

To: All BEP Recipients (All Divisions)  
From: IHCDA Asset Preservation Department  
Date: April 3, 2019  
Re: Blight Elimination Program (“BEP”) – Surplus Completion Milestone

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**Notice: BEP-19-114**

All BEP Recipients who met or exceeded their Second Milestone (100% Project completion) were granted an extension for surplus properties through April 1, 2019 (“Surplus Milestone”). In order to meet the Surplus Milestone, Recipients were required to utilize ALL of their awarded funds and/or complete demolition and greening on ALL properties (including surplus) in the respective BEP Round. For the purpose of a property being considered complete and counted toward Milestone progress, a completed greening claim is required.

**Any Recipient that has not completed their BEP Project must respond to this Notice by submitting their electronic request form through the Survey Monkey link** emailed from IHCDA BEP Staff (also found here: <https://www.surveymonkey.com/r/SurplusMilestone>). A separate form must be submitted for each applicable Round. **All submissions are due by 5pm Eastern Time, Monday, April 22, 2019.**

**1. RECIPIENTS WHO HAVE NOT MET THE MILESTONE AND WISH TO PROCEED:**

Recipients wishing to continue participation in the BEP must seek an extension from IHCDA by **submitting the electronic questionnaire form** outlining EACH/ALL of the following:

- Number of total BEP properties Recipient has demolished and greened;
- Number of additional properties Recipient *intends* to, but has not yet, demolished and greened;
- List of addresses for properties Recipient intends to, but has not yet, demolished;
- Explanation of any/all progress made since the 2019 extension was granted on October 1, 2018;
- Indication of whether or not Recipient will meet the established 2019 BEP Timeline deadlines; AND
- An explanation of any/all actions Recipient will undertake to facilitate completion of its BEP Project in accordance with the 2019 BEP Timeline AND/OR an explanation of why Recipient does not believe it will meet any of the deadline(s) set in the 2019 BEP Timeline.

**2. RECIPIENTS WHO HAVE NOT MET THE MILESTONE AND DO NOT WISH TO PROCEED:**

Any Recipient that has not met, and does not plan to meet, the Surplus Completion Milestone **must submit the electronic request form** stating its intent to relinquish the remaining unused/uncommitted funds, and outlining EACH/ALL the following:

- Number of total BEP properties Recipient has demolished and greened; AND
- List of addresses for properties Recipient did not complete and intends to relinquish; AND
- Recipient must also submit a separate Letter of Relinquishment (“LOR”) with original, wet-ink signatures to IHCDA via mail. The LOR must contain the following: 1) a brief narrative stating Recipient has completed its BEP Project and does not intend to move forward; 2) statement acknowledging Recipient does not intend to pursue further BEP activity and is relinquishing the remaining funds in its BEP Award; and 3) a description of outstanding claims yet to be filed. By opting to relinquish, Recipients understands ALL outstanding claims must be submitted by June 1, 2019.

**Please note, the online form will close promptly at 5pm Eastern Time on Monday, April 22, 2019. LATE SUBMISSIONS WILL NOT BE ENTERTAINED.** Per the signed 2019 BEP Timeline, Recipient acknowledges it shall adhere to the deadlines and due dates in the timeline and further acknowledges that no opportunities for an extension will be given. 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.

