



TOWN OF
DANVILLE

Danville Redevelopment Commission
November 13, 2024
5:30 PM

AGENDA

- I. Call to Order
 - Pledge of Allegiance
 - Establish Quorum
 - Approve Minutes
- II. Old Business: None
- III. New Business:
 - RDC Spending Plan
 - TIF Incentive Application Process
- IV. Invoices: None
- V. Items for Discussion: None
- VI. Report of Officers, Committees and Staff
- VII. Adjourn

Next Meeting:
December 11, 2024

DANVILLE REDEVELOPMENT COMMISSION MINUTES
September 11th, 2024
5:30 PM

Members Present: Ben Comer, Tracey Shafer, Brad Legan, Matt Steward, David Winters
Members Absent: David Glover
Staff Present: Lesa Ternet, Brittany Mays, Mark Morgan
Guests: None
Legal: Adam Steuerwald

A quorum was established, and the meeting was called to order by B. Comer.

D. Winters made a motion to approve August 14th, 2024, minutes. B. Legan seconded the motion. Motion carried 3-0.

M. Steward arrived after minutes were approved.

Old Business:

- **Goodin Development – Project Proposal (Proposed Annual Revenues)**

B. Comer stated additional information had been submitted at D. Glover's request. B. Comer noted that after discussions with legal counsel and Baker Tilly, the project appeared to request significant financial assistance. Given that it was the Commission's first request and wasn't a critical construction project, he felt uncomfortable allocating funds for it. The Commission had a brief discussion about how they agreed with B. Comer. B. Comer made a motion to deny the application. D. Winters seconded the motion. Motion carried 4-0.

M. Morgan approached the Commission and stated he had a meeting with the Indiana Department of Transportation (INDOT) about several issues in town, including the improvement of the intersection at Tennessee and Main streets. He stated INDOT was asked about putting either turn lanes or a roundabout at that intersection.

New Business:

- **2024 Budget Request**

L. Ternet stated in prior years, the RDC had requested funds from the Council for operating expenses. As the Council is currently going through the budget process, the RDC needs to decide whether to request additional funds. B. Comer asked A. Steuerwald about potential expense items that TIF-only dollars couldn't be used for, and if there were reasons other funds should be made available from the Council, in event there were expenses the Commission couldn't cover with TIF money. A. Steuerwald stated the additional funds from the Council could be used for items such as employees and operations. M. Steward asked if an economic development director was hired, would the RDC be able to pay their salary out of TIF funds, or would the Town Council pay their salary and report to them? A. Steuerwald stated it would be paid for out of TIF funds because the economic development director would be an independent consultant. B. Comer clarified if the employee is an independent contractor TIF funds can be used, but if the employee is a full-time employee, then TIF funds would not be able to be used. M. Morgan stated he would like to see the economic development director contracted for 2025 and prepare for 2026 to move that position to a full-time position. M. Steward asked if the requested \$40,000 was removed from the 2025 budget, how would that affect the 2026 budget if they asked for the \$40,000 that year? M. Morgan stated the RDC requested funds comes out of the edit fund, which is used for any lawful expense, and if the Commission does not request the funds, the money will be there if something would come up where

the Commission would need the extra funds, unless the money was already obligated for another expense. M. Steward stated he believed it would be best to request the funds from the Council, whether they're used or not, as a placeholder to ensure the funds don't get used on something else. M. Steward made a motion to approve requesting \$40,000 from the Council. B. Legan seconded the motion. Motion carried 4-0.

Roll Call

B. Legan – Aye
B. Comer – Aye
D. Winters – Aye
M. Steward - Aye

Invoices:

- **Barnes & Thornburg, LLP**

B. Comer stated there were two invoices submitted from Barnes & Thornburg, LLP in the amount of \$ 1,751.50 and \$2,486.00. B. Legan made a motion to approve. B. Comer seconded the motion. Motion carried 4-0.

