

Neighborhood Revitalization Abstract

Instructions for Reporting



Prepared by the
Abstract Section

Kansas Department of Revenue
Division of Property Valuation
Zibell State Office Building
300 SW 29th St./PO Box 3506
Topeka, KS 66601-3506

TABLE OF CONTENTS

GENERAL INSTRUCTIONS 1

MAIN MENU 1

NEIGHBORHOOD REVITALIZATION REPORTING MENU 2

UPLOAD NEIGHBORHOOD REVITALIZATION FILE..... 3

EDIT NEIGHBORHOOD REVITALIZATION FILE..... 6

NEIGHBORHOOD REVITALIZATION ABSTRACT 10

The Neighborhood Revitalization Abstract (the on-line form PV-AD-74, revised August 2011) satisfies the reporting requirements stated in K.S.A. 12-17,118 (e).

If you have any questions about this form contact Veronica Dean (telephone: 785.296.2936, [email: veronica.dean@ks.gov](mailto:veronica.dean@ks.gov)) or Steffanie Kirkland (telephone: 785.296.3225, [email: steffanie.kirkland@ks.gov](mailto:steffanie.kirkland@ks.gov)) at the Kansas Department of Revenue, Division of Property Valuation, Abstract Section.

Mailing Address (please note that the mail is not sent to our current location):

Kansas Department of Revenue
Division of Property Valuation
Abstract Section
Zibell State Office Building
PO Box 3506
Topeka, KS 66601-3506

GENERAL INSTRUCTIONS

Due to SB 19 passed in 2017, any new, renewed or revised in any way Neighborhood Revitalization Program designated or amended after July 1, 2017 will not rebate taxes collected for any USD capital outlay funds (see K.S.A. 12-17,115) to any taxpayers who sign up in a new, a renewed or a revised program. Verify before the rebates are paid that *only taxpayers who have been in existing, unchanged programs receive rebates on the USD capital outlay funds!*

The abstract (PV-AD-74) printed from this program is due on or before November 1 and satisfies the reporting requirements stated in K.S.A. 12-17,118(e). The program requires that your computer have Microsoft Internet Explorer.

Access to the on-line Neighborhood Revitalization Abstract program is found on the Abstract Section's home page which is accessed from the KDOR website. The website is <http://www.ksrevenue.org/pvdabstract.html>. You are encouraged to add this website to your 'Favorites'. To log into the abstract on-line application, click on '**July and Nov. Abstracts**'. At the On-line Application Login Welcome screen enter your 'Username' (your county number) and your 'Password' and click the 'Login' button.

MAIN MENU

You are now at the On-line Application Main Menu. There are '**Tax Unit Boundary Certification**', '**July**' or '**November**', '**Neighborhood Revitalization**' and '**Ratio**' radio buttons, as well as a blue '**Continue**' button. The '**Neighborhood Revitalization**' button is available from June through December and remains open until all Neighborhood Revitalizations Abstracts are received. It is inaccessible the remainder of the year.

The Navigation Menu is available above the Main Menu and all of the reporting menus. Throughout the session, you may logout and return to the On-line Application Login Welcome screen by clicking on the 'Logout' in the Navigation Menu (the yellow band just above the menu). To return to this main menu page at any time, click on the 'Home' in the Navigation Menu. To change your password, click 'Change Password' in the Navigation Menu. See the '**July Abstracts User Guide**' or '**November Abstracts User Guide**' for information about changing your password. These two user guides and the NRA instructions are available by clicking 'Help' in the Navigation Menu. To go to the list of our telephone numbers and email addresses click on 'Contact Us' in the side bar. Click the '**Neighborhood Revitalization**' radio button to select then click the '**Continue**' button.

Jeff Colyer, M.D.
Governor

Samuel Williams
Secretary of Revenue

Kansas
Department of Revenue

Customer Service Center
Login Register

PERSONAL TAX BUSINESS TAX VEHICLES ALCOHOLIC BEVERAGE CONTROL PROPERTY VALUATION CONTACT US OTHER

Welcome to PVD online applications

Username:

Password:

Login

Copyright © 2017 Kansas Department of Revenue. All Rights Reserved.

