



## Application Process

---

### Overview

The purpose of this application is to provide subsidies in the form of loans to selected applicants for the acquisition and demolition of blighted and/or abandoned residential structures with one to four units. Through this program, IHCDA in conjunction with approved applicants, will demolish blighted properties, offer a variety of end uses for the newly cleared residential lots, stabilize residential property values and prevent foreclosures in Indiana neighborhoods and communities.

The Blight Elimination Program (“BEP”) is designed to allocate Hardest Hit Funds (“HHF”) to be used for the demolition and/or acquisition and demolition of blighted one to four unit residential structures by selected applicants having applications that meet the requirements of the BEP and IHCDA’s goals for the BEP.

This Application Packet, supporting forms, and additional information about the BEP may be located at [www.877GetHope.org/blight](http://www.877GetHope.org/blight) or [www.in.gov/ihcda/2340.htm](http://www.in.gov/ihcda/2340.htm).

An applicant must:

1. Demonstrate the need to demolish blighted and/or abandoned residential structures to stabilize neighborhood property values and prevent foreclosures.
2. Be prepared to proceed with the activities outlined in the application upon receipt of the award.
3. Propose to stabilize existing neighborhoods and prevent foreclosures through the demolition of blighted and/or abandoned residential structures, preferably through a comprehensive approach (i.e. demolishing residential structures in a concentrated area or block by block as part of a community revitalization or economic development plan).
4. Propose projects that promote a recognized and approved end use of the lots post demolition.
5. Propose demolition strategies involving a licensed contractor (where applicable), removal of all waste, disposal of waste in a state licensed landfill and backfill of all basements and cellars using clean fill dirt.
6. Propose demolition strategies involving salvage and deconstruction of the residential properties prior to demolition when appropriate.
7. Propose the use of state certified Minority Business Enterprises (MBE), Women Business Enterprises (WBE), Federal Disadvantaged Business Enterprises (DBE), Veteran-Owned Small Businesses (VOSB), and/or Service Disabled Veteran Owned Small Businesses (SDVOSB) contractors, employees and products when applicants are planning and undertaking their demolition activities.

### Funding Divisions

The State of Indiana has been divided in to six funding divisions to facilitate implementing the BEP. Applicants will apply to the Funding Division in which their county is located. A potential applicant should verify their Funding Division to determine the applicable BEP deadlines.

An applicant wishing to receive BEP funding must apply. No applicant will receive funds without tendering a completed application. Submission of an application does not guarantee that an applicant will receive an award. The BEP is a competitive program. The highest scoring applications from each Division will receive awards. IHCDA reserves the right to partially fund an application.



**Division One**

Division One consists of Lake and Marion Counties.

**Division Two**

Division Two consists of Allen, Hamilton and St. Joseph Counties.

**Division Three**

Division Three consists of Clark, Delaware, Elkhart, Hendricks, Johnson, LaPorte, Madison, Monroe, Porter, Tippecanoe, Vanderburgh and Vigo Counties.

**Division Four**

Division Four consists of Bartholomew, Boone, Dearborn, Floyd, Grant, Hancock, Howard, Kosciusko, Morgan, Warrick and Wayne Counties.

**Division Five**

Division Five consists of Adams, Cass, Clay, Clinton, Daviess, Decatur, DeKalb, Dubois, Gibson, Green, Harrison, Henry, Huntington, Jackson, Jasper, Jefferson, Jennings, Knox, LaGrange, Lawrence, Marshall, Miami, Montgomery, Noble, Posey, Putnam, Randolph, Ripley, Shelby, Steuben, Wabash, Washington, Wells and Whitley Counties.

**Division Six**

Division Six consists of Benton, Blackford, Brown, Carroll, Crawford, Fayette, Fountain, Franklin, Fulton, Jay, Martin, Newton, Ohio, Orange, Owen, Parke, Perry, Pike, Pulaski, Rush, Scott, Spencer, Starke, Sullivan, Switzerland, Tipton, Union, Vermillion, Warren and White Counties.