Items for Discussion:

- **TIF Miles Farm – Town Owned Parcel -Heidi Amspaugh, Baker Tilly**

L. Ternet stated after the conversation past week with Heidi and Adam, it was determined that since we don't have any active commercial projects going in at Miles Farm, nothing would be done with this item at this time.

Report of Officers, Committees, and Staff:

M. Steward stated he would like to get a retreat together to discuss economic development. He stated he would like to try and make this happen by the middle of November. B. Comer asked L. Ternet if this was something she could organize for the Commission. L. Ternet agreed.

There being no further business, the meeting was adjourned at 6:18 PM.

Ben Comer, President

Brad Legan, Secretary

REDEVELOPMENT COMMISSION BRIEFING NOVEMBER 13, 2024

RDC Spending Plan

There is a reporting requirement from the Indiana Department of Local Government Finance to submit a Spending Plan for the upcoming year and must be submitted by December 1, 2024. A copy of the plan provided by Baker Tilly is in your packet of information. A vote will be required.

TIF Incentive Application Process

Included in your packet is a draft TIF Incentive Application Process prepared by Barnes & Thornburg. A vote will be required.

DANVILLE, INDIANA, REDEVELOPMENT COMMISSION

TIF ANNUAL SPENDING PLAN - 2025

Date of Submission: November 13, 2024

<u>Categories of Spending</u>	<u>Amount</u>
Debt Service	\$0
Bond Proceeds, Lease Financings or Tax Anticipation Warrant Expenses	0
Capital Expenditures allowed in Economic Development Plan or Redevelopment Plan	1,752,000
Professional Expenses	50,000
Grants/Contributions	0
Police/Fire Capital or Operating Expenses	0
Operating Expenses (non-TIF revenue sources)	0
Military Base Expenses	0
Eligible Efficiency Programs	0
Educational and Training Programs	0
Employee Training Expenses of Industrial Facilities Reimbursements	0
Permissible Reimbursements	0
Property Taxes Expenses	0
Other Anticipated Expenses	0
Total Anticipated Spending Plan	<u><u>\$1,802,000</u></u>

Note: Amounts represent maximum anticipated. The Redevelopment Commission recognizes that this annual Spending Plan is being prepared with information currently available and unexpected opportunities may arise in 2025 that may require the Spending Plan to be amended. If that occurs, an amended plan will be uploaded according to the Department of Local Government Finance's submission directions.



**Danville, Indiana
Department of Redevelopment**

Application for TIF Incentive

Project _____

Dated: _____, 2024

TOWN OF DANVILLE, INDIANA, REDEVELOPMENT COMMISSION

APPLICATION FOR TAX INCREMENT FINANCING INCENTIVE

Nothing herein shall imply or suggest that the Danville Redevelopment Commission is under any obligation to support any applicant or application regardless of the merits of the proposed project. The submission of an application for tax increment financing (TIF) does not create or vest any rights nor does it guarantee that any proposed project will be approved.

This application for TIF must be submitted to the Danville Redevelopment Commission prior to the commencement of the proposed project.

All questions must be answered as completely and accurately as possible and must be signed on the last page of the questionnaire. An incomplete or unsigned questionnaire will not be accepted. All applicants are encouraged to discuss the proposed project and TIF request with Danville's Town Planner prior to filing their application.

Schedules A (Investment Schedule) and B (Sources and Uses) must be submitted along with the Questionnaire before the Redevelopment Commission will review any application.

Any questions or requests for additional information should be directed to the Danville Town Planner whose contact information is set forth below.

