TIF NEUTRALIZATION PROCESS

WHAT IS THE TIF NEUTRALIZATION PROCESS?
TIF NEUTRALIZATION is the annual process of creating a TIF Neutralization worksheet (SF 56059) for a given TIF District and submitting this form for 'DLGF ADMIN' review. A TIF Neutralization worksheet that is 'Approved by the State' will generate a 'SF 56059' PDF that is signed by the Commissioner of DLGF.

WHERE IS TIF NEUTRALIZATION?
The TIF NEUTRALIZATION (TN) process is now included in the gateway web application TIF Man.

WHO CAN / WILL USE TIF NEUTRALIZATION PROCESS?
Current and future TIF Man users assigned to county units with **submitter** or **editor** rights can create and or submit TN Worksheets for approval.
Current and future TIF Man users who are designated as '**ADMIN DLGF**' role members will review the TN Worksheets that are submitted and determine the final disposition.

HOW DOES THE TIF NEUTRALIZATION PROCESS WORK?
The TIF Neutralization (TN) process consists of 3 steps.
Step 1. Creation of the TN Configuration Record
- Adding a TIF Code
- Creation of the TN Configuration record

Step 2. TN Request Data Input, Validation and Submission for Approval.
- Form attributes and default data input settings.
- Data element verification
- TN Worksheet submission and the approval process workflow configured for TN.

Step 3. TN Worksheet Data Review & Approval Workflow.
- TN Worksheets set to the status 'Submitted to the State' are part of an approval workflow.
- Each submission will be reviewed and ultimately dispositioned by user(s) with the 'ADMIN DLGF' security role.

> The TN Worksheet approval process is complete when the submitted TN Worksheet is either 'Approved by the State' or 'Denied by the State'.

PROCESS DETAILS
TIF Man users assigned to county units with submitter or editor rights can create and or submit TN Worksheets for approval.

TIF Man users with submitter and or editor rights are responsible for the TN Worksheet data input, creation, and workflow submission. During the TN Worksheet approval workflow process 'ADMIN DLGF' role members reviewing a request can require the submitter or editor to make updates to specific data elements before a final disposition can be made for the request.

TIF Man users designated assigned to the 'ADMIN DLGF' role are responsible for the review of all TN Worksheets 'Submitted to the State' and providing a final disposition for each. The final disposition of any TN Worksheet that is 'Submitted to the State' will be either 'Approved by the State' or 'Denied by the State'.

Step 1 Creation of the TN Configuration Record(s)

A TIF Man user with 'submitter' and or 'editor' rights can find the TIF Neutralization configuration page by clicking the 'View & Manage' link under the 'TIF Neutralization (SF 56059)' heading on the Main Menu page of a selected unit in the TIF Management web application. See figures 001 & 002 below.

