

**To:** BEP Recipients and Program Partners  
**From:** IHCDA Asset Preservation Department  
**Date:** December 12, 2017  
**Re:** Blight Elimination Program (“BEP”) –Amended Administrative & Operational Protocols

---

In an effort to ensure that all Recipients complete their BEP Projects prior to the Project termination date of December 31, 2018, IHCDA has reviewed the procedures and protocols contained within BEP Notice 16-67, and revised and updated the information to effectuate a clear understanding of procedures and processes for 2018.

Please read this notice, in full, and find the attached Acknowledgement on page three (3). Recipients must print, sign, and return the original signed Acknowledgment to IHCDA via mail no later than Friday, December 22, 2017. **Failure to return the Acknowledgment by Friday, December 22, 2017 will result in suspension of demolition activities** including, but not limited to, scheduling and conducting of public hearings, pre-bid and pre-demolition meetings, pre-demolition surveys, and demolitions until such time that the Acknowledgement has been returned to IHCDA.

- 1) **MEETINGS:** A representative from IHCDA is required to attend all Public Hearings and may elect to attend any and/or all Pre-Bid Meetings, Pre-Demolition Meetings, and Sample Demolitions. Recipients must contact IHCDA at least two (2) weeks prior to the proposed meeting date to ensure that a representative from IHCDA is able to attend.
- 2) **ORIGINAL DOCUMENTS:** The following documents and requests must be submitted to IHCDA as originals, with wet-ink signatures. **Emailed, faxed, and photocopied documents do not constitute originals and will not be accepted.**
  - a. Waiver Forms;
  - b. Site Evaluation Matrixes (SEMs)
  - c. BEP Program Partner Agreements;
  - d. Extension Requests,
  - e. Narratives and Letters of Intent;
  - f. Letters of Relinquishment;
  - g. Closeout Forms; and,
  - h. Any and all other formal requests submitted to IHCDA.

A document must meet the following conditions to be considered an original:

- a) Signed in black or blue ink;
  - b) Signed by an official representative of the Award Recipient; and,
  - c) Delivered via mail carrier of your choice or hand-delivered to a representative of IHCDA.
- 3) **REPORTING:** The BEP Monthly Progress Report Form has the due dates listed directly on the form. Please review the form, mark your calendars, and plan accordingly so as not to miss a deadline should you be out of the office on a due date. All Quarterly and Monthly Reports should be sent directly to Kevin Reeves. Every Recipient is obligated to report each month by the due date regardless of whether any change has occurred from the prior month. Recipients whose Project periods have been extended are required to send in Monthly and Quarterly Reports for the remaining Program period. Recipients must continue to submit Monthly and Quarterly Reports until IHCDA has issued an audit completion letter after the final closeout audit.



- 4) **WAIVERS:** All necessary documentation needed for the review and approval of a waiver request is listed in the Instructions on the Waiver Form itself. Waivers are processed in the order they are received by IHCDA. Failure to submit an original signed Waiver Form and/or include all documentation requested on the Waiver Form will result in processing delays or denial of the request. For specific information on IHCDA's waiver review policies, please refer to BEP Notice 17-81. Recipients may also wish to review BEP Notices 16-56, 17-87, 17-88, and 17-89.

Due to the limited remaining Project Period, Recipients should carefully consider which modifications they wish to make to their BEP Projects, and take special note of the following guidelines:

- a. **PROPERTY ADDITIONS:** Properties that are denied for lack of sufficient information may be resubmitted one (1) additional time. A property that has been denied two (2) times for lack of sufficient information may not be resubmitted for evaluation.

**Effective January 2, 2018:** To ensure Recipients have sufficient time to conduct demolition activities and submit claims prior to the Project termination date of December 31, 2018, **IHCDA will only process property addition waiver requests to properties that have already been acquired by a Program Partner or properties where the owner has expressed a written interest in participating in the BEP. Recipients must provide proof of acquisition or provide a written statement that the owner is willing to participate in the BEP.** Proof of acquisition may be verified through one (1) of the following documents:

- i. Assessor's Card showing title is vested in the name of the Program Partner
- ii. Recorded Deed
- iii. Tax Sale Certificate
- iv. IN Settlement Statement/HUD-1 Settlement Statement

An owner's written intention to participate in the BEP may be verified through submission of one of the following documents:

- v. Option to Purchase
- vi. Purchase Agreement
- vii. Letter of Commitment from a Program Partner who already holds title to the potential BEP property

- b. **PROPERTY REMOVALS:** Please carefully consider whether you wish to remove an approved property from the BEP Program before submitting a Waiver Form to do so. Reinstatement of a previously removed property will only be approved if the Recipient can provide proof of acquisition. See above for the list of acceptable documents for proof of acquisition.

- 5) **PROPERTY/BUDGET INQUIRIES:** Waiver approvals including property additions, removals, and tier overrides are processed by the BEP Oversight Coordinator (Timothy Parthun) and BEP Director (Rayanna Binder). Waiver Approval Notices are issued by BEP Staff prior to the BEP Director's authorization for modifications made by Operations Staff in IHCDA Online.

Recipients inquiring about the status of a property or waiver request should contact Rayanna Binder or Timothy Parthun. **Operations Staff cannot remove properties, add properties, or modify property budgets without authorization from the BEP Director.** Recipients should not contact Operations Staff for the status of waiver requests, approvals, or modifications to IHCDA Online. Recipients may contact Operations Staff for questions regarding claims review or technical issues with IHCDA Online.