Applications should be sent to:

Lesa Ternet, Danville Town Planner

Email Address: lternet@danvillein.gov

Mailing Address:

Lesa Ternet, Town Planner
49 N. Wayne St.
Danville, IN 46122

Danville Redevelopment Commission
Questionnaire for TIF Incentive

APPLICANT INFORMATION:	
Name of company:	
Website:	
Address:	
Telephone:	
Total # of employees:	
NAICS Code:	
COMPANY REPRESENTATIVE CONTACT INFO:	
Name:	
Address:	
Email:	
Telephone:	
Has the company or any principal owner or officer filed bankruptcy in the past 10 years?	Yes <input type="checkbox"/> No <input type="checkbox"/>
PROJECT INFORMATION:	
TIF Request: Real Property <input type="checkbox"/> Personal Property <input type="checkbox"/> Both <input type="checkbox"/>	
Project name (if applicable):	
Project is/will be:	
Occupied by applicant <input type="checkbox"/> Leased to end user <input type="checkbox"/> Speculative building(s) <input type="checkbox"/>	
Description of project:	
Location of project site:	
Street Address:	
Parcel tax number(s):	
Is this project an addition to an existing building or new construction?	Addition <input type="checkbox"/> New <input type="checkbox"/>
Size of the project site:	
Current use of project site:	Developed <input type="checkbox"/> Undeveloped <input type="checkbox"/>
Type of business:	
Warehouse/distribution <input type="checkbox"/> Multifamily: <input type="checkbox"/> Retail: <input type="checkbox"/> Research/development <input type="checkbox"/> Office: <input type="checkbox"/> Other: <input type="checkbox"/> Information technology <input type="checkbox"/> Commercial: <input type="checkbox"/> Describe _____ Manufacturing <input type="checkbox"/> Mixed use: <input type="checkbox"/>	
If manufacturing, what type of product is produced?	
Have building permits been issued?	

Danville Redevelopment Commission
Questionnaire for TIF Incentive

Current zoning of the project site:	
Has construction started?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, anticipated date for construction to commence:	
Anticipated date for construction to be completed:	
Estimated value of real improvements once completed:	
Are all taxes current and paid with regard to the project site?	
Has the company been awarded local abatement or other incentive support in any of the prior years? If so, provide summary of incentives, including years.	
Is applicant seeking any additional state/local incentives? If so, which?	
Appearance of project: Attach a legal description and an aerial map of the proposed project site and briefly describe the construction qualities of the proposed improvement. <i>Attachment of the rendering is required.</i>	
Amount of requested TIF incentive and preferred structure of the TIF incentive (if known):	

The undersigned hereby represents, to the best of his/her knowledge, the information provided herein or provided in connection herewith, is true and accurate.

Signature of Authorized Representative

Printed

Title

Dated: _____

SCHEDULE A: DANVILLE INDIANA PROJECT INFORMATION REQUEST FORM



I. PROJECTED NEW CAPITAL INVESTMENT PER YEAR							
Year	2024	2025	2026	2027	2028	Total	
Land Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Building - New Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Building - Purchase of Existing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Building - Renovations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Building - Annual Lease Cost	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Building - Leasehold Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Machinery & Equipment - Purchased	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Machinery & Equipment - Leased	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Furniture & Fixtures - Purchased	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Furniture & Fixtures - Leased	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office Machinery	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Computers - Purchased	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Computers - Leased	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pollution Control Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special Tooling/ Retooling	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Personal Prop. - Purchased	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Personal Prop. - Leased	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Real Property Investment

Personal Property Investment

INVESTMENT DETAIL

Public Infrastructure Needs _____

Utility Usage Needs _____

Current Owner of Real Property: _____

II. EMPLOYMENT INFO		Hourly Wage Average
1) Current level of full-time employees company wide	_____	\$ -
2) Current level of full-time employees in State	_____	\$ -
3) Level of full-time employees one year ago in State	_____	
4) Benefits provided to full-time employees	_____	
5) Anticipated job creation start date	_____	

