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

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:

<table>
<thead>
<tr>
<th>Division</th>
<th>Funds Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Four</td>
<td>$276,000.00</td>
</tr>
<tr>
<td>Five</td>
<td>$512,000.00</td>
</tr>
<tr>
<td>Six</td>
<td>$586,000.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$1,374,000.00</strong></td>
</tr>
</tbody>
</table>

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.
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

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.

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 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.