[Secure PVD Menu Log In](#)

NEIGHBORHOOD REVITALIZATION REPORTING MENU

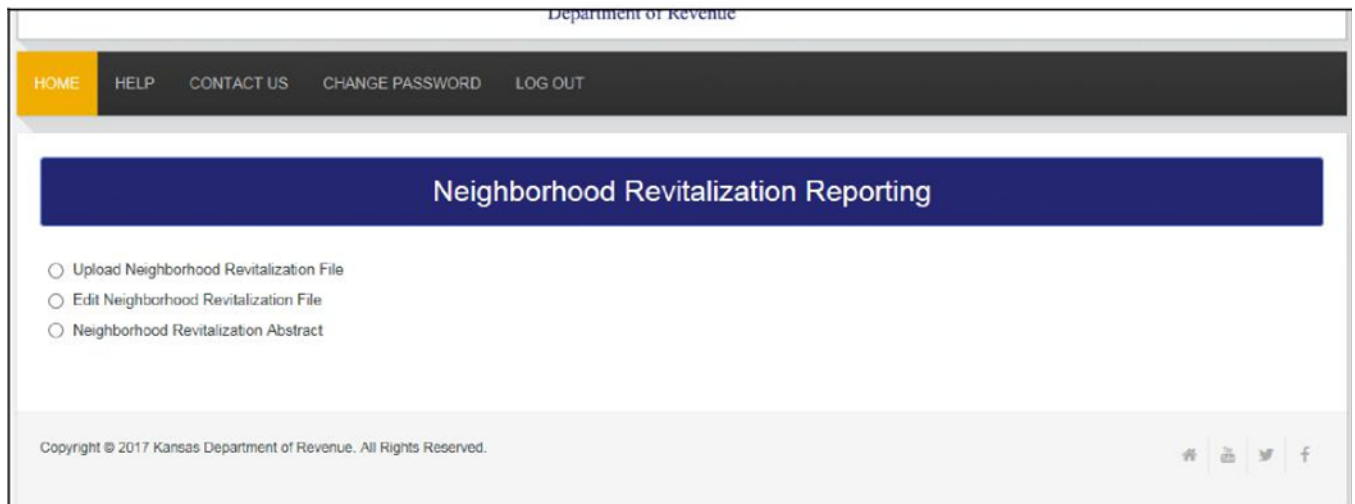
The Neighborhood Revitalization Reporting menu provides a list of options for creating the Neighborhood Revitalization Abstract. There are only three radio buttons for the Neighborhood Revitalization Reporting:

- Upload Neighborhood Revitalization File
- Edit Neighborhood Revitalization File
- Neighborhood Revitalization Abstract

When the ‘**Upload Neighborhood Revitalization File**’ radio button is clicked, an upload screen appears. When the ‘**Edit Neighborhood Revitalization File**’ radio button is clicked, an edit screen appears. When the ‘**Neighborhood Revitalization Abstract**’ radio button is clicked, the final abstract appears.

If your county **does not have** a NRP, you may click on the ‘**Upload Neighborhood Revitalization File**’ radio button and uncheck the box before the statement ‘*If your county **does not have** a NRP, please uncheck this box. Clerk will be certifying zero rebate tax.’ When you uncheck the box, you will be taken directly to the abstract to be printed. You will be certifying zero rebate taxes. You will need to sign, date and affix your seal to the Neighborhood Revitalization Abstract and mail the certification to the abstract section. Go to the ‘**Neighborhood Revitalization Abstract**’ section of these instructions for the mailing address and a screen print of the certification.

If your county **does have** one or more NRP’s, you will continue with the upload or edit instructions which follow.



