

# Blight Elimination Program JotForm Submission Portal Manual

## Where to Submit My Waiver Requests

Recipients who wish to submit a Waiver Requests can do so by visiting the IHCDA-JotForm Waiver Submission Portal here → <u>https://www.jotform.com/IHCDA/bepwaiversubmit</u>. Recipients do <u>not</u> need to set up an account or provide login information to access the Waiver Submission Portal.

hcda O diana Housing & Community Devel	opment Authority
Waivers Ahead of This Request	Automatically know your place in the queue.
Recipient Name *	
Submitter's Name *	
Submitter's Email example@example.com	
Date *	The date is pre-populated so there's no guessing.
Type of Waiver Request(s) *         Program Partner Assignment/Removal         Property Addition (Standard and/or Surplus)         Property Removal         Tier Override         End Use Modification	You can select as many request types as needed.
Upload Completed Waiver Form *     Browse Files Completed form must be uploaded as a .pdf or .doc/docx. Recipient must maintain the original Waiver Form with wet-ink signatures and may be required to produce the original file(s) for inspection at the Recipient's compliance audit.	Upload your electronically signed Waiver Form and supporting documentation here!
Next	

Immediately upon accessing the site, Recipients will be shown this screen to the left. On this page, Recipients will provide basic submission information such as Recipient Name, Submitter Name and Contact Info, Type of Request(s) being submitted, and where you will upload your completed and electronically signed BEP Waiver Form.

The queue placement and date of submission are pre-populated fields and cannot be edited. Recipients have the ability to select multiple request types.

Recipients will upload their completed Waiver Form and supporting documentation here, with the exclusion of your Site Evaluation Matrix (SEM) Packets. If you select "Property Addition (Standard and/or Surplus)" as a request type, you will be directed to the SEM Packet upload page.

Recipients are encouraged to complete and electronically sign the BEP Waiver Form using Adobe Reader/Adobe Acrobat Pro. If you do not have either of these programs, you can download Adobe Reader for free here  $\rightarrow$  https://get.adobe.com/reader/.

If electronic signing still is not an option, Recipients may print the form, complete and sign by hand, scan as a .pdf or similar file, and upload to the same box in the JotForm Submission Portal.

# **Electronically Signing My Waiver Form/SEM**

If you are completing the form electronically, you will be required to set up your digital signature with Adobe DocuSign if one has not already been set up. To set up a new digital signature, follow these instructions below.

1. Click on the electronic signature box, then select "Configure New Digital ID".

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rms hav	Choose the	Digital ID that you want to use for signing: Refresh	his
IEN' sigr		Issued by: Timothy J Parthun, Expires: 2024.10.14	) I Wa
gh th print			knov
	?	Configure New Digital ID Cancel Continu	

3. Select "Save to File" or "Save to Windows Certificate Store".



5. Select the Digital ID you want to sign with and hit Continue.



2. Select "Create a new Digital ID" and hit Continue.

A Digital ID is required to	Selec	t the typ	e of Digital ID:
create a digital signature. The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart	0	ā,	Use a Signature Creation Device Configure a smart card or token connected to your computer
card or token. Some are based on files. You can also create a new Digital ID, but they provide a low level of identity	0	L.O.	Use a Digital ID from a file Import an existing Digital ID that you have obtained as a file
assurance.	C		Create a new Digital ID Create your self-signed Digital ID

4. Enter your identification information and hit Save.

Enter the identity	Name	Leslie Knope	
information to be used for creating the self-signed Digital ID.	Organizational Unit	Department of Parks & Recreation	
Digital IDs that are self-	Organization Name	City of Pawnee	
signed by individuals do not provide the assurance that the identity information is	Email Address	lknope@pawnee.in.gov	
valid. For this reason they may not be accepted in	Country/Region	US - UNITED STATES	`
some use cases.	Key Algorithm	2048-bit RSA	`
	Use Digital ID for	Digital Signatures	`

6. Verify your digital signature information and hit Sign.



AFTER COMPLETING THESE STEPS TO CREATE YOUR DIGITAL ID AND SIGN, YOU WILL BE PROMOTED TO SAVE THE FILE. PLEASE ENSURE THE FILE NAME ENDS WITH "\_SIGNED".

