

To: Division 4, 5, and 6 Recipients
From: IHCDA Department of Asset Preservation
Subject: Procedures for Applying for Additional Funds
Date: November 7, 2016

BEP Notice 16-68

Approximately \$1.4 million in previously allocated Blight Elimination Program (BEP) funds have become available for successfully participating Division 4, 5, and 6 Recipients. This is not a new funding round. All funds available are being derived from the original state-wide allocation of \$75 million. At this time, only Division 4, 5, and 6 Recipients (Rounds One and Two) may apply. Recipients may only apply for additional funding available within their respective Division. Should no qualified applicants apply or be selected to receive funding within their respective Divisions, IHCDA reserves the right to direct funds to another Division.

The available totals for each Division are as follows:

<i>Division</i>	<i>Funds Available</i>
Four	\$276,000.00
Five	\$512,000.00
Six	\$586,000.00
TOTAL	\$1,374,000.00

Recipients seeking to apply for additional funding should complete the following and submit all materials to IHCDA via mail no later than Friday, December 23, 2016:

1. Submit a letter of intent, signed in ink by a representative of the community, that contains the following:
 - a. The Recipient name and award number;
 - b. The Round for which the recipient is seeking additional funding;
 - c. The Recipient’s point of contact (name, phone number, and email); and,
 - d. The dollar amount of additional funds the Recipient is seeking.
2. A completed Progress Evaluation Matrix (additional instructions attached)
3. A list of potential properties the recipient intends to add (form property list attached)
4. A list of potential Program Partners and any letters of intent from said Program Partners
5. A copy of your most recent monthly report
6. Optional: A narrative that addresses the three items listed at the end of Page 1 of the Progress Evaluation Matrix

Please note, IHCDA requires **original**, ink-signature documents including, but not limited to, the Progress Evaluation Matrix (PEM), and any letters of intent from the Recipient or potential Program Partner(s). All required documentation should be sent to IHCDA at the address below. Submissions must be postmarked no later than Friday, December 23, 2016 at the following address:

Indiana Housing & Community Development Authority
 30 South Meridian Street, Suite 1000
 Indianapolis, Indiana 46204
 Attn: Blight Elimination Program

Per BEP Notice 16-67, IHCDA will not accept emailed, or mailed photocopies of documents that require original signatures. Any requests that do not meet the document requirements set forth in BEP Notice 16-67 will automatically be declined. Any request that is not postmarked by Friday, December 23, 2016, will be declined and returned to the applicant.



ADDRESS 30 South Meridian Street, Suite 1000, Indianapolis, IN 46204
PHONE 317 232 7777 **TOLL FREE** 800 872 0371 **WEB** www.ihcda.IN.gov

EQUAL OPPORTUNITY EMPLOYER AND HOUSING AGENCY

State of Indiana
 Lieutenant Governor
 Eric Holcomb



BEP Staff intends to bring the proposed awards to the IHCDA Board of Directors for approval in January. Successful applicants will receive an official notification by January 27, 2016 which will include the following information:

1. The total dollar amount of funds they are eligible to receive;
2. The approximate number of Tier I and/or Tier II structures they may submit to IHCDA for approval; and
3. Instructions on how to submit properties and program partners for review.

All questions regarding the application process or document requirements should be directed to Program Director Rayanna Binder at rbinder@ihcda.in.gov or 317-372-7885.

To: BEP Recipients (Divisions 4, 5, and 6)
From: Department of Asset Preservation
Subject: Instructions for Completing the Progress Evaluation Matrix
Date: November 7, 2016

Addendum to BEP Notice 16-68

How to Fill Out the Progress Evaluation Matrix (PEM)

The Progress Evaluation Matrix (PEM) is a self-evaluation rubric for Recipients to score their current progress on the Blight Elimination Program. Recipients who intend to apply for additional funding should fill out one PEM and submit it with their letter of intent and all other requested documentation.

PROGRESS EVALUATION MATRIX
Drafted August 31, 2016

Recipient Name _____
 Recipient Award # _____
 Individual Completing Matrix _____
 Date Matrix Completed _____

Instructions: For each criterion that the recipient has met, score two (2) points. Any criteria that a recipient has not met should score zero (0) points. Recipient must meet a minimum required score of eight (8) points to be considered for the receipt of additional funds. Any recipient that does not meet the minimum score will not be considered.

