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# STATE OF INDIANA

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DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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**TO: All Political Subdivisions**

**FROM: Josh Jacoboski, Information Systems Director**

**RE: Online Limited Delegation of Authority (LDA) Application Available**

**DATE: June 1, 2023**

The Department of Local Government Finance (“Department”) is proud to announce that the new online [Limited Delegation Authority \(“LDA”\) application](#) on Gateway is now live.

Beginning on June 1, 2023, all new limited delegations must be submitted to the Department via the Gateway application. The new application can be accessed through [Gateway](#). Training materials for the new application include an overview video, PowerPoint presentation, and a comprehensive user guide that can be found on the [Department’s website](#).

The application replaces the current method of using any of the state forms below by which elected officials, their staff, and financial advisors will submit and approve application access:

SF 56327 – Limited Delegation of Authority for Entering and Editing Data in the Indiana Gateway Website for City or Town Units

SF 56328 – Limited Delegation of Authority for Entering and Editing Data in the Indiana Gateway Website: Budget Access – Binding Review Units

SF 56329 – Limited Delegation of Authority for Entering and Editing Data in the Indiana Gateway Website for County Units

SF 56330 – Limited Delegation of Authority for Entering and Editing Data in the Indiana Gateway Website for Solid Waste Management Districts

SF 56331 – Limited Delegation of Authority for Entering and Editing Data in the Indiana Gateway Website for Townships, Libraries, Schools, or Conservancy Districts

SF 56332 – Limited Delegation of Authority for Entering and Editing Data in the Indiana Gateway Website for Special Districts

SF 56485 – Limited Delegation of Authority for Entering and Editing Data in the Indiana Gateway Website for County Assessor Associated Applications

The Department will continue to accept the above state forms up to and including **December 31, 2023**. Starting on January 1, 2024, the LDA application on Gateway will be the exclusive method for submitting and approving application access.

The Department previously issued revised versions of the state forms above in 2022 to provide that a delegation of authority expires one (1) year after the delegation is made. This year, with the launch of the LDA application of Gateway, the Department has revised the state forms further to provide that a delegation using such forms, submitted up to and including December 31, 2023, will expire **on the earliest** of the following dates:

- 1) The date of written revocation by the delegating official.
- 2) The date that is one (1) year after the date of the LDA.
- 3) May 31, 2024.

Therefore, **starting on June 1, 2024**, only delegations of authority that have been submitted using the LDA application on Gateway will be effective. Delegations of authority submitted on the LDA application will expire **one (1) year** after the date of the submission.

If you have questions about the LDA application, please contact the Department Support Team at [support@dlgf.in.gov](mailto:support@dlgf.in.gov) or call 317-232-3777.