#### **Uploading SEM Packets to Your Waiver Submission**

Recipients seeking to add new properties, whether it be Standard, Surplus, or Reinstatement, should select "Property Addition (Standard and/or Surplus). After you make your selection and your upload Waiver Form/Waiver Packet, hit "Next" to move on to the SEM Upload Page. Do NOT upload your completed SEM Packets and supporting documentation to the Waiver Upload Box.

Type of Waiver Request(s) *         Program Partner Assignment/Removal         Property Addition (Standard and/or Surplus)         Property Removal         Tier Override         End Use Modification	Don't forget to select "Property Addition". Otherwise, you won't be able to upload your SEM Packets.
Upload Completed Waiver Form *     Browse Files Completed form must be uploaded as a .pdf or .doc/docx. Recipient must maintain the original Waiver Form with wet-ink signatures and may be required to produce the original file(s) for inspection at the Recipient's compliance audit.  Next	

Property #1			
Street Address			
itate Parcel ID (ONLY IF NO 5 AVAILABLE)	COMPLETE COMMON ADDRESS		
ity/Town	County		
Postal / Zip Code			
Drowserne			
/pload the completed SEM, p upporting documentation as loc/docx file. If you must mak ploads of photos/documental ave photos and additional .pr educed file sizes.	otos, and ne. pdf file or : multiple on, please files as		
Jolad the completed SEM, p supporting documentation as doc/docx file. If you must mail polads of photos/documental save photos and additional, pr educed file sizes. Pursuant to BEP Notic state that I evaluated to Blight Elimination Pro determined that the pr nitial in the box below	otos, and ne. pdf file or multiple on, please files as e 16-50, I being the individual ne property for the purpose o gram Project. I affirm that at th operty was not legally occupi or use your finger to initial if	named as submitter on Page f adding this property to the R te time of inspection for the B ed. Use your mouse (click and working on a touch screen de	1, hereby ecipient's EP, it was drag) to vice.
Joload the completed SEM, p supporting documentation as doc/docx file. If you must mai- ploads of photos/documental ave photos and additional, pre- educed file sizes. Pursuant to BEP Notic state that I evaluated to Blight Elimination Pro- letermined that the p nitial in the box below	otos, and ne. pdf file or multiple on, please files as e 16-50, I being the individual ne property for the purpose o yram Project. I affirm that at ti operty was not legally occupi or use your finger to initial if	named as submitter on Page f adding this property to the R te time of inspection for the B ed. Use your mouse (click and working on a touch screen de	1, hereby ecipient's EP, it was drag) to vice.
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Pursuant to BEP Notice 19-116, Recipients are permitted to submit up to five (5) properties in a single waiver submission. Recipients are not able to upload more than five (5) SEM Packets with supporting documentation as the system will not allow you to do so.

Page 2 will show five (5) dropdown bars which you can click to open. Here, you will provide the property address information, upload the completed and electronically signed SEM with supporting documentation, and electronically initial the Notice 16-50 Vacancy Requirement. To initial, click and drag your mouse in the box provided OR use your finger if working on a touch-enabled screen.

Recipients can open as many dropdown bars as needed, with a max upload of five (5) SEM Packets with supporting documentation.

## **Final Verification & Submission of Your Request**





✓ I, being the submitter named on Page 1 of this form, acknowledge I have reviewed my submission and verified it is complete and all information contained herein is true to the best of my knowledge. I further acknowledge that I have thoroughly reviewed the policies and procedures set forth in BEP Notice 19-116 and that the Recipient will maintain all original hardcopy documents with wet-ink signatures, and that the Recipient may be required to produce the original files for inspection at the Recipient's Compliance Audit. I further acknowledge that failure to submit all required documentation will result in significant processing delays and/or denial of the request. \*

After checking the box above, initial here. Use your mouse (click and drag) to initial in the box below or use your finger to initial if working on a touch screen device. \*



After you have submitted your request, you will be taken to

After you have uploaded your Waiver Form and SEM Packet(s), if applicable, and completed all required fields, Recipients will acknowledge they have thoroughly reviewed their submission and agree to the policies and procedures set forth in BEP Notice 19-116. Recipient will check the acknowledgment statement and initial in the box. To initial, click and drag your mouse in the box provided OR use your finger if working on a touchenabled screen. Then hit Submit!