Allocation				
Division	Total Population	Percentage of State Population	Percentage	Allocation in Millions
Division One	1,406,854	0.21587707	21.59	16,192,500
Division Two	907,837	0.13930457	13.93	10,447,500
Division Three	1,728,962	0.26530347	26.53	19,897,500
Division Four	759,293	0.11651098	11.65	8,737,500
Division Five	1,215,296	0.18648313	18.65	13,987,500
Division Six	498,680	0.07652079	7.65	5,737,500



### **Round One Funding Timeline**

Note: This is an anticipated schedule and is subject to change or extension.

Application Available	February 7, 2014	
Application Webinar	February 13, 2014	(Division One)
	March 7, 2014	(Division Two)
	April 4, 2014	(Division Three)
	June 6, 2014	(Division Four)
	July 7, 2014	(Division Five)
	August 8, 2014	(Division Six)
Application Due Date	March 17, 2014	(Division One)
	April 21, 2014	(Division Two)
	May 19, 2014	(Division Three)
	July 21, 2014	(Division Four)
	August 18, 2014	(Division Five)
	September 15, 2014	(Division Six)
Award Announcements	April 28, 2014	(Division One)
	May 22, 2014	(Division Two)
	June 26, 2014	(Division Three)
	August 28, 2014	(Division Four)
	September 25, 2014	(Division Five)
	October 23, 2014	(Division Six)

### **Application Webinar**

An application webinar will be conducted prior to application deadline for each Funding Division. During the webinar, the Program Director, IHCDA and HHF staff will review the application requirements, threshold criteria, application scoring and how to complete the required forms. Potential applicants are *strongly encouraged* to attend.

### **Technical Assistance**

The potential applicant may, but is not required, to schedule a technical assistance meeting with the Program Director, an IHCDA or HHF staff member to discuss the application, associated forms and/or supporting documentation. Technical assistance meetings may be completed by conference call or in person at the discretion of the Program Director and IHCDA.

Technical assistance may be required at IHCDA's discretion if the recipient does not have experience with IHCDA awards or if past performance was poor. Applicants are urged to contact the Program Director or their Real Estate Production Analyst early in the planning process to obtain guidance and technical assistance.

**Application Submission**

The applicant must submit the following items to the Director of the BEP Program:

- Via email:
  - One completed copy of the final application forms
  - All of the supporting documents required
- Via hard copy:
  - One completed copy of the final application forms with original signatures

All required application items are due no later than 5:00 p.m. Eastern Standard time on or before the due date specified for the applicant's Funding Division. Applications received after the deadline will be rejected and returned to the applicant via certified mail. Faxed applications will not be accepted.

The hard copy of the final application forms should be sent to:

Indiana Housing and Community Development Authority  
ATTN: Rayanna Alexander Binder  
RE: BEP Application  
30 South Meridian Street, Suite 1000  
Indianapolis, IN 46204

All applicants must retain a copy of this application package. Applicants that receive funding will be bound by the information contained herein.

IHCD will provide the applicant contact with a confirmation number within one (1) week of receipt of the application.

**Application Review**

Applications are reviewed in a three-step process:

- |                                |  |
|--------------------------------|--|
| <u>Step One</u> - Completeness | On or before the application deadline, the applicant must provide all required documents, signatures and attachments.  |
| <u>Step Two</u> - Threshold    | An application must meet each of the applicable threshold criteria. After initial threshold review, the Program Director, IHCD or HHF staff may send a letter to the application contact requesting clarification of information contained in the pending application. The applicant will have the opportunity to respond on or before the response deadline provided by IHCD. If the applicant does not respond to the clarification letter and therefore threshold item(s) are still in question, the application will be disqualified. Points will be awarded to those applications where no clarifications are required. |
| <u>Step Three</u> - Scoring    | All applications are self-scoring. The applicant will score its application as a part of the application process. Applications that  |



pass the completeness and threshold reviews are then scored by IHCDA according to IHCDA's published scoring criteria. If the applicant's self-score and the IHCDA score differ the application will be referred to the Advisory Committee. Review of an application by the Advisory Committee is discretionary. If the Advisory Committee reviews an application, it will make a recommendation concerning appropriate scoring for the proffered application.

IHCDA will make the final determination of all scores, successful applicants and awards. All awards are subject to approval by the IHCDA Board.

