



Notice: BEP-17-95

To: BEP Recipients and Program Partners
From: IHEDA Asset Preservation Department
Date: December 13, 2017
Re: Maintenance and Administrative Claims

Maintenance years are not based on the calendar year. Maintenance years are individually based on the date that a property's greening claim was approved. An individual property's maintenance anniversary can be determined by locating the claims approval email for a specific property's greening claim.

EXAMPLE I: Greening claim is approved on March 26, 2015. Maintenance Year 1 begins March 26, 2015. Maintenance Year 2 begins March 26, 2016. Maintenance Year 3 begins March 26, 2017.

Recipients should claim maintenance fees in the maintenance year that the activity occurs. Should all funds from any given maintenance year be exhausted, Recipients may claim the remaining eligible expenses under/in the subsequent maintenance year. Unused funds remaining in a prior maintenance year may not be claimed in subsequent maintenance year(s). A detailed infographic is available upon request.

EXAMPLE II: The City of Pawnee has done maintenance in the amount of \$1,500 in Main. Year 1, but can only claim \$1,000 for any given maintenance year. Pawnee can claim \$1,000 now (in Main. Year 1) and when Main. Year 2 is eligible, they are able to submit a claim the remaining \$500.

EXAMPLE III: The City of Pawnee has done maintenance in the amount of \$800 in Main. Year 1. It is now Main. Year 2 and Pawnee has done maintenance in the amount of \$1,200. Because the maintenance activities for \$1,200 only occurred in Main. Year 2, Pawnee may not utilize the unclaimed funds from Main. Year 1 to claim the outstanding \$200. Pawnee could elect to claim \$1,000 in Main. Year 2 and wait until Main. Year 3 becomes eligible to claim the outstanding balance of \$200.