

To: All BEP Recipients (All Divisions)  
From: IHCD Asset Preservation Department  
Date: June 27, 2018  
Re: Blight Elimination Program (“BEP”) – Second Milestone

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**Notice: BEP-18-104**

All BEP Recipients (all Divisions and all Rounds) were granted an extension of their Second Milestone (100% Project completion) through June 4, 2018. In order to meet the Second Milestone, Recipients were required to utilize ALL of their awarded funds and/or complete demolition and greening on ALL of the properties in each respective BEP Round. For the purposes of a property being considered complete and counted towards Milestone progress, an approved greening claim with Greening Form is required.

**1. RECIPIENTS WHO HAVE NOT MET THE SECOND MILESTONE AND WISH TO PROCEED:**

Any Recipient that has not met the Second Milestone and wishes to continue participation in the BEP must seek an extension from IHCD by submitting a written response outlining **EACH/ALL** of the following:

1. Any timely and relevant facts that have prevented the Recipient from reaching Project completion;
2. Any corrective actions Recipient has undertaken or will undertake to facilitate completion of its BEP Project in a timely manner;
3. Number of properties Recipient has currently demolished and greened;
4. Number of properties Recipient *intends* to demolish and green in its **total** BEP Project;
5. Number of properties Recipient has bid out for demolition but not yet demolished. Please provide proof through attaching any one (1) of the following documents:
  - a. Bid Package including property list;
  - b. Bid tabulation; and/or,
  - c. Notice to Proceed, if available.
6. Number of properties Recipient has already acquired but not yet demolished. Please provide proof of acquisition for **each** property through attaching any one (1) of the following documents:
  - a. Assessor’s Card listing an approved BEP Program Partner as the title holder;
  - b. Recorded Deed;
  - c. Tax Sale Certificate; or,
  - d. HUD-1 Settlement Statement or another approved Settlement Statement.



7. Number of properties Recipient is in the process of acquiring. Please provide proof of a path to acquisition for **each** property through attaching any one (1) of the following documents:
  - a. Purchase Agreements or Option to Purchase;
  - b. Letter of Commitment/Letter of Intent or Owner's written intention to sell;
  - c. Draft HUD-1 Settlement Statement or another draft Settlement document; or,
  - d. Assessor's Card listing the Municipality (Recipient) as the title holder.
8. A timeline with estimated dates, demonstrating the time frame to complete Recipient's BEP Project(s). The timeline must include actual steps to facilitate completion of its BEP Project, with anticipated completion dates for each step in the process (acquisition, bids, demolition, claims, etc.).

**2. RECIPIENTS WHO HAVE NOT MET THE SECOND MILESTONE AND DO NOT WISH TO PROCEED:**

Any Recipient that has not met, and does not plan to meet, the Second Milestone by completing demolition for 100% of the structures its Award, will need to respond to this Notice outlining the following: 1) a brief narrative stating Recipient has finished its BEP Project and does not intend to move forward, 2) the number of BEP structures completed, 3) the number of remaining structures (if any) and/or amount of remaining funds (if any) that Recipient does not intend to pursue and is therefore relinquishing, and 4) a description of outstanding claims yet to be filed and estimated date of claims completion.

**3. RECIPIENTS WHO HAVE COMPLETED GREATER THAN 85% OF THEIR BEP PROJECT:**

IHCDA has determined all Recipients who have completed demolition and greening of at least 85% of the properties in their BEP Award and have demonstrated continual progress towards the completion of their BEP Project shall be granted an automatic extension of their Second Milestone through October 1, 2018. Recipients to whom this applies have been notified via separate email of this automatic extension.

**PLEASE NOTE, SUBMISSIONS MUST BE POSTMARKED NO LATER THAN MONDAY, JULY 23, 2018, 5PM** Eastern Time. Any request postmarked after the deadline will not be reviewed and will be automatically declined. Submissions must be ORIGINAL, ink-singed documents. Emailed, electronically signed, and photocopied requests will not be accepted. (See Notice [BEP 17-94](#) for more information.) Any Recipient that is required to respond, but fails to do so, will have a portion of their award de-obligated or may have their award terminated. Extensions will be granted at the sole discretion of IHCDA on a per Recipient basis. IHCDA will review submissions and determine whether to grant the Recipient an extension, de-obligate a portion of the Recipient's award, or terminate the award in its entirety.