



Visit Gateway at <https://gateway.ifionline.org/login.aspx>

Gateway User Guide

School Bus Replacement and Capital Projects Plan Submission



Table of Contents

How Do I Get the Application Screen in Gateway?	2
School Bus Replacement and Capital Projects Plan Overview.....	3
Selecting the Application	4
Select the Unit.....	4
Select Destination	5
Select Upload Report	5
Populating the Capital Project Expenditure & Bus Replacement Plans Upload	6
Selecting Budget Year.....	6
Entering File Name	7
Entering File Description	7
Adding the File.....	8
Ensuring the file is uploaded in the “Add File” and Ready to click on the “Upload Plan”	8
Ensuring that the Capital Expenditure Projects and Bus Replacement Plan is “Successfully Submitted”	9



How Do I Get the Application Screen in Gateway?

As an authorized user of the Indiana Gateway for Government Units, users will have a username and password that will allow access the program. The username is the e-mail address on file with the Department of Local Government Finance (DLGF). The DLGF will assign an initial password, which should then be changed by the owner to something unique and confidential. Users are responsible for all information entered into Gateway under the authorized user's username and password. Users without a Gateway account may contact gateway@dlgf.in.gov to register.

Web Address (URL): <https://gateway.ifionline.org/login.aspx>

To access Gateway, open [Firefox](#) or [Google Chrome](#) and type <https://gateway.ifionline.org/login.aspx> into the browser, and then hit "Enter" on a standard keyboard. Gateway works best using Firefox or Google Chrome. Internet Explorer is not a supported browser.



School Bus Replacement and Capital Projects Plan Overview

Effective January 1, 2020, the governing body shall submit the proposed capital projects expenditure plan or amended plan to the department of local government finance's computer gateway at least ten (10) days before the hearing on the adoption of the resolution. The department of local government finance shall make the proposed plan available to taxpayers through the department's computer gateway. If an amendment to a capital projects expenditure plan is being proposed, the governing body must declare the nature of and the need for the amendment in the resolution to adopt the amendment to the plan.

Capital Project Plan

If a school corporation wants to use money in the operations fund for expenditures related to capital asset acquisition or expenditures that are capital in nature, the governing body must adopt a resolution approving the plan or amended plan. Then, as per IC 20-40-18-6(d), if a governing body adopts the resolution specified in subsection (c), the school corporation must then submit the resolution, and not the plan itself, to the Department.

Bus Replacement Plan

IC 20-40-18-9 confirms that the operations fund is the exclusive fund to be used to pay for the replacement of school buses, either through a purchase agreement or under a lease agreement. Before a school corporation may use money in the operations fund for replacing school buses, a resolution approving the school bus replacement plan or amended plan must be submitted to the Department. The resolution and plan must be in the format prescribed by the Department.



Selecting the Application

Select and click on “File Transmission”.

Select Application

Department of Local Government Finance (DLGF)	Deadline
Abstract	Details
Assessor Reports	Mar 31
Budgets	Details
Data Entry for CNAV and Form 22	Details
Debt Management	Details
Economic Development Reporting	Sep 30
File Transmission	Details
Other Post-Employment Benefits	Mar 1
SB 131 Reporting for SWMDs	Mar 1
TIF Management	Apr 15



Select the Unit

Select and click on the appropriate Unit.

Select Unit

Select Unit

Reporting Year: 2020

Reporting year is only applicable to certain file submissions. The Contracts Upload will not be affected by the year selection.

All Units

Unit Code	Unit Name	Unit Type	Unit County	User Role
9973	DLGF School 1	School	Gateway1	Edit



Select Destination

Select and click on “School Bus Replacement and Capital Projects”.

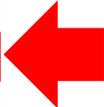
Select Unit > **File Transmission Menu**

File Transmission Menu

Gateway1 County - Dlgf School 1

Select Destination

- Local Government Contracts
- School Bus Replacement and Capital Projects
- Assessor Contracts



Select Upload Report

From the File Transmission Menu, select and click on “Upload Plan”.

Select Unit > File Transmission Menu > **Capital Project Expenditure & Bus Replacement Plans Upload**

Dlgf School 1 - Gateway1 County

Capital Project Expenditure & Bus Replacement Plans Upload

Uploaded Plans

+ Upload Plan



Plan ID	Year	File Name	Description	Type of Plan	Date Submitted	Submitter	Download
No records to display.							

Populating the Capital Project Expenditure & Bus Replacement Plans Upload

Selecting Budget Year

From the Upload Plan, on the *Budget Year, click on the right corner extend arrow of the box.

