

**To:** BEP Recipients (All Divisions)  
**From:** IHCD Asset Preservation Department  
**Re:** Proper Submission of Greening Forms  
**Date:** February 22, 2017

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IHCDA previously released guidance concerning the submission of greening forms to Recipients on September 23, 2016 via BEP Public Notice 16-67. BEP Notice 16-67, Section 5 and Section 6 state that Recipients must upload greening forms as soon as greening activities are completed, and that failure to submit greening forms on a regular basis will result in the Recipient's access to IHCD Online being suspended.

When submitting BEP Greening Forms, Recipients **MUST** create a greening claim. BEP Greening forms **MUST** be uploaded directly to a corresponding greening claim. Greening Forms should not be uploaded to IHCD Online without any corresponding greening claim.

Invoices for BEP activities **MUST** be broken out to show demolition **AND** greening as two (2) separate line items. Demolition and Greening may not be lumped together as one fee. IHCD cannot approve greening claims in which the cost of demolition and greening have not been broken out. If greening is not listed as a line item on the demolition invoice, the contractor must issue a separate invoice specifically for greening.

Please refer to **BEP Notice 14-39: BEP Greening and Greening Claims Form** for specific information on what constitutes greening activities, and how to submit a greening claim.