	Two Points	Zero Points
Points Scored	Milestone Deadlines	Milestone Deadlines
	The Recipient has met or exceeded its First Milestone on or before November 1, 2016. (If milestone met, skip to Question 3)	The Recipient has not met its First Milestone. (If Milestone is not met, go to Question 2)
Points Scored	Demonstration of Progress	Demonstration of Progress
	The First Milestone has not been met, but the Recipient has demonstrated significant progress.	The First Milestone has not been met and the Recipient has not demonstrated significant progress.
Points Scored	Additional Properties Identified	Additional Properties Identified
	Additional properties have been identified and have program partners willing to participate.	Additional properties have not yet been identified and/or potential program partners have not been identified.
Points Scored	Timeliness of Monthly & Quarterly Reporting	Timeliness of Monthly & Quarterly Reporting
	The Recipient has consistently filed its monthly and quarterly reports in a timely manner.	The Recipient has been delinquent in filing its monthly and quarterly reports AND/OR not all reports are current.
Points Scored	Greening Forms Current and On File	Greening Forms Current and On File
	The Recipient has at least 85% of greening forms for all demolished properties filed AND approved.	The Recipient has less than 85% of greening forms for all demolished properties on file.
Points Scored	Accuracy of Claims	Accuracy of Claims
	The Recipient has submitted claims with at least a 70% claim approval rating or higher.	The Recipient has a low claim approval rating (rating of less than 70%).

Total Score _____

Recipients seeking additional points for their application should attach a narrative to this matrix which outlines the following: any cost-saving strategies/methods implemented to bring down costs, diversity of or unique nature of end-users implemented, and the overall benefit this program has had on the community. Recipients can receive up to three (3) additional points towards the total score.

Go on to Page 2 ➔

Affirmation Statement

I, _____ hereby affirm that the _____ (Municipality) has met the criteria for which I have scored points; further affirm that the information contained within this matrix and its accompanying documents has not been knowingly falsified, and is true to the best of my knowledge.

Printed Name _____

Title _____

Signature _____

**DO NOT WRITE BELOW THIS LINE!
FOR STATE USE ONLY**

Milestone Deadlines	Points Awarded _____
1) Date of Recipient's First Milestone	_____
2) Percentage of total demolitions completed	_____
3) Milestone Met?	_____
Significant Progress	Points Awarded _____
1) Percentage of Positive Change (±20% from March to August)	_____
2) Significant Progress Demonstrated?	_____
Identification of Additional Properties/Program Partners	Points Awarded _____
1) Is property list of potential properties attached?	_____
2) Are potential program partners listed in property list?	_____
3) Are letters from potential PP attached?	_____
Timeliness of Monthly & Quarterly Reporting	Points Awarded _____
1) Are all reports current and on file with IHCD?	_____
2) Has the Recipient regularly filed reports on time?	_____
Greening Forms Submission	Points Awarded _____
1) Total number of properties demolished	_____
2) Total number of approved greening forms on file	_____
Accuracy of Claims Submitted	Points Awarded _____
1) Has the Recipient submitted claims successfully?	_____
2) Percentage of claims filed successfully (accuracy rate)	_____
Narrative Review	Points Awarded _____
1) Narrative attached?	_____
2) How many points does the narrative address?	_____
TOTAL SCORE	_____

Staff Member Who Reviewed the Matrix _____ Date of Review _____

Staff Signature _____

The PEM is broken out into a chart like the Site Evaluation Matrix or Application Matrix. There are six criteria for which recipients can score points. A Recipient can earn either two (2) points if they have met the criterion, or zero (0) points if they do not meet the criterion. No single or half-points are awarded.

The first column has a space for the recipient to place the number of points scored for that individual criterion. The second column lists the qualifications for meeting the criterion and earning two points. The third column lists the qualifications for not meeting the criterion and earning zero points. For each row, the recipient should score either two (2) or zero (0) points, then add the total of all points scored at the end of the first page where it says "Total Score _____".

Recipients who would like to earn additional points may do so by writing a brief narrative that addresses the three items listed in the PEM. The narrative is optional. Recipients can earn a total of three (3) points to be added to their final score. IHCD will review the narrative and award points based on the recipient's ability to fully answer all three items. The narrative should be attached to the PEM on a separate review sheet of paper.

Recipients must sign the Affirmation Statement at the top of Page 2. The affirmation statement includes two blanks. The first blank space is for the name of the individual completing the PEM. The second blank space is for the name of the municipality/community applying. The PEM must be signed in ink by a representative of the community. Do NOT write past the line in the grey box.

The PEM, with all supporting documentation, should be submitted to IHCD and postmarked no later than Friday, December 23, 2016. The PEM must be an original. No electronic/photocopies will be accepted under any circumstance. Questions may be directed to Rayanna Binder who can be reached at 317-372-7885 or rbinder@ihcda.in.gov.

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