

Blight Elimination Program Waiver Request Instructions & Checklist

Submitting a Program Partner Modification Request

Recipients seeking to remove an assigned Program Partner from a particular property, re-assign an already approved Program Partner to a property, and/or add a new Program Partner to the Recipient's BEP Project must submit a Program Partner Modification Request. For-profit entities may NOT be added as a Program Partner for the BEP.

Document Requirements for Removing an Assigned Program Partner

- A narrative detailing the reason(s) for seeking to remove the Program Partner assignment
- A copy of the letter or other written correspondence sent to the Program Partner, notifying them of the intent to remove them as the Program Partner
 - Must be sent at least ten (10) calendar days prior to submission of this waiver request
- A list of property to which the Program Partner was assigned and should be removed from

Document Requirements for Re-Assigning an Already Approved Program Partner to a Property

- A narrative detailing the reason(s) for seeking to re-assign Program Partners for a particular property
 - Recipient's Narrative must list the addresses for which they seek to assign the Program Partner
- A copy of the Program Partner's Letter of Intent (LOI) to serve as Program Partner and to facilitate the end-use of the property
 - Letter of Intent must list the addresses for which the Program Partner seeks assignment

Document Requirements for Adding/Assigning a New Program Partner

- A narrative detailing the reason(s) for seeking to re-assign Program Partners for a particular property
 - Recipient's Narrative must list the addresses for which they seek to assign the Program Partner
- A copy of the Program Partner's Letter of Intent (LOI) to serve as Program Partner and to facilitate the end-use of the property
 - Letter of Intent must list the addresses for which the Program Partner seeks assignment
- IF SEEKING TO ADD A NONPROFIT/COMMUNITY ENTITY AS A PROGRAM PARTNER, YOU MUST SUBMIT THE FOLLOWING:
 - Organization Chart and/or Staff-Board Roster
 - Financial Report (such as annual budget, ledger, audit)
 - Narrative letter detailing the entity's applicable work experience and relationship to the Recipient
 - IRS Letter of Determination stating entity's non-profit status (if applicable)
 - Secretary of State Certificate of Incorporation or similar S.O.S Certificate
 - Secretary of State Business Entity Report, indicating entity is active and in good-standing

Recipients seeking to remove a property from the BEP do NOT need to request the Program Partner assigned to the property be removed. Removal of the property from the Recipient's Project automatically results in Program Partner's loss of assignment to the particular property.

Submitting a Property Removal Request

Recipients seeking to remove an approved property from their BEP Project must submit a Property Removal Request. As noted above, removing a property from the Program also results in automatic removal of any existing Program Partner assignments to that particular property.

Document Requirements for Removing an Assigned Program Partner

- A narrative detailing the reason(s) for seeking to remove the property
 - Narrative must include the list of properties with full common addresses to be removed

- A copy of the letter or other written correspondence sent to the Program Partner, notifying them of the intent to remove them as the Program Partner
 - o Must be sent at least ten (10) calendar days prior to submission of this waiver request
 - o Letter/written notification must contain the list of properties to be removed
- A copy of the Program Partner's response to the Recipient's notification of intent to remove a property

Submitting a Property Addition Request (Standard/Surplus/Reinstatement)

Recipients seeking to add a new property and/or reinstate a previously removed property to their BEP Project must submit a Property Addition Request. Recipients may submit up to five (5) properties in a single request. Recipients are not permitted to submit more than five (5) properties. Recipients seeking to reinstate a previously removed property must submit a full, completed SEM Packet for each property being reinstated. However, historic review is waived for any/all property reinstatement requests.

Document Requirements for Adding a Property/Reinstating a Previously Removed Property

- A narrative detailing the reason(s) for seeking to add the property/reinstate a removed property
 - o Narrative must include the list of properties with full common addresses to be added
 - o If a full common address does not exist, you must list the State Parcel #
- A copy of the Program Partner's Letter of Intent (LOI) to serve as Program Partner and to facilitate the end-use of the property
 - o Letter of Intent must list the addresses for which the Program Partner seeks assignment
 - o If seeking to add a new Program Partner, you must also submit a Program Partner Modification Request
 - o If Seeking to assign an already approved Program Partner, only the Letter of Intent is required
- A completed SEM Packet for each and every property
 - o Refer to the SEM Documents Checklist for document requirements and Path to Acquisition verification requirements

Submitting an End Use Modification Request

Recipients seeking to modify the assigned end use for a particular property with a valid BEP Mortgage (not expired/released) must submit an End Used Modification Request. Properties for which the BEP Mortgage have expired and/or been released are no longer active in the BEP. Should the Program Partner elect to modify the end-use post-expiration/release, no End Use Modification Request is needed.

Document Requirements for Seeking to Amend the End Use

- A narrative detailing the reason(s) for seeking amend the assigned end use
- A copy of the Program Partner's letter or other written correspondence stating intent to facilitate the new end use

Submitting a Tier Override Request

Recipients seeking a tier override due to overages or the discovery of an unknown basement must submit a Tier Override Request. Tier Override Requests based on the discovery of an unknown cellar/basement will be automatically approved pending review of photo documentation/inspection report, subject to availability of tier override funds in the Recipient's respective division. Tier Override Requests based on overages will be approved if, and only if, the Recipient can demonstrate that the overages are significant to the satisfaction of BEP Staff.

Document Requirements for Tier Override

- A narrative detailing the reason(s) for the request
 - o Specify whether request is sought due to discovery of an unknown basement/cellar discovered OR is sought due to cost overruns/overages
 - o IF REQUESTING DUE TO DISCOVERY OF BASEMENT, PROVIDE PHOTO DOCUMENTATION OR AN INSPECTION REPORT
- A list of already submitted claims and claim amounts
 - o REQUIRED FOR REQUESTS SOUGHT DUE TO COST OVERRUNS
- Copies of invoices/quotes/estimates for expenses that have NOT yet been claimed
 - o REQUIRED FOR REQUESTS SOUGHT DUE TO COST OVERRUNS