Neighborhood Revitalization Reporting

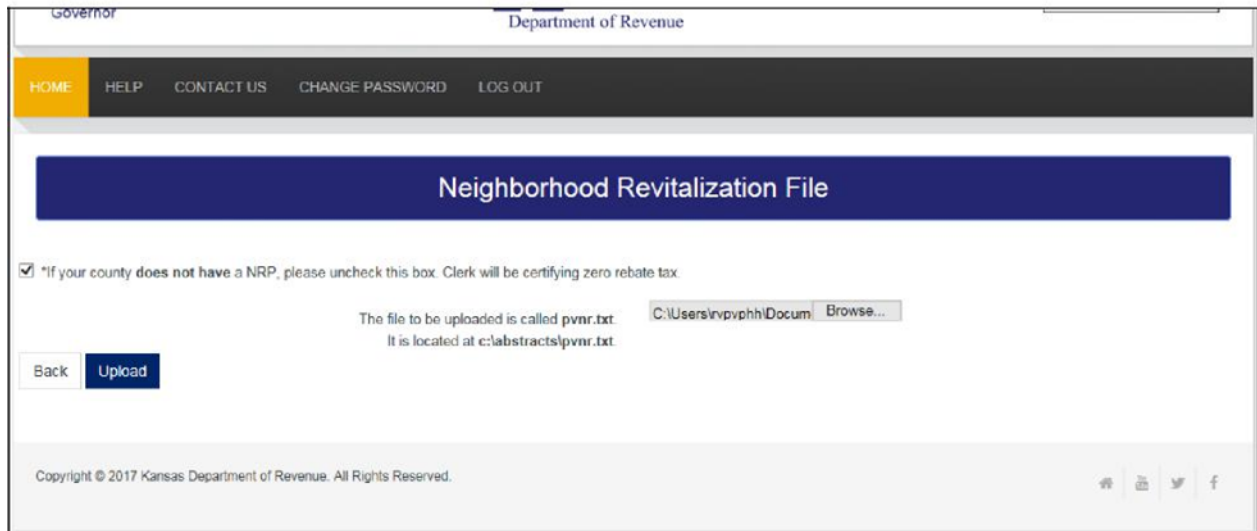
UPLOAD NEIGHBORHOOD REVITALIZATION FILE

Choose the 'Upload Neighborhood Revitalization File' radio button to upload the file, **pvnr**. The path for this file is [c:\abstracts\pvnr.txt](#). You will need to find and select the file on your computer, locating it with its pathname. Clicking on the 'Browse' button in the upload window opens the 'Choose File' dialog box. Using this dialog box:

- Click on the on Documents or OS: (C) to locate and double click on the 'Abstracts' folder
- Locate and click on the **pvnr** file in the 'Abstracts' folder
- Click on the 'Upload' button to upload the file



Browse Box open in Upload Screen



Path to File in Browse Box

If you do **not** have any Neighborhood Revitalization Programs in your county you may uncheck the box before the statement ‘*If your county **does not have** a NRP, please uncheck this box. Clerk will be certifying zero rebate tax.’ When you uncheck the box, you will be taken directly to the certification to be printed.

If you do have Neighborhood Revitalization Programs in your county and do not have a file to upload, you will need to go back to the ‘**Neighborhood Revitalization Reporting**’ menu and click on the ‘**Edit Neighborhood Revitalization File**’ radio button.

If no file or the incorrect file is selected and the ‘**Upload**’ button is clicked, an error message is displayed in red. Try again to select the correct file. After a successful upload, you will see a message that the file has been uploaded successfully and an informational table of the data that was uploaded is displayed (see the screen print below).

The screenshot shows the 'Neighborhood Revitalization File' page on the Department of Revenue website. A red message states 'The file has been successfully uploaded.' Below this, a checkbox is checked with the text '*If your county does not have a NRP, please uncheck this box. Clerk will be certifying zero rebate tax.' There are 'Back' and 'Add' buttons. A section titled 'Neighborhood Revitalization Abstract' includes a link 'Make this data Printable' and a table with the following data:

	Dist Code	Dist ID	Name	Levy	Rebate Tax	Rebate Value	Year
Edit	CT	CT200	ALLEN0.064513	19,827.94	307,348	2016	
Edit	CZ	CZ100	Humbolt0.063744	2,681.27	42,063	2016	
Edit	CY	CY001	Iola0.038168	6,990.06	183,139	2016	
Edit	CZ	CZ002	Laharpe0.051677	4,245.05	82,146	2016	
Edit	TV	TW001	Elm0.000008	.13	16,250	2016	
Edit	SG	SG257	USD257GEN0.020000	5,049.54	252,477	2016	
Edit	CC	CC100	COMMUNGEN0.016954	5,210.77	307,348	2016	
Edit	SG	SG258	USD258GEN0.020000	799.60	39,900	2016	
Edit	SD	SD257	USD257OT0.028385	7,530.14	265,286	2016	
Edit	SD	SD258	USD258OT0.046370	1,960.46	42,063	2016	

At the bottom of the page, there is a copyright notice: 'Copyright © 2017 Kansas Department of Revenue. All Rights Reserved.' and social media icons for Facebook, Twitter, and LinkedIn.

Successful Upload Screen with Data

If you wish to print the displayed data, click ‘**Make this data printable**’. This makes it possible to print the data without the extra headers and sidebars. You may scroll through the data using the scroll bars on the right side and the bottom of the table.