Funded and/or partially funded applications will be announced at the published IHCDA Board Meeting date or thereafter. Confirmation letters will be sent to all successful applicants. Applicants with unfunded applications will be notified by IHCDA via a denial letter. Unsuccessful applications will not be rolled over to the next funding round.

#### **Award Compliance Training**

The Program Director, IHCDA or HHF staff will offer a compliance training session for each Funding Division. Topics covered will include award dispersal, record keeping, and necessary reporting. One-on-one award training may be provided at the discretion of IHCDA. Applicants that have failed to properly administer a prior IHCDA program award may be required to undergo award compliance training.

#### **Participation Agreements**

All successful applicants will be required to execute a participation agreement. The participation agreement will set forth the applicant's obligations and outline the events that may constitute a successful applicant's default under the terms of the BEP. Program partners will also be required to execute a participation agreement.

#### **Compliance Test**

All successful applicants will be required to demolish a sample set of properties. The demolition of the sample set will serve as a compliance test. The Program Director, IHCDA or HHF staff will verify that the applicant has complied with the demolition criteria set forth in the application packet and participation agreement. The Program Director, IHCDA or HHF staff may review the program participant's award dispersal, record keeping and reporting as part of the compliance test.

#### **Program Awards**

Applicants receiving an award will make draws on the award by submitting invoices to the Data Management System (DMS). Funds for approved invoices will be transferred to a bank account designated for the BEP.

Each successful applicant must set up and maintain a bank account ("BEP Account") for use in conjunction with the BEP. The BEP Account may only be used to receive BEP funds and pay approved invoices associated with approved BEP activities. IHCDA reserves the right to audit an applicant's BEP Account at any time and for any reason.



Each successful applicant will be responsible for reporting BEP progress to IHCDA. All successful applicants and program partners will be required to assist IHCDA in reporting to the United States Department of the Treasury during the course of the BEP. The forms and requirements for reporting may be subject to change.

A successful applicant may be requested to provide the following information: (1) information concerning pre and post demolition conditions in the target areas; (2) information about program partners; (3) information about foreclosure filings in the target areas; (4) information relevant to real estate sales in the target area; and information about the impact of the BEP in the target area.

The list set out above is not an exhaustive list and only serves to provide examples of the information that IHCDA may request. Program Partners may be requested to provide similar types of information.

All successful applicants and their respective program partners must use their full BEP allocation within eighteen (18) months of receiving formal notification of an award. Status reports will be required at three (3), six (6), nine (9), twelve (12), fifteen (15) and eighteen months (18). All funds not used within eighteen (18) months will be de-obligated. De-obligated funds will be recycled back into the BEP.

## **Eligible Applicants**

---

### **Eligible Applicants**

Eligible applicants include cities, towns, counties or other units of local government that are located in Indiana.

### **Program Partners**

Private organizations including faith-based organizations, for profit entities, not for profit entities (“NFPs”), community development corporations (“CDCs”), home owner associations (“HOAs”), economic development entities and land banks may not apply for BEP funds. The entities listed above may serve as Program Partners. These entities may work with applicants to complete applications, reporting, record keeping or administrative functions.

A Program Partner is required to hold title to all lots prior to demolition. Each applicant must have at least one Program Partner to hold title to the lots. Applicants may elect to work with one Program Partner or several Program Partners.

All Program Partners must complete a participation agreement. An applicant with questions concerning a proposed Program Partner should contact the Program Director or an HHF staff member.

Applicants may be held accountable for the actions of their Program Partners including a breach of the participation agreement. For this reason applicants should select their Program Partners with extreme care.

### **Ineligible Applicants**

IHCDA reserves the right to disqualify from funding any application that has either an applicant, sub-recipient, administrator, preparer, Program Partner or related parties if any of the aforementioned has a history of disregarding the policies, procedures, or staff directives associated with administering any program administered by IHCDA or programs administered by any other State, Federal, or affordable



housing entities, including but not limited to the Indiana Office of Community and Rural Affairs, the U.S. Department of Housing and Urban Development (HUD), the U.S. Department of Agriculture - Rural Development, or the Federal Home Loan Bank.

Any entity currently on IHEDA's suspension or debarment list is ineligible to submit an application.