Fig 001 & 002
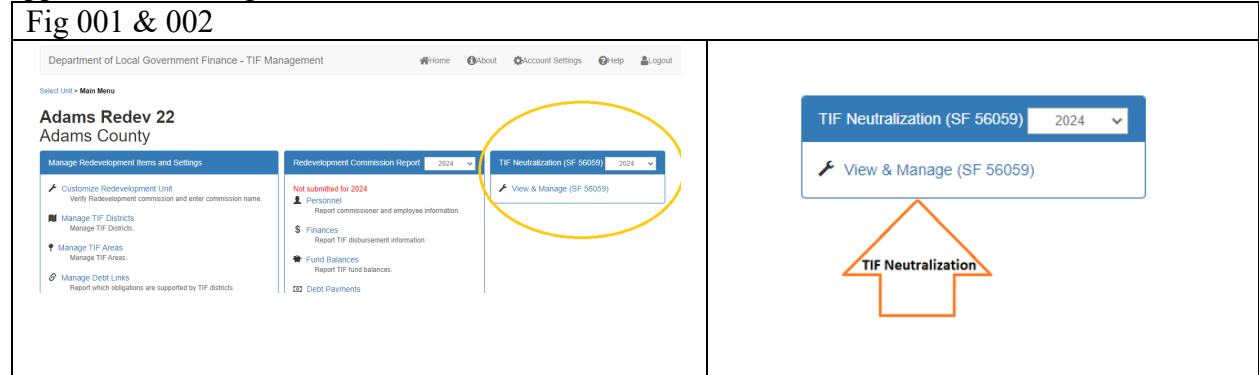
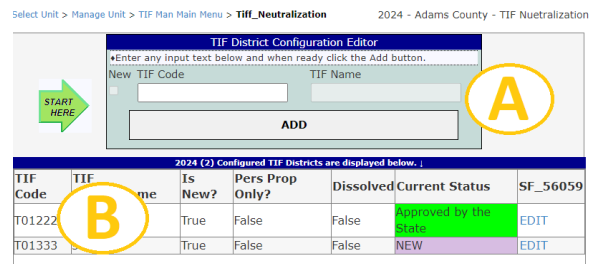| **The Neutralization page contains TIF District Configuration Editor interface.** **This is the first step in the process of creating a new TIF Neutralization Request.**	
The page will look like image fig 003 if there are zero (0) TN Requests created for the selected County and Year	The page will look like image fig 004 if there are TN Requests that have been created for the selected County and Year
Fig 003	Fig 004
The TIF District Configuration Editor: Made up of two sections A and B as shown in fig 005 below	

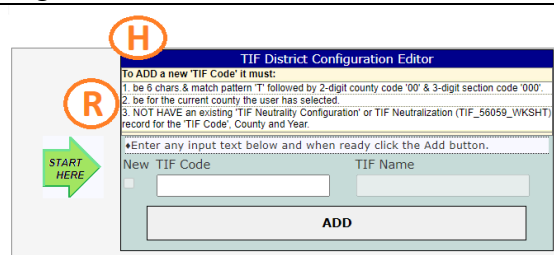|	
Section A: is the Configuration Editor. All TN Requests are made up of one and only one VALID TIF Code. Clicking the 'ADD' button will add row to the 'Configured TIF Districts' grid in Section B. Section B: is the list of configured single VALID TIF Codes that have been created for the given county and year. Clicking on any given row in the list will take the user to the TN Worksheet Process and Approval page.	
	Only 1 TN Configuration Request can be made for a given county, year and TIF Code.
Use the TIF District Configuration Editor to input the required VALID TIF Code used to create & configure a TIF Neutralization Request for potential submission/review.	Figure 006
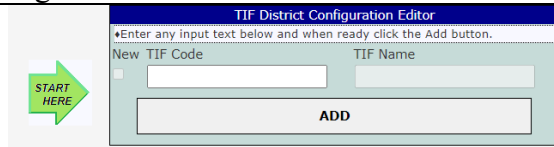
Context specific help can be displayed for the TIF District Configuration Editor by clicking on the blue title bar (marked with H in fig 007 below)

Clicking the blue title (H) will hide/show the rules (R) used to validate any TIF Code used to create a TN request. The rules shown in section (R) is a subset of the complete validation checklist used for any new or existing TIF Code.	Figure 007

Validation rules for TIF Code inputs within the TN Request process are listed below.

1	The TIF code is not null and is exactly 6 characters long.
2	The TIF code input matches the pattern 'T' followed by two-digit county code. followed by 3-digit section code.
3	History Check. Check the forms budget database to see if the TIF code entered exists and is active using the view [vw_GetAllActiveAssignedTIFs]. • if it is listed that verifies that this code is not a brand new tif so the 'is new' attribute associated with the TN Config will be false • if it is not listed than we treat this entry as a brand new TIF setting the 'is NEW 'attribute associated with the TN Config tif to true
4	Check to verify that the tif configuration record the user is trying to configure is for the county the user has selected for the given session. If it does not match the TIF configuration record is not created, and the user is notified. • Verify the two-digit county code immediately after the 'T' matches the county they have selected for the given session.

