

**To:** All Active BEP Recipients  
**From:** Department of Asset Preservation  
**Date:** February 6, 2020  
**Re:** Authorization of Sidewalk Repairs/Replacement as a Maintenance Activity; Claiming Policies

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### **Authorization of Curb & Sidewalk Repairs/Replacements**

Recipients may now utilize available maintenance funds for the purpose of repairing and/or replacing damaged curbs and sidewalks that directly abut a greened BEP lot.

### **Limitations to Curb & Sidewalk Repairs/Replacements**

IHCDA will only reimburse Recipients for curbs and sidewalks that fall within the boundary of the BEP lot. BEP funds may not be used for the repair/replacement of sidewalk that does not directly abut a greened BEP lot. Sidewalks that are damaged during the demolition of a BEP property should be repaired/replaced at the expense of the Contractor and will not be eligible for reimbursement.

### **Requirement to Bid Out Services**

Pursuant BEP Notice 17-83, maintenance services must be competitively bid unless the service is carried out by the Recipient. Recipients may elect to include curb and/or sidewalk repair/replacement as an additional requested service in their demolition bid package. Please refer to Notice 17-82 and 17-83 for guidance on appropriate bidding practices or contact Rayanna Binder directly.

### **Documentation Requirements for a Sidewalk Maintenance Claim**

Like all eligible maintenance activities, curb and sidewalk work must be claimed within the appropriate maintenance year. (See Notice 17-95). No additional maintenance fees will be allocated to the maintenance line items. Once a line item budget has been exhausted, Recipients will be unable to make additional claims in that maintenance year.

Effective February 6, 2020, any Recipient seeking reimbursement for eligible curb and/or sidewalk repairs/replacements **MUST** upload the following documentation to IHCDA Online with their claim:

1. An invoice for services rendered, containing the following information;
  - a. Date service provided (if not available, date of invoice)
  - b. Address of the BEP lot
  - c. Description of the service provided
  - d. Dimensions of the sidewalk or curb replaced (square footage is NOT acceptable)
2. County assessor's card or property record with lot dimensions (frontage/width and depth/length)
3. A completed Curb & Sidewalk Replacement Form signed by the Contractor (attached);
4. One (1) photo showing the frontage of the greened lot and the newly repaired/placed curb and/or sidewalk.

Claims that do not contain all the above required documentation will be denied. Additionally, claims may be denied if the documentation indicates sidewalk repairs exceed the width (frontage) of the lot.





**BEP Sidewalk/Curb Verification Form**  
*Form Approved for Use February 6, 2020*

Recipient, \_\_\_\_\_, has used a portion of their maintenance funds to repair/replace a portion of curb and/or sidewalk that directly abuts the greened BEP property located at \_\_\_\_\_.  
BEP Property Address including City, State, & Zip Code

Recipient has verified the activity was completed in accordance with BEP Notices 17-83, 17-95, and 20-122.

\_\_\_\_\_  
Initials

**Recipient acknowledges and verifies that the following items have been provided in support of the claim:**

Required Claims Documentation	PROVIDED (Yes/No)	VERIFIED (Initial)
Invoice for services rendered which includes the date of service, address of the BEP lot, description of the service provided, and the <b>dimensions</b> of the sidewalk/curb repaired/replaced		
County Assessor's Card/Property Record Card with lot dimensions		
BEFORE photo(s) of the lot's frontage and damaged or missing sidewalk/curb		
AFTER photo(s) of the lot's frontage and replaced sidewalk/curb		

**An invoice related to sidewalk/curb repair and/or replacement has been uploaded to IHCDA-Online.**

- a. The invoice was issued by \_\_\_\_\_ (Contractor).
- b. The invoice was issued on \_\_\_\_\_ (Date).
- c. The invoice number or reference is \_\_\_\_\_.

\_\_\_\_\_  
 Name of Recipient's Representative

\_\_\_\_\_  
 Recipient's Signature

\_\_\_\_\_  
 Date