Year	Number of Full-time New Positions	Job Title	Skill Level	Avg. Hourly Wage W/O Fringe	Avg. Hourly Wage W/ Fringe
2024				\$ -	\$ -
		Managerial		\$ -	\$ -
		Professional		\$ -	\$ -
		Craftsman		\$ -	\$ -
		Other		\$ -	\$ -
2025				\$ -	\$ -
		Managerial		\$ -	\$ -
		Professional		\$ -	\$ -
		Craftsman		\$ -	\$ -
		Other		\$ -	\$ -
2026				\$ -	\$ -
		Managerial		\$ -	\$ -
		Professional		\$ -	\$ -
		Craftsman		\$ -	\$ -
		Other		\$ -	\$ -
2027				\$ -	\$ -
		Managerial		\$ -	\$ -
		Professional		\$ -	\$ -
		Craftsman		\$ -	\$ -
		Other		\$ -	\$ -
2028				\$ -	\$ -
		Managerial		\$ -	\$ -
		Professional		\$ -	\$ -
		Craftsman		\$ -	\$ -
		Other		\$ -	\$ -
TOTAL NET NEW EMPLOYEES	0				

III. WORKFORCE TRAINING INFO

1. Type of Training needed _____

2. Employees to be trained

A. New	\$ -
B. Retrains	\$ -

3. Estimated 2 year training budget \$ -

IV. FINANCIAL INFO		Expected IN Corp. Tax Liability from AGI		Expected IN Corp. Tax Liability from AGI (due solely to project)	
Sales (Current Yr. and Projections)	Year	Year	Year	Year	Year
	Amount	Amount	Amount	Amount	Amount
2024	\$ -	2024	\$ -	2024	\$ -
2025	\$ -	2025	\$ -	2025	\$ -
2026	\$ -	2026	\$ -	2026	\$ -

SCHEDULE B to Application for TIF Incentive

Project
 Danville, Indiana
PRO-FORMA PROJECT BUDGET

Hard Costs	
Total Land Costs	-
Total Off Site Costs	-
Total Site Costs	-
Total Hard Cost	-

Soft Costs	
Permits & Bonding	-
Legal	-
Leasing	-
Architectural	-
Engineering	-
Survey	-
Environmental & Geotechnical	-
Appraisal	-
Inspections	-
Accounting	-
Taxes, Title & Insurance	-
Financing Fees	-
Interest During Construction	-
Overhead	-
Contingency	-
Total Soft Costs	-
TOTAL Development Costs	-

USES	
Land	\$ - #DIV/0!
Total Site Development	\$ - #DIV/0!
Total Soft Costs	\$ - #DIV/0!
Total	\$ - #DIV/0!

Project Cost
 Bank Loan
 TIF Incentive
 Equity

SOURCES	
TIF Incentive	\$ - #DIV/0!
Municipal & County Potential	\$ - #DIV/0!
Debt	\$ - #DIV/0!
Developer Cash	\$ - #DIV/0!
Total	\$ - #DIV/0!

Extraordinary Site Conditions	
Offsite Costs & ROW	\$ -
Public space	\$ -
Drainage Issues: Pond	\$ -
Storm System	\$ -
Sanitary Sewer	\$ -
Trial Enhancements	\$ -
Total	\$ -

Project _____
 Danville, Indiana
BUDGET

Off Site Costs	Amount	Notes
New legal drain section		
Legal drain credit	-	
Off site earth & traffic work	-	
ROW	-	
Concrete	-	
Traffic signal updates	-	
Utility pole relocates	-	
Engineering	-	
General Condition	-	
Miscellaneous	-	
Total Off Site Costs	\$ -	
Site Costs		
Demolition & Clearing	\$ -	
Conduit & Existing Utilities	-	
Erosion Control	-	
Commercial & Residential Mass EW	-	
Finish Earthwork	-	
Sanitary (removed from centerline)	-	
Storm & Water Quality	-	
Water Main	-	
Storm Finish Work (SSD)	-	
Asphalt	-	
Concrete	-	
Trail Head Items	-	
Inflation Conditions	-	
Survey, Staking, Testing	-	
Lime	-	
Contingency	-	
Commons- PUBLIC SPACE	-	
Overhead	-	
Total Site Costs	\$ -	
Site Finish Costs		
Pavement	\$ -	
Water Service	-	
Sewer Service	-	
Concrete	-	
Landscaping & Irrigation	-	
_____	-	
_____	-	
Miscellaneous	-	
Total Site Finish Costs	\$ -	
Permits & Bonding		
ILP	\$ -	
Building Permit	-	
Other Permits	-	
INDOT Curb Cut	-	
Impact Fees - Crew	-	
Total Permits & Bonding	\$ -	
Legal Expenses		
Lease	\$ -	
Zoning	-	
Land Purchase	-	
Bank Legal	-	
Loan Closing	-	
_____	-	
Miscellaneous	-	
Total Legal	\$ -	