Neighborhood Revitalization File

Dist Code	Dist ID	Name	Levy	Rebate Tax	Rebate Value	Year
CT	CT200	ANDERSON COUNTY	0.093354	38,195.79	409,150	2016
CY	CY002	GARNETT	0.043226	17,685.92	409,150	2016
CZ	CZ003	GREELEY	0.042527	.00	0	2016
SB	SB365	USD 365 B & I	0.007306	2,989.25	409,150	2016
SD	SD365	USD 365 OTHER	0.019561	8,003.37	409,149	2016
SG	SG365	USD 365 GEN	0.020000	8,183.00	409,150	2016
SC	SC365	USD 365 CAPOUT	0.007012	2,518.37	359,151	2016

'Make this Data Printable' result

If the data is correct, click on the '**Neighborhood Revitalization Abstract**' below the '**Back**' button. You may also click on the '**Back**' button to return to the '**Neighborhood Revitalization Reporting**' menu and click on the '**Neighborhood Revitalization Abstract**' radio button. Go to the **Neighborhood Revitalization Abstract** section of these directions to finish the abstract.

If the data needs to be edited, click on the word '**Edit**' at the beginning of the line to be edited or the '**Add**' button to add a tax district. You may also click the '**Back**' button to return to the '**Neighborhood Revitalization Reporting**' menu and click on the '**Edit Neighborhood Revitalization File**' radio button. Go to the '**Edit Neighborhood Revitalization File**' section of these directions for instructions on editing the file.

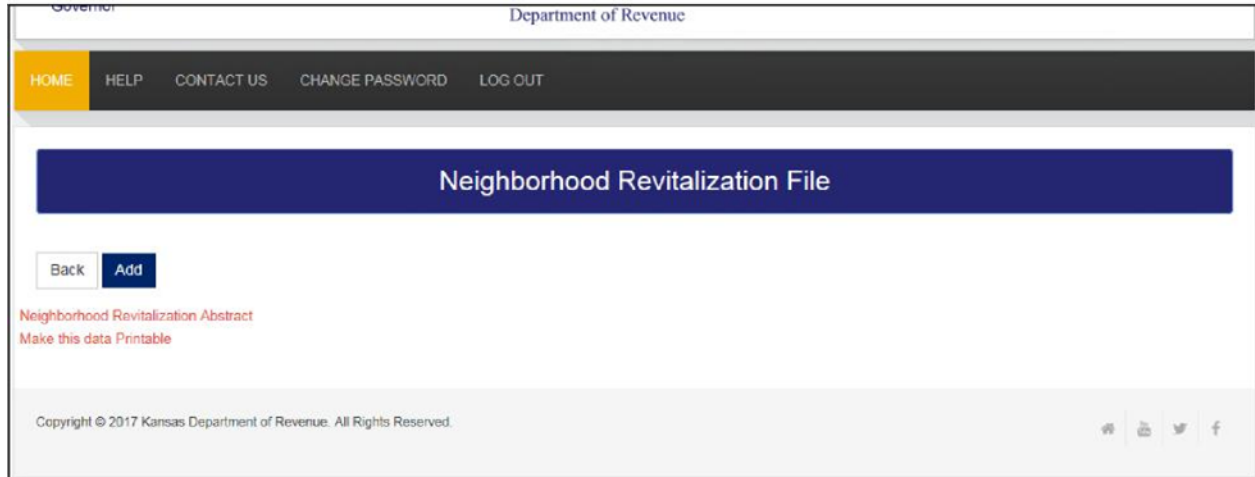
The on-line program scans the files for errors. If any problems are encountered in the upload process, an error message is displayed advising you of the problem.

In 2019 the USD capital outlay will need to be reported separately from the USD other funds. The funds for USD capital outlay will be listed with the District Code of SC and the USD other funds will continue to be listed under the District Code of SD. These changes in reporting the USD capital outlay taxes are necessary due to SB 19 passed in 2017. See page 1 of this manual for more information on this.

EDIT NEIGHBORHOOD REVITALIZATION FILE

Go to the ‘**Neighborhood Revitalization Reporting**’ menu and click on the ‘**Edit Neighborhood Revitalization File**’ radio button to enter information when there is not a file to upload or when the uploaded information needs to be edited from the previous or current year. Below is a screen print of a county which did not have a file to upload. The first year there will not be any information in the Neighborhood Revitalization File. Later in this section will be directions about editing the information for the subsequent years.

This file resembles the November Tax District Report with the same codes, district identifiers and names. For example, the USD tax rebates should be separated by these districts (similar to the November Tax District Report): general (SG), bond and interest (SB), recreation commission (RC) and all other (SD).