### **Religious and Faith-Based Organizations**

Organizations that are religious or faith-based are eligible to participate in the BEP as a Program Partner.

A religious organization that participates in the BEP will retain its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs, provided that it does not use direct BEP funds to support any inherently religious activities, such as worship, religious instruction, or proselytization. Among other things, faith-based organizations may use space in their facilities, without removing religious art, icons, scriptures, or other religious symbols. In addition, a BEP-funded religious organization retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents. An organization that participates in the BEP program shall not, in providing program assistance, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief.

### **Eligible Activities & Program Requirements**

#### **Eligible Activities**

This program is intended to stabilize property values in Indiana neighborhoods and prevent foreclosures. BEP funds may only be used for the acquisition and demolition of one to four unit residential structures that are blighted and/ or abandoned. Residential structures located on any real property purchased with BEP funds must be demolished.

- BEP funds may be used to demolish blighted and/or abandoned residential properties with one to four units. Demolition must be completed by licensed contractors (where required). All debris resulting from demolition must be removed and deposited in state licensed landfills. Clean fill dirt must be provided to fill any basements, cellars or crawl spaces.
  - A chart of eligible activities associated with demolition and the extent to which the expenses may be paid with BEP awards is attached hereto and incorporated herein.
- BEP funds may be used to acquire properties for the purpose of demolishing the residential structures located on that parcel. Properties may be purchased from third parties, at tax sale, at sheriff sale, or through the purchase of an outstanding tax sale certificate. This list is not an exclusive list of the means through which property may be acquired for demolition. No more than \$25,000.00 may be spent on the acquisition and demolition of any one qualifying property.
- Title to all properties must be held by a Program Partner prior to demolition. Demolition activities may not commence until title to the real property is held by a Program Partner.
- All approved acquisition and demolition activities must occur within eighteen (18) months of an applicant receiving an award. Award funding not used within eighteen (18) months will be de-obligated. De-obligated funds will be returned to the BEP.



- Manufactured or mobile homes are eligible for acquisition and demolition using a BEP award if and only if the manufactured or mobile home meets the terms of the BEP and is affixed to the real estate.

### **Activity Costs**

Eligible acquisition and demolition activities **do not** include:

- The combined total of acquisition costs, demolition costs and approved expenses for a structure without a basement should not exceed \$15,000.00. Applicants may seek a waiver to exceed the \$15,000.00 limit. A waiver request must be submitted in writing prior to an applicant incurring the expenses.
- Any amounts exceeding \$15,000.00 will be paid at the discretion of IHCDA. No such sums will be paid without the submission of a written waiver request and the prior approval of IHCDA.
- The combined total of acquisition costs, demolition costs, approved expenses, and property maintenance fees for a structure with a basement may not exceed \$25,000.00. Applicants may not seek a waiver to exceed this limit.
- The total of the demolition costs, acquisition costs, approved expenses and property maintenance fees for any one eligible property may NOT exceed \$25,000.00. No exceptions will be made.

### **Ineligible Activities**

- Realtor's fees in excess of six (6) percent may not be paid for the acquisition of any qualifying property if the acquisition is made with a BEP award.
- Administrative and/or attorney fees associated with the drafting, review, negotiation and/or litigation of any vendor contract may not be paid with funds from a BEP award.
- Realtor fees or closing cost for the sale of a lot post demolition may not be paid with BEP funds.
- Rehabilitation activities may not be completed with funds from a BEP award.

Any questions about whether an activity is eligible should be referred to the Program Director, IHCDA or HHF staff. It is the job of the successful applicant to determine whether the activity is eligible prior to engaging in the activity.

IHCDA **does not** fund:

- Requests from individuals, political, social, or fraternal organizations;
- Endowments, special events, arts, or international projects;
- Scholarships requested by individuals;
- Institutions that discriminate on the basis of race, color, national origin, sex, religion, familial status, disability, sexual orientation, or gender identity in policy or in practice;
- Projects in furtherance of sectarian religious activities, impermissible lobbying, legislative or political activities;
- Medical research or medical profit-making enterprises.

