To: All BEP Recipients  
From: Department of Asset Preservation  
Date: March 21, 2018  
Re: Amended Greening Form & Open-Hole Inspections Requirement

In an effort to conform to the recommendations of the Special Inspector General for the Troubled Asset Relief Program (SIGTARP), IHCDA is implementing an open-hole inspection requirement for each and every demolition. An open-hole inspection must be completed to verify that all debris, pulverized building material, and/or any other concrete improvements have been removed from the footprint of the demolition.

Recipients must utilize the new Greening Claims Form identified as “Form Approved for Use April 16, 2018” AND complete an open-hole inspection for each and every property demolished on or after April 16, 2018. Any greening claim submitted on or after April 16, 2018 must include the following documentation:

1. A completed BEP Greening Claims Form – “Approved for Use April 16, 2018”  
2. An invoice for greening services  
3. One (1) photo of the property prior to demolition AND two (2) photos of the property post-demolition  
4. A copy of the clean fill and topsoil certification letter(s)

IHCDA has amended the BEP Greening Claims Form to include an open-hole inspection verification. A space for the Recipient to provide the source/provider for the fill material has also been added in order to comply with the requirements set forth in BEP Notice 18-99: Required Backfill Certification.

Recipients must discontinue use of any and all previous versions of the BEP Greening Claims Forms. Failure to complete the open-hole inspection and use the new BEP Greening Claims Form will result in an automatic denial of a greening claim.