

To: BEP Recipients (All Divisions)
From: Department of Asset Preservation
Date: November 1, 2019
Re: **Waiver Submission Moratorium Lifted; Amended Waiver Policies**

WAIVER MORATORIUM LIFTED

On November 29, 2018, IHCDA issued BEP Notice 18-110 which stated that a moratorium on all waiver request types would go into effect April 30, 2019. On April 24, 2019, IHCDA subsequently issued BEP Notice 19-115 which stated Tier Override requests and End Use Modification requests were excluded from the Moratorium. BEP Staff hereby give notice that the Waiver Moratorium is lifted. Recipients shall be authorized to submit any/all waiver request types through Monday, June 1, 2020:

Moratorium Lifted: Friday, November 1, 2019 12:00am Eastern Time
Moratorium Reinstated: Monday, June 1, 2020 11:59pm Eastern Time

AMENDED WAIVER FORM & SITE EVALUATION MATRIX

BEP Staff have amended the BEP Waiver Form and the Site Evaluation Matrix (attached hereto). Recipients will be able to identify the new forms by the header “Released with BEP Notice 19-1XX. Approved for Use November 1, 2019”. The updated forms must be used for all requests submitted on/after November 1, 2019.

Recipients must discontinue use of any/all prior versions of the BEP Waiver Form and/or Site Evaluation Matrix. Modification of the BEP Waiver Form and/or Site Evaluation Matrix is strictly prohibited. Failure to submit a waiver request using the approved form(s) will result in an automatic denial of the Recipient’s request and necessitate resubmittal as a new request.

ELECTRONIC SUBMISSION OF WAIVER REQUESTS

Recipients are now required to submit BEP Waivers, SEMs, and any/all supplemental documentation through JotForm online. Upon submission of your request, a unique Waiver Submission ID will be generated, and the request will be added to the waiver queue in order of date/time submitted. IHCDA will no longer issue email receipts with queue positions as JotForm automatically provides this information upon submission.

Recipients may access the online submission portal at <https://form.jotform.com/IHCDA/bepwaiversubmit>. No username is required to login to the submission site; however, Recipients will be required to enter a password to access the submission page. Recipients with active BEP Projects will be provided with the password via email.

Please note, MAILED/HAND-DELIVERED PAPER SUBMISSIONS WILL NO LONGER BE ACCEPTED.

ELECTRONIC SUBMISSION OF MISSING DOCUMENTATION

BEP Staff will notify the Recipient via email from BEP@ihcda.in.gov if it is determined additional documentation is needed. Recipients must utilize the online submission portal at <https://form.jotform.com/IHCDA/addwaiverdocs> to submit the requested documentation.

ELECTRONIC SUBMISSION OF APPEALS OF INDIANA LANDMARKS HISTORIC REVIEW

Notice 17-89: Indiana Landmarks Review & Appeal Process, as amended by Notice 19-117, outlines the historic review process for potential BEP properties and establishes the procedure for submitting an appeal of an Indiana Landmarks decision. Recipients must now submit an appeal of an Indiana Landmarks decision through the online submission portal at <https://form.jotform.com/IHCDA/inlappeal> Refer to Notice 19-117 for specific guidance on the appeals process.



RETENTION OF ORIGINAL WAIVER REQUESTS & SITE EVALUATION MATRIXES

Recipients MUST retain any/all original Waiver Forms, SEMs, and supporting documentation submitted through the online submission portal. A document is considered “original” if it contains a wet-ink signatures (no photocopies). Recipients may be required to produce all original waiver files with wet-ink signatures at their compliance audit.

MAXIMUM PROPERTY CAP FOR PROPERTY ADDITION REQUESTS

Effective November 1, 2019, Recipients are permitted to submit up to five (5) properties in a single waiver request. Recipients may not submit more than five (5) properties in a single request. There is no limitation on the number of requests a Recipient submits.

NULLIFICATION OF PRIOR POLICY GUIDANCE

The following Notices regarding the submission of Waivers and SEMs are hereby null and void:

- **Notice 17-81: Outline of IHCDA Waiver Review Policies** – The policy guidance provided in this Notice is no longer applicable as IHCDA is no longer accepting mailed-in/hand-delivered hardcopy requests. Recipients will no longer receive email receipts from an IHCDA staff member.
- **Notice 17-89: Indiana Landmarks Review & Appeal Process** – The policy guidance in this Notice is no longer applicable as the review process and appeal procedures have been amended both above and in Notice 19-117.
- **Notice 17-94: Amended Administrative & Operations Protocols (Section 4: Waivers ONLY)** – The policy guidance provided in this Notice is no longer applicable as the Path to Acquisition requirement was amended in Notice 18-110. Additionally, the maximum property resubmission cap is repealed