First Year Rebates & No File to Upload

Click the ‘**Add**’ button and enter the information for each of the tax districts which are participating in a Neighborhood Revitalization Program (i.e., which have interlocal agreements to rebate tax dollars on incremental increases in ad valorem property tax) for the report year. The ‘**Report Year**’ is the previous tax year and maintained by PVD in the program. See screen print on the next page. Enter the information using the following data entry instructions:

Code: This is a two letter code that identifies the tax district type and must be entered as upper case letters. For example, the ‘Code’ for the county entry would be CT. If you are uncertain about the code to use, go to the [County Clerks Handbook](#), ‘Appendix C’, page 1. This code is also used in the November Tax District Report.

Dist ID: This is the two letter code (see Code above) combined with numbers and letters that identifies the individual tax district. All letters must be entered as upper case. For example, the ‘Dist ID’ for the county would be CT200. The data entry rules for the ‘District ID’ are in the [County Clerks Handbook](#), ‘Appendix C’ on pages 4 and 5. The ‘District ID’ is also used in the November Tax District Report.

Name: This is the name of the tax district which is participating in a Neighborhood Revitalization Program (i.e., which has an interlocal agreement to rebate tax dollars on incremental increases in ad valorem property tax). For example, the ‘Name’ for the county would be the county name: Allen, Anderson, etc. The data entry rules for the ‘Name’ are the same as those for ‘Description’ in the [County Clerks Handbook](#), ‘Appendix C’ on pages 4 and 5. ‘Name’ is also used for tax districts in the November Tax District Report.

Levy: The levy is the tax district levy for the report year. The ‘**Report Year**’ is the previous tax year and maintained by PVD in the program. The levy for the tax district is entered as a six place decimal number. For example, 123.456 mills would be entered as .123456. You may not enter zero here (you will get an error message). To remove an entry, enter zero in the ‘Rebate Tax’ box.

Rebate Tax: The rebate taxes reported are for the rebates paid on the ad valorem taxes for the incremental increases in property value based on the interlocal agreements (i.e. the Neighborhood Revitalization Programs) for

the report year. The **'Report Year'** is the previous tax year and maintained by PVD in the program. The rebate tax is entered to the nearest cent without commas and with one decimal point. For example, a rebate tax amount of \$1,000.60 would be entered as 1000.60.

Rebate Value: This is a field you do not need to enter. The program will calculate the rebate value using the 'Rebate Tax' and the 'Levy'. You should compare the calculated value to the county reports which have the incremental Neighborhood Revitalization value.

Click the **'Submit'** button above the information which has been entered. A line with the tax district information will be displayed in the information table below the yellow header line.

The screenshot shows a web interface for entering tax district information. At the top, there is a navigation bar with links for HOME, HELP, CONTACT US, CHANGE PASSWORD, and LOG OUT. Below this is a dark blue header with the text "Neighborhood Revitalization File". The main content area has a "File Year: 2016" label and two buttons: "Back" and "Submit". The form fields are as follows:

Cnty No	59
Code	<input type="text" value="CT"/>
Dist ID	<input type="text" value="CT200"/>
Name	<input type="text" value="McPherson County"/>
Levy	<input type="text" value=".030158"/>
Rebate Tax	<input type="text" value="6279.56"/>
Rebate Value	0

Edit Box for Taxing Districts

Neighborhood Revitalization File

New Tax Dist Added

File Year: 2016

Cnty No 59

Code

Dist ID

Name

Levy

Rebate Tax

Rebate Value 208222

Neighborhood Revitalization Abstract
 Make this data Printable

Dist Code	Dist ID	Name	Levy	Rebate Tax	Rebate Value	Year
Edit	CT	CT200	McPherson County	0.030158	6,279.56	208,222

Screen After Submit--New Line Entered

During the second and subsequent years and when uploaded files need to be edited, click the word **'Edit'** at the beginning of the line which needs to be edited. An edit box will appear above the information table. Follow the data entry guidelines given on pages 6 and 7.

When you do not have a file to upload, each tax district's 'Levy' and 'Rebate Tax' will need to be edited during the second and subsequent years.

To edit the 'Levy', delete the current entry and enter the levy as a decimal number to six places. You may not enter zero for the levy. If you need to delete the tax district, enter zero for the rebate tax. The rebate tax and value then will be zero.

To edit the 'Rebate Tax', delete the current entry and enter the rebated tax to the nearest cent with one decimal point and no commas.

To edit the 'Code', the 'District ID' or the 'Name', delete the current entry and edit these following the guidelines given on pages 6 and 7.

Click the **'Update'** button when you are finished editing the taxing district line.