	• If the user has Marion County (49) selected for the session then the user can only add TIF Codes for Marion County (49). Users cannot create TN configuration requests for counties other than the one they have selected for the given session. Even if they have the assigned rights other county units other than the current one selected for the given session.
5	Check to make sure a TIF Neutralization (TIF_56059_WKSHT) record has not already been created for the given TIF Code, County and Year. • if one does exist the user is notified to use the existing TIF Neutralization Request record for the given TIF Code, County and Year.

Step 2. TN Request Data Input, Validation and Submission for Approval.

The TN Worksheet Process and Approval page is used for 3 specific tasks. 1. Collect, save, format, and validate all TN Request form data elements. 2. Management of the TN Request approval workflow process from submission to a final disposition. 3. Generation of a SF 56059 PDF document for Approved By State requests.	
The TN Worksheet Process and Approval page is organized into 3 sections labeled A, B and C as shown in figure 008 below	
Section A: The 8 TN Worksheet meta-attributes.	Figure 008
Section B: TN Worksheet Data Inputs	
Section C: TN Request Form User Control Panel.	

Section A: The 8 TN Worksheet meta-attributes.	
The four attributes 'County', 'Allocation Code', 'Allocation Area Name' and 'Form Prepared By Name' values are all pulled from the previous TN Configuration screen and will not be editable here. The remaining 4 attributes 'Jurisdiction', 'Unit/Company', 'Telephone Number' and 'Email Address' fields all will require direct user input in order to complete the form.	
	The location and orientation of these fields on the form are all shown in figure 009 above with red USER INPUT text inside the direct input text boxes.

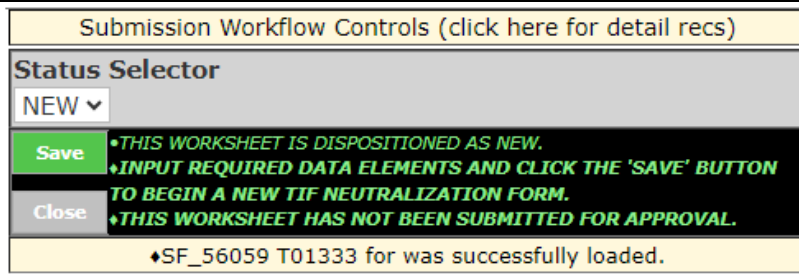| Section B: TN Worksheet Data Inputs	
The TN Worksheets Data elements are collected by two control types. The first type presented on the form are the check box controls for 'TIF Expiration.' and 'TIF Personal Property AV'. These are shown in the fig XXX to the right as 'CB'. The second type of controls used are the direct input text boxes for questions 1-2 and 4-8. These are shown in fig XXX to the right as 'TB'.	
	The controls shown in the figure immediately above marked with a purple 'S' are auto filled by the system during the TN Worksheet process. More specifically these controls are the 'NEW TIF Configured for YYYY Pay YYYY' check box located at the very top of the check box controls and the text boxes for questions 3 and questions 9 - 12.

