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# STATE OF INDIANA

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DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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**TO:            Redevelopment Commissions**

**FROM:        Daniel Shackle, Commissioner**

**RE:            Redevelopment Commission Annual Spending Plan Submissions**

**DATE:         August 28, 2024**

As referenced in the Department of Local Government Finance’s (“Department”) previously released memo regarding 2023 legislation affecting local budget matters, Section 172 of House Enrolled Act 1454 (P.L.236-2023) (“HEA 1454”) specified additional reporting requirements for the redevelopment commissions.

## **I. Redevelopment Commission Annual Reporting**

Section 172 of HEA 1454 adds Ind. Code § 36-7-14-12.7 specifies that redevelopment commissions will be required to submit a spending plan for the upcoming year by December 1 to the Department. The required spending plan must be submitted in a manner prescribed by the Department.

The new redevelopment commission reporting under HEA 1454 will be *in addition to* the annual reporting required under Ind. Code § 36-7-14-13 and Ind. Code § 36-7-14.5-9, which must be submitted through the TIF Management Application no later than April 15 each year.

Spending plans adopted by redevelopment commissions should be uploaded to the Gateway File Transmission Application, as outlined in Section II of this memo.

## II. Spending Plan Upload Instructions

All redevelopment commissions should already have an existing Gateway account; however, any redevelopment commissions that currently do not have access to Gateway will need to establish a user account and log in at: <https://gateway.ifionline.org/login.aspx>.

After logging into Gateway, the commission will select the File Transmission application as highlighted below:

**Welcome to the Indiana Gateway for Government Units**

As an authorized user, you will have at least one application to use. Each of these applications enables a local unit to submit its required forms, reports or files to the appropriate state agency. Agencies currently include Department of Local Government Finance, State Board of Accounts, Indiana Education Employment Relations Board and Indiana Gaming Commission.

Select Application

Department of Local Government Finance (DLGF)	Deadline	State Board of Accounts (SBOA)	Deadline
Additional Appropriations	<a href="#">Details</a>	100R	Jan 31
Abstract	<a href="#">Details</a>	Annual Financial Report	<a href="#">Details</a>
Assessor Reports	Jan 15	Monthly and Annual Engagement Uploads	<a href="#">Details</a>
Budgets	<a href="#">Details</a>	E-1 Entity Annual Report	60 days after entity's fiscal year ends
Data Entry for CNAV and Form 22	<a href="#">Details</a>	ECA Risk Report	Aug 29
Debt Management	<a href="#">Details</a>	Conflict of Interest Disclosure	15 days after final action on the contract or purchase
Economic Development Reporting	Sep 30		
<b>File Transmission</b>	<a href="#">Details</a>		

After selecting the File Transmission application, the user will need to select the applicable unit. Similar to how redevelopment commissions complete submissions through the TIF Management Application, commissions will need to select the unit of government that originally established the redevelopment commission.

**Gateway** INDIANA for government units

Department of Local Government Finance - File Transmission

Select County > All Units

Select Settlement Year: 2024 | 01 - Adams

Select Unit

- 1 - 0000 - ADAMS COUNTY [2]
- 2 - 0001 - BLUE CREEK TOWNSHIP [3]
- 2 - 0002 - FRENCH TOWNSHIP [4]
- 2 - 0003 - HARTFORD TOWNSHIP [5]
- 2 - 0004 - JEFFERSON TOWNSHIP [6]
- 2 - 0005 - KIRKLAND TOWNSHIP [7]
- 2 - 0006 - MONROE TOWNSHIP [8]
- 2 - 0007 - PREBLE TOWNSHIP [9]
- 2 - 0008 - ROOT TOWNSHIP [10]
- 2 - 0009 - ST. MARY'S TOWNSHIP [11]
- 2 - 0010 - UNION TOWNSHIP [12]
- 2 - 0011 - WABASH TOWNSHIP [13]

POWERED BY Information for Indiana

Then select the “TIF Spending Plans” destination button.

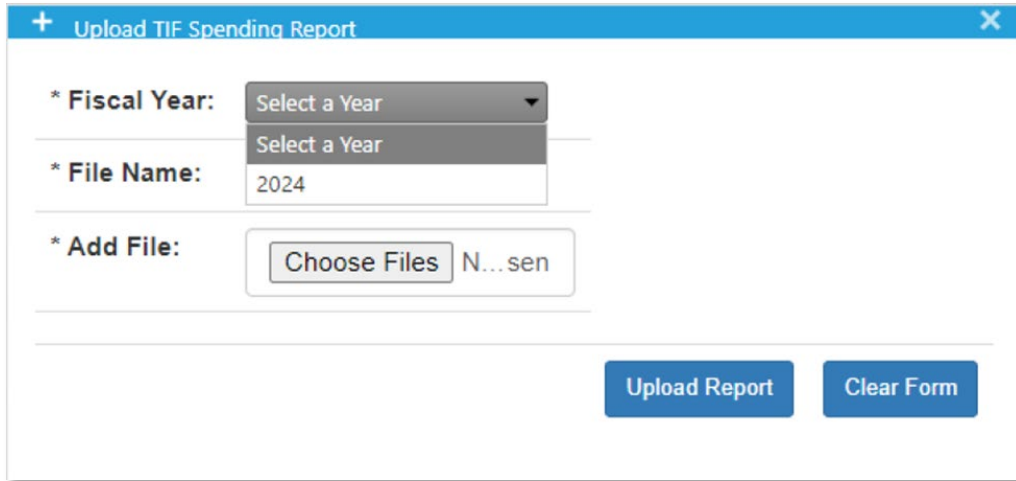


The user will then select the “+ Upload Plan” button to upload the TIF Spending Plan.



After selecting the “+ Upload Plan” button, the user will select the appropriate Fiscal Year, enter the File Name, and upload the TIF Spending Plan. TIF Spending Plan submissions should use the following File Name format:

[YEAR] [RDC Name] TIF Spending Plan



The screenshot shows a web form titled "Upload TIF Spending Report". It features three main input sections: 1) "Fiscal Year" with a dropdown menu currently displaying "Select a Year"; 2) "File Name" with a text input field containing the value "2024"; and 3) "Add File" with a "Choose Files" button. At the bottom right of the form are two blue buttons: "Upload Report" and "Clear Form".

If a redevelopment commission determines that a previously submitted TIF Spending Plan needs to be amended, the commission will proceed with uploading the amended spending plan. The original spending plan submission should not be removed or deleted. Amended TIF Spending Plan submissions should use the following File Name format:

[YEAR] [RDC Name] TIF Spending Plan (Amended [DATE])

### **Contact**

If you have any questions about uploading the TIF Spending Plan, please contact [support@dlgf.in.gov](mailto:support@dlgf.in.gov).