### **Demand Note Requirements**

A demand note and mortgage will be executed for every property for which BEP funds are received. The Demand Note will be equal to the amount of funds received. The Demand Note will be structured as a zero percent, non-amortizing note, secured by a mortgage against the residential real estate. The





Demand Notes will have a limited term and will expire on December 31, 2017 (“Expiration Date”). Prior to the Expiration Date, loans will be forgiven at a rate of 33.3% per annum as long as terms of the BEP are met. Any and all sums due and owing under the Demand Note will be forgiven upon the Expiration Date.

The outstanding loan balance will become due and payable if a property is sold or title transferred prior to the Expiration Date. The method for calculating the outstanding balance will be determined based upon the time and method of transfer. The outstanding balance may include any and all net sale proceeds and/ or the full principal balance of the loan. Prior to the Expiration Date, any and all net sale proceeds will be due and payable to IHCDA.

Special considerations may be made by IHCDA to release or subordinate its lien prior to Expiration Date. A written request to subordinate or release a lien should be tendered to IHCDA in writing. The request should state the reason for the request and state any proposed positive economic impact to the community.

The Expiration Date and forgiveness provisions of the Demand Notes will be deemed null and void for any successful applicant that fails to abide by the BEP participation agreement or BEP program terms.

Demand Notes, loan modification agreements, and any and all mortgages required by the terms of the BEP must be executed by a Program Partner.

## **Eligible Activity Costs**

---

### **Structures without Basements**

Eligible activity costs for a qualifying residential structure without a basement should not exceed \$15,000.00. This is the total of all eligible costs for acquisition, demolition and approved expenses for a qualifying residential structure without a basement.

The total cost of acquisition and demolition may exceed \$15,000.00; however, the applicant and or program partner will only be reimbursed for \$15,000.00 in qualifying expenses unless a waiver is sought and obtained from IHCDA.

### **Structures with Basements**

Eligible activity costs for a qualifying residential structure with a basement may not exceed \$25,000.00. This is the total of all eligible costs for acquisition, demolition, qualifying expenses and property maintenance fees.

The total cost of acquisition and demolition may exceed \$25,000.00; however the applicant and or program partner will only be reimbursed for \$25,000.00 in qualifying expenses. No waiver may be sought to exceed this limit. Any such waiver that is sought to exceed this limit will be denied.



**Limitations on Eligible Expenses**

If a limit is set forth for a particular expense in the Allowable Expense Chart, an applicant or program partner may not be reimbursed in excess of the specified amount.

The following eligible expenses have a fixed maximum reimbursement amount:

Pre Demolition Title Work	\$300.00
Pre-Acquisition Appraisal (where required)	\$350.00
Litigation	\$1600.00
Acquisition costs	
Structure with no basement	\$6,000.00
Structure with a basement	\$10,000.00

**ACQUISITION** – Acquisition fees are limited to the purchase price and related costs associated with the acquisition of a parcel of real property. The acquisition costs should include the payment and release of any and all liens against the real estate. Successful applicants must use a title company when purchasing or selling properties acquired or demolished with BEP funds.

**PROPERTY MAINTENANCE FEES** – Property Maintenance fees of \$1,000.00 per year per lot may be available for three years after the demolition activity occurs. Property Maintenance fees are only available within the \$25,000 per property cap. Therefore if the cost of acquisition and/or acquisition and demolition for a specific parcel exceeds \$25,000.00, no Property Maintenance fees will be available for that parcel.

A maximum of \$250.00 per year per parcel may be taken from the \$1,000.00 Property Maintenance award for BEP Administration. No more than \$250.00 per \$1,000.00 Property Maintenance allocation may be used for administrative purposes.

**RETAINAGE POLICY** - IHCDA will hold the first installment of the Property Maintenance Fees until such time as all invoices and required reporting for the property acquisition and demolition have been submitted.

**REHABILITATION** –  
BEP funds may not be used for Rehabilitation.

**ADMINISTRATION** - The administration costs paid by the BEP are not to exceed \$750.00 per property for the life of the program. The administrative fees are derived from the Property Maintenance fees. If Property Maintenance fees are not awarded for a parcel, administrative fees will not be available. The maximum award is \$250.00 per year for a total of three years. These costs will be paid upon invoice from the applicant or program partner. No administrative fees will be paid for an unsuccessful application.