Leasing Expenses	
	-
	-
	-
	-
Miscellaneous	-
Total Leasing Expenses	\$ -

Architectural	
Overall Plan	\$ -
Zoning preparation	-
	-
	-
Miscellaneous	-
Total Architectural	\$ -

Engineering	
Overall Site	\$ -
Road modifications design	-
Other	-
Traffic Study	-
Zoning preparation	-
	-
	-
Miscellaneous	-
Total Engineering	\$ -

Survey	
ALTA	\$ -
Topographic	-
ADA	-
As-built	-
	-
Miscellaneous	-
Total Survey	\$ -

Environmental & Geotechnical	
Phase I	\$ -
Phase II	-
Asbestos	-
Geotechnical	-
	-
	-
Miscellaneous	-
Total Environmental & Geotech	\$ -

SCHEDULE B to Application for TIF Incentive

Appraisals	
Estimate	-
Other	-
Total Appraisals	\$ -
Inspection	
Estimate	-
Other	-
Total Inspections	\$ -
Accounting	
Estimate	-
Other	-
Total Accounting	\$ -
Taxes, Title, Insurance	
Taxes	\$ -
Title insurance	-
Leasehold Title	-
Other insurance	-
_____	-
Miscellaneous	-
Total Taxes, Title & Insurance	\$ -
Financing Fees	
Estimate	-
Other	-
Total Financing Fees	\$ -
Miscellaneous	
Construction consulting	\$ -
_____	-
_____	-
_____	-
Miscellaneous	-
Total Miscellaneous	\$ -
Total Development Costs	#REF!

MODEL ANNUAL SPENDING PLAN*

*Disclaimer: These materials are intended for information only and are not to be considered legal advice.

To: Indiana Department of Local Government Finance [See Instructional Memo from DLGF Attached]

[Mayor and Members of Common Council, for City Redevelopment Commission] [Town Council Members, for Town Redevelopment Commission] [Members of Board of Commissioners and Members of County Council, for County Redevelopment Commission]

From: [Redevelopment Commission Executive Director or President]

Date: [By December 1, 2024] [Recommended: By Thursday, November 21, 2024, to avoid week of Thanksgiving]

Re: Annual Spending Plan of _____ Redevelopment Commission for Calendar Year 2025

SPENDING PLAN FOR 2025

(Note: The following represent maximum anticipated amounts)

A. Debt Payments

[List names of outstanding bonds, leases, and any other obligations]

Total Debt Payments: \$ _____

B. Payments to Eligible Entities for Educational and Training Programs (e.g., School Corporation(s)) (pursuant to IC 36-7-25-7): \$ _____

C. Capital Expenditures Contemplated by the Economic Development Plan(s) or Redevelopment Plan(s), as amended: \$ _____

(Examples: (a) “pay-as-you-go” costs of redevelopment projects, including: (1) transportation enhancement projects (such as curbs, gutters, shoulders, street paving, street construction, bridge improvements, sidewalk improvements, pathway improvements, street lighting, traffic signals, site improvements, landscape buffers, and demolition costs); (2) utility infrastructure projects (such as utility relocation, water lines, water wells, wastewater lines, storm water lines, retention ponds, ditches, and storm water basin improvements); (3) public park improvements; (4) recreational improvements and equipment; and (5) projects to enhance cultural attractiveness; (b) real property

acquisition and improvements; (c) equipment and personal property acquisitions and installation; (d) permissible incentives)