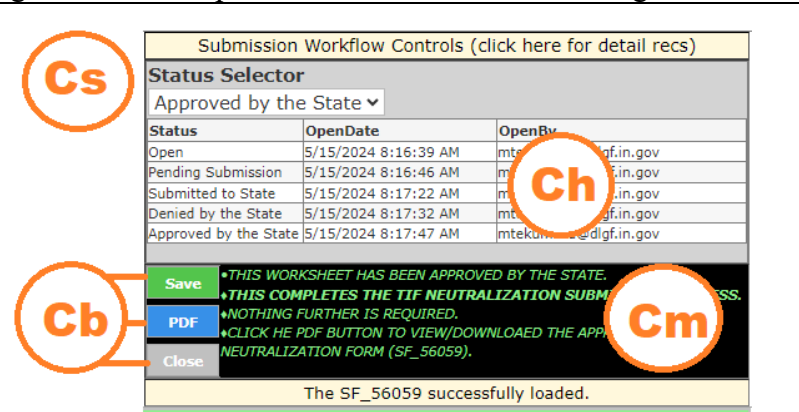|	
Section C: TN Request Form User Control Panel.	
TN Request Form User Control Panel controls all the actions regarding the creation, modification, workflow submission, review and final dispositioning all TN Requests.	
The default view of the User Control Panel (UCP) is as shown immediately to the right in figure XXX	
The UCP is a dynamic control and has many features. We will use the fully expanded version of the UCP as shown below in figure XXX to explain how the buttons and messages work.	
Section Cs is the Status drop down control. This value what sets the workflow status for the TN Request.	
Section Ch shows the status history for the TN Request	
Section Cb is the collection buttons to execute actions or activity for the TN Request	
Section Cm is the messaging panel which communicates status, workflow and instructional data to the user about the specific TN Request.	
The TN Request Buttons	
	The 'Save' button saves all TN Request form data elements to the database. This includes the 8 TN Worksheet meta-attributes in Section A, all control values and text box values from Section B as well as the selected status value showing in Status Selector*
	The 'PDF' button renders a download able, DLGF Commissioner signed, 'Approved by the State' form SF 56059 document. This button only becomes available for TN Requests that have been dispositioned as 'Approved by the State' via the approval workflow process.
	The 'Close' button closes the form without saving and redirects the user back to the TIF Neutralization Index page.

Step 3. TN Worksheet Data Review & Approval Workflow.

TN Workflow Process Basics
• When a TN Worksheet record is set to the status of 'Submitted to the State' this begins the approval process, and the request is considered to be part of an active workflow at that time.
• Each submission will be reviewed and ultimately dispositioned by user(s) with the 'ADMIN DLGF' security role.
• The TN Request Approval is concluded when the TN Worksheet is set to one of the two final dispositions configured for the TN Request Approval process.
• Final Dispositions for a TN Request are 'Approved by the State' and 'Denied by the State'
• Once a TN Request reaches a final disposition its status can only be modified by users with the 'ADMIN DLGF' role.

All TN Request Statuses with definitions are provided below.

TIF Neutralization SF56059 Status Index	
Status	**Status Description**
NEW	Default
Open	All TIF NEU forms will start in this status. When a new user logs on, the TIFs listed at the bottom of the page will all be labelled as 'open.' The user will need to submit the TIF NEU form for the status to change.
Pending Submission	If any information has been entered into the form, and the form has been saved, but not submitted, then the status should be 'pending submission.'
Submitted to State	The status triggers upon successful submission of the TIF NEU form by an individual with the "submitter" role.
Denied by the State	The DLGF reviewer will need to have the ability to deny a TIF NEU form in the "submitted" state. The denial will move the TIF NEU back to the submitter.
Approved by the State	The DLGF reviewer will need to have the ability to approve the TIF NEU form. The approval will make TIF NEU eligible to be printed on the State Form with the commissioner's signature.

TIF Neutralization SF56059 Allowed Status Advance Index		
Current Status	**Allowed Status**	**Allowed Unit Role (county unit)**
NEW	> Open	Editor, Submitter, DLGF ADMIN
NEW	> Pending Submission	Editor, Submitter, DLGF ADMIN
Open	> Pending Submission	Editor, Submitter, DLGF ADMIN
Open	> Submitted to State	Editor, Submitter, DLGF ADMIN
Pending Submission	> Submitted to State	Editor, Submitter, DLGF ADMIN
Submitted to State	> Denied by the State	DLGF ADMIN
Submitted to State	> Approved by the State	DLGF ADMIN
Denied by the State	> Pending Submission	DLGF ADMIN
Denied by the State	> Approved by the State	DLGF ADMIN