To be considered for funding, an applicant must meet all of the criteria listed below.

**Completeness**

- Timeliness – All documentation must be turned in by the application due date.
  - On or before the application deadline, the applicant must provide all documentation as instructed in this document.
  - If IHCDA requests additional information from the applicant, all requests are due on or before the date provided by IHCDA staff.
  - Any forms that are late will be denied review and will be sent back to the applicant.
- Responsiveness – All questions must be answered and all supporting documentation must be provided.
  - The applicant must provide all documentation as instructed in this document.
  - The applicant must provide all documentation as requested (i.e. uploaded or hard copies, labeled correctly, etc.)

Required signatures must be original.
- The checklist below and in the application forms is provided for your guidance in successfully completing the BEP application.

Completeness Checklist	Y or N
Is every question answered?	
Are all required signature pages signed?	
Was the Application Form emailed by the due date?	
Were all required attachments emailed by the due date?	
Was a hard copy of the Application Form with original signatures sent to IHCDA by the due date?	

**BEP Application Threshold Requirements**

Items that MUST be submitted as part of Threshold and Scoring Review are outlined herein. After initial threshold review, IHCDA staff may contact the applicant for further clarification of an item. Failure to respond to the requested clarification items by the due date and in the manner requested may result in the denial of the application.

An application that fails to meet the threshold requirements will not be scored by IHCDA.

An application must include:

- The name of the applying government entity with address, email and phone number;
- The name of any other government entity that is a co-applicant;
- The name, address, email and phone number for the applicant’s single point of contact;
- The name, address, email and phone number for the co-applicant’s single point of contact;



- The legal name of all Program Partners or paid service providers that assisted in completing the application;
- The legal name of each and every Program Partner that will hold title to a lot during the BEP;
- For every paid service provider that assisted in completing the application provide an organizational chart, staff and board roster, financial overview of entity, narrative history of entity, a brief narrative history of the entities applicable work experience and a brief narrative of the entities relationship with the applicant (s).
- For every Program Partner provide an organizational chart, staff and board roster, financial overview of the entity, narrative history of the entity, a brief narrative history of the entities applicable work experience and a brief narrative of the entities relationship with the applicant(s).
- Program partners that are not-for-profit corporations organized under section 501(c)3 or 501(c)4 of the Internal Revenue Code must include a copy of their IRS determination letter.
- Not-for-Profit program partners, sub-recipients, and administrators organized under the State of Indiana must provide proof of organization and that they are in good standing.
- For any and all Program Partners submit a copy of the Certificate of Organization from the Indiana Secretary of State.
- Map or maps of the areas targeted for program participation.
- Community or economic development plan or strategy (if applicable). Please provide the specifics of the plan per the table below.
- If the proposed community or economic development plan or strategy previously received funding directly from HUD or Rural Development, the applicant must send a notification letter to the appropriate HUD or Rural Development office.
- Provide a copy of the letter along with proof of sending.
- If there is no applicable community development plan, provide a narrative description of the planned demolition/ development of the target area lots post demolition. Please provide the specifics of the demolition project per the table below.
- A brief narrative detailing the history of each target area and the impact of the economic downturn and foreclosure on the neighborhood in question.
- A brief narrative of how the planned demolition activity will stabilize neighborhood property values and decrease foreclosures in all target areas.
- An excel spreadsheet with the following information for each qualifying structure:
  - 1) the common address of the property;
  - 2) the abbreviated legal description of the property;
  - 3) the current owner of the property;
  - 4) the acquisition plan for the property (ie: Purchase, gift, foreclose, etc.);
  - 5) the program partner the applicant anticipates will hold title prior to demolition; and
  - 6) the program award requested, either \$15,000.00 or \$25,000.00.

The approved spreadsheet form will be provided by IHEDA.

- A completed Site Evaluation Matrix for each property the applicant seeks to demolish.
- The match/leverage requirement for the BEP is 10% of the total amount of funding requested. The source of the matched or leveraged contribution. More details about the requested information are in the chart below.
- Estimate of demolition costs or an invoice for a demolition completed within the past six months



- If IHCDA requests additional information from the applicant, all requests are due on or before the date provided by IHCDA staff.
- Any forms that are late will be denied review and will be sent back to the applicant.
- Responsiveness – All questions must be answered and all supporting documentation must be provided.