D. Grants and Contributions

1. Contributions to Local Economic Development Organizations and similar organizations: \$ _____

2. Contributions to local non-profit organizations: \$ _____

3. Grants or loans to enable eligible low-income individuals and families to purchase or lease residential units in a multiple unit residential structure (pursuant to IC 36-7-14-12.2(a)(24)): \$ _____

4. Grants or loans to provide financial assistance to neighborhood development corporations (pursuant to IC 36-7-14-12.2(a)(25)) to permit them to: (A) provide financial assistance for the purposes described in paragraph D4 above; or (B) construct, rehabilitate, or repair commercial property: \$ _____

5. Other legally permitted grants or loans: \$ _____

E. Professional Expenses (legal, accounting, project supervision expenses, and other): \$ _____

F. Expenditures Related to Capital and Operating Expenses for Police or Fire Services (including such things as salaries and benefits, and acquisition of public safety vehicles and equipment): \$ _____

G. Payment of Operating Expenses, Including Employee Expenses (generally payable from non-TIF sources only): \$ _____

H. Expenditures Related to Military Bases (pursuant to IC 36-7-14-12.2(a)(27)): \$ _____

I. Payments Related to Eligible Efficiency Programs (pursuant to IC 36-7-14-39(b)(4)(L)): \$ _____

J. Permissible Reimbursements for Employee Training Expenses of Industrial Facilities (pursuant to IC 36-7-14-39(b)(4)(K)): \$ _____

K. Permissible Reimbursements of the [applicable city, town or county] (pursuant to IC 36-7-14-39(b)(4)): \$ _____

L. Expenditures from Proceeds of Bonds (Including Expenditures for Residential Housing Development Programs), Lease Financings or Tax Anticipation Warrants: \$ _____

M. Expenditures from Property Tax Levy (pursuant to IC 36-7-14-28): \$ _____

N. Expenditures from State or Federal Grants or Loans, Foundation Grants or Loans, or Funds Provided to Redevelopment Commission by Other Political Subdivisions:
\$ _____

O. Other Anticipated Expenditures:

[List purpose and maximum anticipated amount of other anticipated expenditures]

TOTAL OF (A)-(O): \$ _____

***The Redevelopment Commission recognizes that this Spending Plan has been prepared using information currently available to the Redevelopment Commission, and that unexpected opportunities or needs may arise in 2025 making it appropriate for the Redevelopment Commission to make expenditures not anticipated by this Spending Plan.**

Examples could include, among others:

(1) unanticipated opportunities for interest rate savings on debt, which may make it appropriate for the Redevelopment Commission to use revenues on hand to pay down the debt prior to its scheduled maturity, or to issue refunding bonds and spend the proceeds thereof to refinance the debt;

(2) unanticipated economic development opportunities making it appropriate for the Redevelopment Commission to make expenditures not anticipated by this Spending Plan in order to provide an incentive for attractive economic development and redevelopment opportunities;

(3) the expenditure of gifts from philanthropic individuals, organizations or business entities;

(4) the expenditure of funds from unanticipated State or federal grants; or

(5) the expenditures of funds to provide matching funds required for unanticipated State or federal grants.

In such an event or other similar events, or if amendments to the Spending Plan are otherwise needed, the Redevelopment Commission will comply with the instructions set forth in the Memorandum attached hereto, which provides as follows:

“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.”



MEMORANDUM

Redevelopment Commission Annual Spending Plan Submissions

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.

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.

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

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.

Attachments:

- [Redevelopment Commission Annual Spending Plan Submissions \[Information Systems\] - August 28, 2024](#)

Indiana Department of Local Government Finance

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www.in.gov/dlgf
