

To: BEP Recipients (All Divisions)
From: IHCDA Asset Preservation Department
Date: April 6, 2018
Re: Blight Elimination Program ("BEP") – First Milestone

Notice: BEP-18-103

All BEP Recipients (all Divisions and all Rounds) were granted an extension of their First Milestone through April 24, 2018. In order to meet the First Milestone, Recipients were required to utilize fifty percent (50%) of their respective awarded funds or demolish fifty percent (50%) of the properties in each respective Round by the Milestone date.

RECIPIENTS WHO HAVE MET THE FIRST MILESTONE (50% completion):

Any Recipient that has met the First Milestone does not need to respond to this Notice and may continue working towards the Second Milestone. Recipients that are unable to complete one hundred percent (100%) of their BEP Project by the assigned Second Milestone Date will be given the opportunity to seek an extension from IHCDA upon expiration of the Second Milestone.

RECIPIENTS WHO HAVE NOT MET THE FIRST MILESTONE (50% COMPLETION):

Any Recipient that has not met the First Milestone and wishes to continue participation in the BEP must seek an extension from IHCDA, by submitting a response pursuant to the instructions below. Milestone Extensions will be granted at the sole discretion of IHCDA if, and only if, the Recipient can demonstrate by May 7, 2018 (Response Date) that a minimum of fifty percent (50%) of the properties in their BEP Award have been either:

- Demolished;
- Bid out;
- Acquired; or,
- Are in progress of being acquired.

TO SEEK AN EXTENSION OF THE FIRST MILESTONE:

Please provide a written response addressing the items listed below to IHCDA **no later than Monday, May 7, 2018, 5PM Eastern Time:**



1. An explanation of any timely and relevant facts/circumstances that have prevented the Recipient from reaching its extended Milestone;
2. Any corrective actions that Recipient has undertaken or will undertake to facilitate completion of its BEP Project in a timely manner;
3. Number of properties the Recipient has demolished and greened;
4. Number of properties the Recipient has already acquired but not yet demolished. Please provide proof of acquisition for each property through one (1) of the following documents:
 - a. Assessor's Card listing an approved BEP Program Partner as the title holder;
 - b. Recorded Deed;
 - c. Tax Sale Certificate; or,
 - d. HUD-1 Settlement Statement or another approved Settlement Statement.
5. Number of properties the Recipient is in the process of acquiring. Please provide proof of a path to acquisition for each property through one (1) of the following documents:
 - a. Purchase Agreements or Option to Purchase (Draft OTP available upon request);
 - b. Letter of Commitment/Letter of Intent or Owner's written intention to sell (Draft LOC available upon request);
 - c. Draft HUD-1 Settlement Statement or another draft Settlement document; or,
 - d. Assessor's Card listing the Municipality (Recipient) as the title holder.
6. Number of properties the Recipient has bid out for demolition but not yet demolished. Please provide proof through one (1) of the following documents:
 - a. Bid Package including property list;
 - b. Bid tabulation; and/or,
 - c. Notice to Proceed, if available.
7. A detailed timeline with estimated dates, demonstrating the time frame to complete Recipient's BEP Project(s). The timeline must include actual steps to facilitate completion of its BEP Project, with anticipated completion dates for each step.

If a Recipient is unable to demonstrate that they have met the criteria established hereinabove, the request for an extension may be denied. Recipients may be permitted to retain only those funds that have been obligated through contract for acquisition, demolition related services, or maintenance for already completed properties. The remainder of the Recipient's Award may be de-obligated.

Original, ink-singed requests must be mailed and postmarked no later than 5 PM Eastern Time, Monday, May 7, 2017. Emailed and photocopied requests will not be accepted. Any request that is postmarked after the deadline will not be reviewed and automatically declined. **Any Recipient that is required to respond, but fails to do so, will have a portion of their award de-obligated or may have their award terminated.**