
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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TO: County Auditors

FROM: Fred Van Dorp, Budget Division Director

SUBJECT: 2019 Data Entry Application for CNAV Available

DATE: July 10, 2019

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/dlgf/9480.htm>.

Last year, the CNAV submission process switched 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 2020. 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 2020. TAXADJ is a version of the ADJUSTMENTS 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.

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: Taxing 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 2019. Counties will be asked to provide additional information if any of the six criteria below are met:

- 1) +/- 10% Change in Real Property for Taxing District
- 2) +/- 10% Change in Personal Property for Taxing District
- 3) +/- 10% Change in TIF Real Property for Taxing District
- 4) +/- 10% Change in TIF Personal Property for Taxing District
- 5) +/- 10% Change in TIF Passthrough for Taxing District
- 6) +/- 10% Change in Gross Assessed Value for Conservancies

Questions may be directed to the Gateway support team at (317) 234-4480 or gateway@dlgf.in.gov. Other CNAV-related questions outside of data entry into Gateway, may be directed to your Budget Field Representative (https://www.in.gov/dlgf/files/Budget_Field_Reps.pdf).