

**To:** BEP Recipients (All Divisions)  
**From:** Asset Preservation Department  
**Date:** November 29, 2018  
**Re:** Release of Amended BEP Waiver Form & Site Evaluation Matrix (SEM) for 2019

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Effective January 1, 2019, all waiver requests are to be submitted on the amended BEP Waiver Form, marked as *Form Approved for Use January 1, 2019*. Additionally, all properties for addition are to be submitted on the amended Site Evaluation Matrix (SEM), marked as *Form Approved for Use January 1, 2019*.

Recipients may not alter or edit the amended forms in any way. Failure to use the new BEP Waiver Form approved for use in 2019 will result in an automatic denial of the request.

Please take note of the following changes to the BEP Waiver Form, the SEM, and the policies related to the submission of BEP Waivers and property addition requests.

### **BEP Waiver Form**

The Notice at the top of page 1 of the form has been amended to provide the new waiver submission cutoff date. All waivers of any type must be **postmarked** no later than Monday, April 29, 2019. Effective April 30, 2019, IHCDA will no longer accept waiver requests of any type. Any and all requests not timely postmarked will be automatically declined.

IHCDA has removed waiver request option #6: "reallocate the costs and/ or fees associated with an approved invoice". Recipients who have questions regarding the reallocation of costs and/or fees should contact the BEP Program Director.

IHCDA has modified the requirements for path to acquisition/proof of acquisition. Effective January 1, 2019, IHCDA will only accept one (1) of the following documents as proof of a clear and verifiable path to acquisition:

1. County assessor's card or other record listing the Recipient/Program Partner the property owner;
2. Recorded Deed in the name of the Recipient/Program Partner;
3. Tax Sale Certificate in the name of the Recipient/Program Partner or affiliated municipality;
4. Order for Issuance of Deed in the name of the Recipient/Program Partner;
5. Signed Settlement Statement listing Recipient/Program Partner as buyer (must be signed by seller **and** buyer);
6. Signed Purchase Agreement listing Recipient/Program Partner as buyer (must be signed by seller **and** buyer);
7. Signed Option to Purchase listing Recipient/Program Partner as buyer (must be signed by seller **and** buyer); and,
8. Signed Donation Agreement/Statement transferring property to the Recipient/Program Partner.

For a document not listed above, please consult with BEP Staff **prior to submission** of the waiver request. IHCDA will no longer accept a signed Letter of Commitment/Letter of Intent to Sell from a property owner. Failure to provide proof of a clear and viable path to acquisition will result in denial of the property.

### **Site Evaluation Matrix**

IHCDA has modified the field name "Municipality" to say "Recipient" to more clearly identify the party that should be listed in that field.

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.