	DESCRIPTION	INCLUDED AS ATTACHMENT? Y or N or NA
BEP Application Table		
a. Project Narrative		
It is important that the demolition project is well planned. The proposed demolition project should stabilize neighborhood property values and prevent foreclosures in a designated target area. An applicant should address the items set out below when completing the project narrative that describes the demolition project. An applicant should provide supporting documentation when it is available.		
	1) Project Description: Describe the project concept, including the rationale for selecting the current project form, and details of the project including size, number of units to be demolished, location, etc.	
	2) Describe the intended impact of this demolition project on the target area including the desired impact on property values.	
	3) Describe the need for the demolition project along with the applicant's theories on events that gave rise to the abandoned and blighted residential structures in the target area.	
	4) Community support and/or opposition to the project: Describe the support and/or opposition the community has for the demolition project. List community leadership (individuals, agencies, elected officials, organizations, etc.) that support and/or oppose the project. Also describe any public outreach that has taken place to ensure/gain community support for the demolition project.	
	5) Partnerships created to enhance the demolition project: Identify the partnerships, formal and informal, that were created as a result of the project concept and the role the partnerships have in the project?	
	6) Target area: The target area is the geographic location in which a potential demolition project may take place. Depending on how urban or rural the surroundings, it might be as small as a neighborhood or as large as a county. Describe the target area and why this area was selected. Describe any and all attributes of the target area that elevated this area for selection.	
	7) Attach a scaled map with the project boundaries with a key map labeling each address proposed for demolition. If the project is in multiple cities or towns, please submit a labeled city or county map showing the location of all cities and towns where demolition will occur.	
	8) Unique features: Describe the unique features of the project. Unique	



	features should be a creative addition to the proposed project. These might include tie-ins to existing project or planned transitions from demolition to development including proposed development incentives.	
	Match/Leverage Spreadsheet <i>Submit a completed Match/Leverage Spreadsheet with all required support documents. A Match/Leverage Spreadsheet is not required for banked match or cash match.</i>	
	Commitment Letters <i>Provide Letters of Commitment for any match/leverage or other sources contributing to the project.</i>	



## Scoring

---

Each applicant will submit a self-evaluation on the designated Application Evaluation Matrix. If an application meets all threshold requirements, IHCDA will then score the application. See the attached Application Scoring Matrix for scoring guidelines.

### Unique Features & Bonus

Category Maximum Points Possible: 19

1) Innovative Demolition Concepts

Maximum Number of Points: 17

Ten points may be awarded to applicants that have contracted, negotiated or otherwise found a manner to reduce costs on every demolition. For example, Smallville (a fictitious town) has negotiated with the local municipally owned land fill to save fifty percent off the cost of every load of demolition debris. Smallville has negotiated an agreement that will result in savings on each and every demolition.

Five points may be awarded to applicants that have contracted, negotiated or otherwise found a manner to reduce costs on a portion of the demolitions. For example, Smallville (a fictitious town) has negotiated to have a group of trained volunteers salvage decorative fixtures from homes prior to demolition. These fixtures will be sold and proceeds donated to Smallville. The agreement negotiated between Smallville and the volunteers will result in a savings (through the return of proceeds) on the demolitions where fixtures may be salvaged.

Two points may be awarded to applicants that have contracted, negotiated or otherwise found a manner to reduce costs on a service or product secondary to demolition. For example, Smallville has negotiated with a local property owner to use a storage facility rent free. Salvaged items may be stored at the facility until such time as they are sold.

An applicant wishing to receive bonus points should provide a narrative describing its innovative demolition concept. Supporting documentation should be provided to demonstrate that the agreement to facilitate an innovative demolition concept is in place.

2) *Bonus*

Maximum Points Possible: 2

The applicant will receive two (2) bonus points for answering all questions and turning in all required threshold documentation. Threshold documentation includes all scoring support documentation.

Points are awarded at IHCDA's sole and absolute discretion.