- 6) **GREENING FORMS:** Progress towards **Project completion is determined based on the number of Greening Forms that have been submitted** through the IHCDA Online Claims Management System. **Monthly self-reported greening totals are verified in whole and will not be used alone to demonstrate progress towards Project completion.**

Additionally, timely filing of Greening Forms is an essential part of the reimbursement process for the Blight Elimination Program; therefore, it is crucial that Recipients not have a difference of more than five (5) Greening Forms at any given time. IHCD reserves the right to suspend the Recipient's ability to conduct demolition activities until the difference between the number of claims submitted for demolished properties and greening forms submitted for said properties is less than five (5).

- 7) **CLAIMS:** To ensure successful submission of reimbursement claims, please remember the following:
- a) Demolition and Greening costs must be on separate line items on the invoice – not one lump sum;
  - b) No more than five (5) properties may be included per claim submission;
  - c) Submit Greening Forms as soon as all greening activities are complete;
  - d) Submit proper invoices and documentation with claims, See Section 8: Payment Schedule of the BEP Recipient & Program Partner Agreement for required documents;
  - e) Confirm claims have been properly submitted by ensuring a Claims Receipt has been issued; and,
  - f) Make sure invoices contain a Property address and are submitted under the correct address.
  - g) If claiming a partial amount, legibly write on the invoice the exact amount you wish to claim and initial the change. If claiming an outstanding balance from a partial claim, upload the same invoice, legibly write the outstanding balance you wish to claim and initial the change.
  - h) It may be beneficial to track claims by recording the claim #, receipt #, claim amount per property, and list of documents submitted with the claim. For filing of hard copy originals, place the claims receipt on top with all supporting documentation directly behind that claim receipt.
- 8) **CLOSEOUT AUDITS:** Upon completion of a Recipient's BEP Project, IHCD will conduct a closeout audit of the Project. BEP Closeout Audits are **not** financial audits; rather, they are compliance audits. Recipients must notify IHCD when they have completed their BEP Project(s) and all claims have been submitted, approved, **and** paid. No claims may be submitted once BEP Staff have commenced with the closeout audit. Any and all eligible unclaimed expenses discovered during the closeout audit will automatically be applied to the City's match obligation.
- 9) **PRE-DEMOLITION SURVEYS:** Pre-demolition surveys may only be scheduled with BLN upon receipt of a waiver approval notice or other written confirmation that a property has been approved for the BEP. Properties that have not been approved should not be surveyed. Additionally, Recipients who have removed an already surveyed property from the BEP must submit a repayment claim and mail a check for processing before the property may be fully removed from the Project. Any property that has been surveyed by BLN prior to being approved for the BEP may be invoiced directly to the Recipient.
- 10) **MORTGAGE RELEASES:** The current BEP Mortgage and Instruments are set to expire December 31, 2017; therefore, there is no need to request a release of mortgage. Recipients may submit a request for release of mortgage as needed. Recipients should refer to BEP Notice 15-46 for guidance on how to file a mortgage release request.
- 11) **FAQ's:** Please check [www.877gethope.org/blight](http://www.877gethope.org/blight) often to find frequently used documents and BEP Notices. This should be your first source to answer many frequently asked questions. For additional questions or clarification about any notices, guidelines, and procedures, please feel free to reach out to one of the following BEP Staff members:

**Questions about all BEP Practices and Procedures, Scheduling, Property Eligibility/Status:**

Rayanna A. Binder – BEP Director  
[RBinder@ihcda.in.gov](mailto:RBinder@ihcda.in.gov) | 317-372-7885

**Questions about Waiver Requests, Property Eligibility/Status, Site Checks, and Closeout Audits:**

Timothy J. Parthun – BEP Oversight Coordinator  
[TParthun@ihcda.in.gov](mailto:TParthun@ihcda.in.gov) | 317-232-2021

**Questions about Monthly/Quarterly Reporting, Mortgage Releases, and Closeout Forms:**

Kevin Reeves – BEP Compliance Analyst  
[KReeves1@ihcda.in.gov](mailto:KReeves1@ihcda.in.gov) | 317-234-7147

**Questions about Milestone Extensions and Audit Scheduling:**

Amber Abrams –BEP Progress & Participation Analyst

[AAbrams@ihcda.in.gov](mailto:AAbrams@ihcda.in.gov) | 317-233-4611

**Questions about Account Privileges & Technical Issues with IHCDA Online**

Lisa Ditchley – Financial Operations Manager

[claims@ihcda.in.gov](mailto:claims@ihcda.in.gov)

**[ACKNOWLEDGEMENT PAGE TO FOLLOW]**



**ACKNOWLEDGEMENT OF BEP NOTICE 17-94:  
AMENDED ADMINISTRATIVE & OPERATIONAL PROTOCOLS**

---

I \_\_\_\_\_, representative for the \_\_\_\_\_, do hereby acknowledge that I have  
Name Recipient Name  
read this Notice in full and have disseminated the information contained within to all applicable Staff and Officials working on the Recipient’s BEP Project. I further acknowledge that failure to comply with any and all of the procedures, protocols, guidelines, and rules laid out in the BEP Recipient & Program Partner Agreement (“Agreement”), subsequently issued BEP Notices, local, state, and federal laws, and any other applicable guidance issued by the Indiana Housing & Community Development Authority (“IHCDA”), the U.S. Department of the Treasury (“Treasury”), and the Special Inspector General for the Troubled Asset Relief Program (“SIGTARP”) may result in a material breach of the Agreement. IHCDA reserves the right to suspend a Recipient’s ability to conduct demolition activities and may utilize any or all of the remedies available under the Agreement.

---

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

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**