

**To:** BEP Recipients (All Divisions)  
**From:** Asset Preservation Department  
**Date:** January 31, 2017  
**Re:** New BEP Waiver Form & Site Evaluation Matrix (SEM), Effective February, 2017

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On October 26, 2016, an updated version of the BEP Waiver Form and the Site Evaluation Matrix (SEM) were released to all Recipients via email. The attached forms included minor updates to the design of the BEP Waiver Form and SEM for record keeping purposes. Directions for each type of waiver request were also updated.

Recipients were notified via the same email, that the new forms would go into effect November 1, 2016. Since the forms' release, IHCDA has received several waiver request and SEMs on the old forms. Any Recipient that has not discontinued use of the old forms should do so immediately.

Effective February 1, 2017, all future BEP waiver requests and properties are to be submitted on the new BEP Waiver Form and the new Site Evaluation Matrix. Recipients may not alter or edit the new forms. Failure to submit documentation on the proper form(s) will result in a denial of the request, and necessitate a resubmittal of the request.

The new BEP Waiver Form and SEM have been attached to this Notice, and will also be made available to Recipients at the BEP Website, <https://877gethope.org/blight>, in PDF format. Recipients may request a Word document version of the form(s) by emailing any BEP staff member.





## Blight Elimination Program Waiver Form

On this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, Blight Elimination Program (“BEP”) Recipient, \_\_\_\_\_ (“Recipient”), seeks a waiver to modify the terms of its BEP Application (the “Application”) and Recipient and Program Partner Agreement (the “Agreement”). All capitalized terms not defined herein shall carry the definitions contained in the Application or the Agreement.

The Recipient believes that it is in the best interests of the Project and necessary to facilitate the BEP goals described in the Application that it obtain a waiver from certain agreed terms in the Application and the Agreement. Recipient requests a waiver to do one or more of the following acts (each, a “Requested Modification”):

- 1) \_\_\_\_ remove a Program Partner;
- 2) \_\_\_\_ add a Program Partner;
- 3) \_\_\_\_ remove a property approved to be included in the Project;
- 4) \_\_\_\_ add a property for BEP approval to be included in the Project;
- 5) \_\_\_\_ modify the end use for a property approved to be included in the Project;
- 6) \_\_\_\_ reallocate the costs and/ or fees associated with an approved invoice;
- 7) \_\_\_\_ exceed the \$15,000.00 allowance for a Tier One property; or
- 8) \_\_\_\_ *add a property for BEP approval using **surplus funds** from approved property close-outs.*

The Recipient acknowledges that this Waiver Form is a request to amend the terms of the Application and the Agreement and not an actual amendment of either such documents. In order for any Requested Modification to become effective, it must be agreed to by IHCD. No amendments to either the Application or the Agreement will be effective unless they are agreed under the terms therein.

### **Instructions:**

Mark the Requested Modification(s) above and provide the documentation necessary for each request. The waiver form may be used as a check list by placing an "X" or "✓" next to each required item provided in the instructions below. All necessary documentation must be provided with this Waiver Form and mailed to the attention of the Blight Elimination Program. No emailed, faxed, or photocopied waiver requests will be accepted. Refer to BEP Notice 16-67 for questions on document requirements. Recipient may use one Waiver Form for related tasks such as removing a Program Partner and adding

a new Program Partner. If Recipient is seeking to facilitate two tasks with one Waiver Form, Recipient should provide all necessary documentation for the review and approval of both tasks.

**Removal of a Program Partner:** In support of the removal of a Program Partner, Recipient shall attach the following documentation to this Waiver Form:

- \_\_\_a) a narrative detailing the reason(s) why the Program Partner should be removed;
- \_\_\_b) a copy of the letter sent to the Program Partner at least ten (10) business days prior to the date of this Waiver Form notifying the Program Partner that Recipient seeks to remove it from the BEP Project;
- \_\_\_c) any written response it received from the Program Partner;
- \_\_\_d) a list of the properties approved to be part of the Project for which the Program Partner was responsible; and
- \_\_\_e) the approved Program Partner or potential Program Partner that will be responsible for each property.

**Additional Program Partner:** In support of the approval of an additional Program Partner, Recipient shall attach the following documentation to the Waiver Form:

- \_\_\_(a) a narrative detailing the reason(s) why a Program Partner should be added to the Project;
- \_\_\_(b) an original signed letter from the proposed Program Partner agreeing to serve as a BEP Program Partner if approved; and
- \_\_\_(c) the necessary Program Partner documents requested on Pg. 12 of the BEP Application Packet found at <https://877gethope.org/blight>

**Removal of an approved property in the Project:** In support of removing a property from the Project, Recipient shall attach the following documentation to this Waiver Form:

- \_\_\_(a) a narrative detailing the reason(s) why Recipient seeks to remove the property from the Project;
- \_\_\_(b) a copy of the letter sent to the Program Partner at least ten (10) business days prior to the date of the Waiver Form notifying the Program Partner that Recipient seeks to remove the property from the project;
- \_\_\_(c) any written response Recipient received from the Program Partner; and
- \_\_\_(d) a narrative advising whether Recipient intends to substitute another property in the Project or relinquish the portion of the Award associated with the property it seeks to remove.

