

To: BEP Recipients (All Divisions)
From: Asset Preservation Department
Date: January 31, 2017
Re: Outline of IHCD Waiver Review Policies

IHCD has received several inquiries from Recipients regarding the status of waiver requests and how IHCD processes waiver requests. This notice shall serve to provide Recipients with an outline of the existing policies already in place utilized to process waiver requests.

1. The waiver form is stamped with the date of receipt upon being opened by a BEP staff member.
2. The waiver form is logged, assigned a waiver number, and added to the queue for processing.
3. The waiver is briefly checked for original signatures and complete documentation.
 - a. Requests that contain original signatures and complete documentation are added to the queue in order of date received.
 - b. Requests that require additional documents or are incomplete will be dropped to the bottom of the queue OR may be declined in whole and necessitate a resubmittal based on the amount of additional documentation needed.
4. If the request is for property addition, property addresses are sent to Indiana Landmarks for review.
5. The waiver is reviewed in full. If additional documentation is needed, the Recipient is notified of what documentation is needed and given no more than two (2) weeks to submit the requested documentation.
 - a. Requests that require additional documentation will lose their place in the queue.
 - b. Requests that contain originals and complete documentation are processed in full.
6. Upon completion of review, an official response letter regarding the status of the waiver request is drafted and sent to the Recipient via email.
7. All necessary changes are sent to Operations to update IHCD Online.

In addition to the policies outlined above, effective February 1, 2017, IHCD will begin sending email notifications to Recipients regarding the following:

1. When the waiver request is received and what position it is when added to the queue;
2. When the waiver requires additional documentation, and is moved to the bottom of the queue;
3. When historic review is completed (for property additional requests only); and,
4. When the request has been processed.