The updated file will appear in the information table below the header line. Notice that the **'Rebate Value'** is updated also.

Neighborhood Revitalization File

File Year: 2016

Cnty No: 001

Code:

Dist ID:

Name:

Levy:

Rebate Tax:

Rebate Value: 307348

Neighborhood Revitalization Abstract
[Make this data Printable](#)

	Dist Code	Dist ID	Name	Levy	Rebate Tax	Rebate Value	Year
Edit	CT	CT200	ALLEN0.064513	19,827.94	307,348	2016	
Edit	CZ	CZ100	Humbolt0.063744	2,681.27	42,063	2016	
Edit	CY	CY001	Iola0.038168	6,990.06	183,139	2016	

Edit Existing File after Edit Clicked for County (CT) Line

Neighborhood Revitalization File

File has been Updated

File Year: 2016

Cnty No: 001

Code:

Dist ID:

Name:

Levy:

Rebate Tax:

Rebate Value: 270340.39

Neighborhood Revitalization Abstract
[Make this data Printable](#)

	Dist Code	Dist ID	Name	Levy	Rebate Tax	Rebate Value	Year
Edit	CT	CT200	ALLEN0.054191	17,353.42	270,340	2016	
Edit	CZ	CZ100	Humbolt0.063744	2,681.27	42,063	2016	
Edit	CY	CY001	Iola0.038168	6,990.06	183,139	2016	
Edit	CZ	CZ002	Laharpe0.051677	4,245.05	82,146	2016	

File Updated with New Levy & Rebate Tax—Notice Value Changed

If you wish to print the entered or edited data, click '**Make this data printable**'. This makes it possible to print the data without the extra headers and sidebars (see screen print on page 5).

NEIGHBORHOOD REVITALIZATION ABSTRACT

After the Neighborhood Revitalization files have been uploaded or data entered, you will need to print and certify the abstract. The Neighborhood Revitalization Abstract is a summary of the rebated taxes. Go to the ‘**Neighborhood Revitalization Reporting**’ menu and click on the ‘**Neighborhood Revitalization Abstract**’ radio button. The summary of the uploaded or edited information will appear as a pdf.

Even if your county does not have a Neighborhood Revitalization Program, you **must** submit a NRA. Go to the ‘**Upload Neighborhood Revitalization File**’ and uncheck the box before the statement ‘*If your county **does not have** a NRP, please uncheck this box. Clerk will be certifying zero rebate tax.’ When you uncheck the box, you will be taken directly to the certification to be printed. You will be certifying zero rebate taxes.

NEIGHBORHOOD REVITALIZATION ABSTRACT

Taxes levied November 1, 2016 for 2017 expenditures.

The certification is to be submitted on or before November 1 each year for the preceding year's paid rebate tax. If county does not have a NRP, clerk will be certifying zero rebate tax.

SUMMARY OF REBATE TAX

		Rebate Tax
County		17,353.42
Cities		13,916.38
Townships		0.13
Community College(s)		5,210.77
Municipal University		0.00
USD's General Fund		5,849.14
USD's All Other Funds		9,480.60
Miscellaneous Districts:		
Cemeteries	0.00	
Drainage	0.00	
Fire	0.00	
Hospital	0.00	
Improvement	0.00	
Library	0.00	
Park & Recreation	0.00	
Recreation Commission	0.00	
Sewer	0.00	
Watershed	0.00	
Community Bldg	0.00	
Other	0.00	
SUBTOTAL MISCELLANEOUS		0.00
GRAND TOTAL		51,810.44

This is a summary of the abstract of tax rebated in all or in part of incremental increases in ad valorem property tax resulting from improvements to qualifying property pursuant to K.S.A. 12-17,114 through 12-17,120. This certification will satisfy requirements stated in K.S.A. 12-17,118 (e).

I hereby CERTIFY that the abstract of assessed value and tax rebated has been prepared and furnished to the Director of Property Valuation, in compliance with the provisions of K.S.A. 12-17,114 et seq. and to satisfy requirements stated in K.S.A. 12-17,118 (e).

Certified this ____ day of _____ 2017 .

_____ County Clerk

Neighborhood Revitalization Abstract ready to be signed, dated, seal applied and mailed.

You will need to print a copy and sign, date and affix your seal to the Neighborhood Revitalization Abstract. Mail the certification to the Abstract Section:

MAILING ADDRESS:

Kansas Department of Revenue
Division of Property Valuation
Abstract Section
Zibell State Office Building
PO Box 3506
Topeka, KS 66601-3506