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# STATE OF INDIANA

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DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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**TO:** Counties, Cities, Towns, Redevelopment Commissions, and Redevelopment Authorities

**FROM:** Scott Maitland, Information Systems Division Director

**SUBJECT:** 2019 TIF Management Application Launched

**DATE:** March 12, 2019

The Department of Local Government Finance (“Department”) has launched the 2019 version of the Tax Increment Financing (“TIF”) Management application in Gateway. Local officials may begin to use TIF Management to submit calendar year 2018 data required by IC 36-7-14-13 and IC 36-7-14.5-9. Reports through the TIF Management application are due no later than **April 15, 2019**.

Based upon feedback from taxing units and changes made by House Enrolled Act (“HEA”) 1290-2016, the Department overhauled the user interface for TIF Management in 2017. The Gateway application now contains two components: a year-round section and an annual section. A description of each section and the requirements for the 2019 report are below:

- **Year-round Section:** The year-round section will be used to update information on the redevelopment commission and TIF districts. Users are welcome to use the year-round section throughout the year. Users will use the year-round section to add new TIF districts, to describe TIF expansions, and to manage documents associated with the TIF district. HEA 1290-2016 introduced a requirement that redevelopment commissions must submit copies of each resolution that establishes or alters a TIF district. These documents can be managed using the year-round section of TIF Management.
- **Annual Section:** The annual section will be used to update information specific to a reporting year. Information reported through April 15, 2019 will pertain to calendar year 2018. Users will use the annual section to report information pertaining to personnel, revenues, expenditures, fund balances, and debt payments. Users will also use the annual section to report the assessed values for parcels within TIF districts. The upload specifications remain the same as they have been in prior years.

Content reported in both the annual report as well as the year-round section remain unchanged.

The Department reminds redevelopment authorities that they are required by IC 36-7-14.5-9(b) to submit a report through TIF Management. As was the case in 2018, redevelopment commissions will submit combined reports on behalf of a redevelopment authority and

redevelopment commission when a redevelopment authority other than a military base reuse authority is established. Redevelopment authorities established under the military base reuse provision in IC 36-7-30 will submit a report separate from redevelopment commissions.

Users may access the TIF Management application at <https://gateway.ifionline.org/>. A user guide labeled “TIF Management User Guide” may be found at <https://gateway.ifionline.org/help.aspx>.

Questions may be directed to the Gateway support team through email at [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov) or by phone at (317) 234-4480.