**Addition of a property to the Project:** In support of the addition of a property to the Project, Recipient shall attach the following documentation to this Waiver Form:

- \_\_\_(a) a narrative detailing the reason(s) why Recipient seeks to add a property to the Project;
- \_\_\_(b) an original signed letter from the Program Partner that will facilitate the end use of the property if approved; and
- \_\_\_(c) a Site Evaluation Matrix and all supporting documentation necessary to determine whether the property qualifies for the BEP as provided in the Application Packet.

**Modification of the end use of a property approved for the Project:** In support of modifying the designated end use of a property included in the Project, Recipient shall attach the following documentation to this Waiver Form:

- \_\_\_(a) a narrative detailing the reason(s) why Recipient seeks to modify the end use of the property; and
- \_\_\_(b) an original signed letter from the Program Partner agreeing to facilitate the new end use of the property, if approved.

**Reallocation of costs and/or fees associated with an approved Claim:** In support of reallocating the costs and/ or fees associated with an approved BEP Claim, Recipient shall attach the following documentation to this Waiver Form:

- \_\_\_(a) a narrative detailing the reason(s) why Recipient seeks to reallocate the fees and/or costs associated with an approved Claim;
- \_\_\_(b) the Claim receipt; and
- \_\_\_(c) the new designation for the approved cost.

**Request to exceed the \$15,000.00 Tier One cap:** In support of its request to exceed the Tier One cap, Recipient shall attach the following documentation to this Waiver Form:

- \_\_\_(a) a narrative detailing the reason(s) why Recipient seeks to exceed the \$15,000.00 Tier One cap; and
- \_\_\_(b) an estimate or quote from the Project's contractor detailing the work necessary and resulting in the cost above and beyond the \$15,000.00 Tier One cap.

**Addition of a property to the Project using surplus funds from approved property close-outs:** In support of the addition of a surplus property to the Project, Recipient shall attach the following documentation to this Waiver Form:

- \_\_\_(a) a narrative detailing the reason(s) why Recipient seeks to add a property to the Project;
- \_\_\_(b) an original signed letter from the Program Partner that will facilitate the end use of the property if approved;
- \_\_\_(c) a completed Site Evaluation Matrix and all supporting documentation necessary to determine whether the property qualifies for the BEP as provided in the application packet;

**Submitted on the date first written above.**

Recipient: \_\_\_\_\_

By: \_\_\_\_\_

Printed name: \_\_\_\_\_

Title: \_\_\_\_\_

# SITE EVALUATION MATRIX

Draft Approved January 27, 2016

IHCDA  
Place Stamp Here

Score = \_\_\_\_\_

Value = \_\_\_\_\_

*Do NOT Write Above This Line; For IHCDA Use Only*

Municipality: \_\_\_\_\_

Individual Completing SEM: \_\_\_\_\_

Property Address: \_\_\_\_\_

BLOCK ONE					
CATEGORY	Twenty Points	Fifteen Points	Ten Points	Five Points	Zero Points
<b>Habitability of Property</b>	The property is not habitable. Property has severe structural damage, which may include a severely damaged roof, exterior walls or foundation. The property also lacks utilities and the equipment necessary to restore the utilities.	The property could be made habitable with major repairs and restoration of utilities. Utility lines, meters and/or pipes may need installed and/ or replaced before utilities may be restored.	Property could be made habitable with the minor repairs and the restoration of utilities. Necessary equipment to restore utilities is believed to be in place.	Property could be made habitable with restoration of utilities. Necessary equipment to restore utilities is in place.	Property is believed to be habitable at the time of this application.
<b>Structural Damage</b>	The property has been condemned due to extensive fire, water and/ or structural damage including a severely damaged roof, exterior walls, and/ or foundation. It is not possible to board the structure and/ or restrict access.	The property has been condemned at least in part due to structural issues such as a severely damaged roof, exterior wall and/ or foundation. It is possible to board and/ or secure the property.	An ordinance, code violation and/ or fine has been levied against the structure due to necessary foundation and/ or roof repairs	An ordinance, code violation and/ or fine has been levied against the structure due to necessary door or window, repairs or costs associated with boarding the structure	No ordinance, code violation and/ or fine associated with structural damage and/ or boarding has been levied against the structure in the last twelve months.
<b>Location of Property</b>	The property is within one mile of a Brownfield Site and/ or is within three blocks of a public facility (school, public park, library or community center).	The property is located within six blocks of a public facility (school, public park, library or community center).	The property is located within one mile of a public facility (school, public park, or community center).	The property is in excess of one mile but less than two miles from a Brownfield Site, public facility (school, public park, or community center)	The property is in excess of two miles from a Brownfield Site, public facility (school, public park, or community center)
<b>End Use</b>	An end use of the vacant lot has been determined. The end use is _____. The end use is supported an approved and active community revitalization, economic development or neighborhood plan. Organizations have agreed to facilitate the end use.	An end use of the vacant lot has been determined. The end use is _____. The end use is supported by a preapproved but unfunded community revitalization, economic development or neighborhood plan. Organizations willing to facilitate the end use have been identified.	An end use of the vacant lot has been determined. The end use is _____. Organizations willing to facilitate the end use have been identified.	An end use of the vacant lot has been determined. The end use is _____. Organizations are being sought to facilitate the end use.	The end use of the vacant lot has not been determined.

