,000) in cost to the political subdivision but at a later date determines or expects the contract to exceed fifty thousand dollars (\$50,000) in cost to the political subdivision, the political subdivision shall upload a copy of the contract within sixty (60) days after the date on which the political subdivision makes the determination or realizes the expectation that the contract will exceed fifty thousand dollars (\$50,000) in cost to the political subdivision.