The screenshot shows a web form titled '+ Upload Plan'. It contains several fields: '* Budget Year:' with a dropdown menu showing 'Select a Year', '* Type of Plan:' with a dropdown menu showing 'Capital Expenditure Plan', '* File Name:' with an empty text box, and '* File Description:' with a large empty text area. At the bottom, there is an '* Add Plan:' section with a 'Choose Files' button and 'No file chosen' text. Two buttons, 'Upload Plan' and 'Clear Plan', are located at the bottom right. A red box highlights the 'Budget Year' dropdown, and a red arrow points to its right corner.

Select and click on the appropriate “Year”.

This screenshot is similar to the previous one, but the 'Budget Year' dropdown menu is open, showing two options: '2021' and '2020'. A red box highlights the dropdown menu, and a red arrow points to its right corner. The rest of the form and buttons are the same as in the previous screenshot.



Entering File Name

Next to the File Name, click on the Box to the right and type the Name of the File.

Entering File Description

The File Description click on the Box to the right and type the File Description.

+ Upload Plan

* Budget Year:

* Type of Plan:

* File Name:

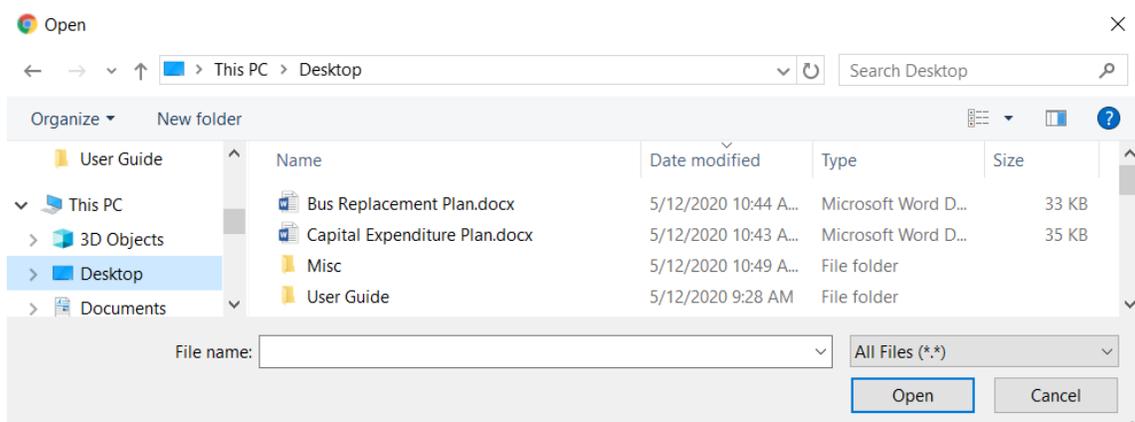
* File Description:

* Add Plan:



Adding the File

Then select and click on the “Choose Files” this will open Windows Document and locate the appropriate file to upload.



Ensuring the file is uploaded in the “Add File” and Ready to click on the “Upload Plan”.

The file name will appear from the right of the Choose Files box. Then Select and click on the “Upload Plan”.

+ Upload Plan

* **Budget Year:** 2020

* **Type of Plan:** Bus Replacement Plan

* **File Name:** Amended Bus Plan 2020

* **File Description:** The amended plan.

* **Add Plan:** Choose Files | **Bus Replacement Plan.docx**

Upload Plan **Clear Plan**

Ensuring that the Capital Project Expenditure and Bus Replacement Plans is “Successfully Submitted”.

The table on Capital Project Expenditure & Bus Replacement Plans Upload will show the Year, File Name, Description, Date/Time Submitted, the submitter’s email and the Download Icon appears in the Upload Plan’s box.

Select Unit > File Transmission Menu > Capital Project Expenditure & Bus Replacement Plans Upload

Dlgef School 1 - Gateway1 County

Capital Project Expenditure & Bus Replacement Plans Upload

2 Uploaded Plans

+ Upload Plan

Plan ID	Year	File Name	Description	Type of Plan	Date Submitted	Submitter	Download
12	2020	Amended Bus Plan 2020	The amended plan.	Bus Replacement Plan	5/12/2020 11:17:03 AM	mgaas-james@dlgf.in.gov	

Congratulations! You have successfully submitted Capital Project Expenditure & Bus Replacement Plans. Please see our other user guides for assistance with other forms. If you have any questions, please contact the Department at gateway@dlgf.in.gov or at (317) 232-3777.