BLOCK ONE SCORE _____ of 80					
<b>BLOCK TWO</b>					
<b>CATEGORY</b>	<b>Eight Points</b>	<b>Six Points</b>	<b>Four Points</b>	<b>Two Points</b>	<b>Zero Point</b>
<b>Lead Based Paint</b>	Lead based paint has been documented throughout the structure and/ or an ordinance and/ or code violation and/ or fine has been levied against the structure due to the presence of lead based paint throughout the structure.	Lead based paint has been documented in a portion of the structure and/ or an ordinance and/ or code violation and/ or fine has been levied against the structure due to the presence of lead based paint in a portion of the structure.	An ordinance and/ or code violation and/ or fine has been levied against the structure due to the presence of lead based paint in a minimal portion of the structure.	Lead based paint was noted and remedial measures have been undertaken.	Lead based paint is not believed to be present in the structure.
<b>Mold</b>	Mold has been documented throughout the structure and/ or an ordinance and/ or code violation and/ or fine has been levied against the structure due to the presence of mold throughout the structure.	Mold has been documented in a portion of the structure and/ or an ordinance and/ or code violation and/ or fine has been levied against the structure due to the presence of mold in a portion of the structure.	An ordinance and/ or code violation and/ or fine has been levied against the structure due to the presence of mold in a minimal portion of the structure.	Mold was noted in the structure and remedial measures have been undertaken.	Mold is not believed to be present in the structure.
<b>Asbestos</b>	The structure is believed to have chemical contamination and/ or asbestos is present throughout the structure.	Chemical contamination and/ or asbestos is believed to be present in over half of the structure.	Chemical contamination and/ or asbestos is believed to be present in a minimal portion of the structure.	It is believed that asbestos was present. It is believed that remedial measures were undertaken to remove the asbestos.	Asbestos is not believed to be present in the structure.
BLOCK TWO SCORE _____ of 24					
<b>BLOCK THREE</b>					
<b>CATEGORY</b>	<b>NO MAXIMUM SCORE</b>	<b>NO MAXIMUM SCORE</b>	<b>NO MAXIMUM SCORE</b>	<b>TWENTY POINTS OR NO POINTS</b>	
<b>Public Safety</b>	Assess three points for every police, fire and/ or emergency run to the property in the last calendar year.	Assess two points for every work order or citation for a non-legal or impermissible use of the property.	Assess one point for every verifiable report and/ or community grievance concerning the condition of the property.	Assess twenty points if the structure has been contaminated due to the manufacture of methamphetamine or another illegal drug	

<b>Community Partners</b>	An NFP, CDC, community partner or other entity has been identified for this project. The partner will be contributing funds and/ or services toward the demolition of the structure. Add two points for every identified partner.	An NFP, CDC, community partner or other entity has been identified for this project. The partner will be contributing funds and/ or services toward the intended end use of the lot. Add two points for every identified partner.			
BLOCK THREE SCORE  _____					

I, \_\_\_\_\_, evaluated this property for purposes of the Blight Elimination Program on the \_\_\_\_\_ day of \_\_\_\_\_, 2016/2017<sup>(circle one)</sup>. It was determined that this property was not legally occupied on the date of evaluation.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

Total Score: \_\_\_\_ of 104

Add Block Three points. TOTAL SCORE \_\_\_\_\_

\*Minimum Score to qualify for demolition is 82 points.\*

\*\*Properties listed on local, state and/ or national historic registries are not eligible for demolition under the terms of this program.\*\*

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Scoring Amendments:

1. Subtract five (5) points if the property is located in a neighborhood or historic district listed on a local, state or national register of historic places.
2. Subtract five (5) points if a community, civic and/or not-for-profit organization has expressed an interest in PRESERVING and/or REHABILITATING the structure. If points were subtracted, please state the name of the organization.
3. Subtract ten (10) points if a community, civic and/or not-for-profit organization has offered funds and/ or offered to match funds to PRESERVE and/ or REHABILITATE the structure. If points were subtracted, please state the name of the organization.
4. Subtract five (5) points if code and/ or ordinance violations assessed during the past twelve months have been remediated.
5. Subtract five (5) points if fines stemming from code and/ or ordinance violations assessed during the past twelve months have been paid.

**TOTAL AMENDED SCORE:**