

To: All BEP Recipients
From: Department of Asset Preservation
Date: March 21, 2018
Re: Amended Greening Form & Open-Hole Inspections Requirement

In an effort to conform to the recommendations of the Special Inspector General for the Troubled Asset Relief Program (SIGTARP), IHCDA is implementing an open-hole inspection requirement for each and every demolition. An open-hole inspection must be completed to verify that all debris, pulverized building material, and/or any other concrete improvements have been removed from the footprint of the demolition.

Recipients **must** utilize the new Greening Claims Form identified as “*Form Approved for Use April 16, 2018*” AND complete an open-hole inspection **for each and every property demolished on or after April 16, 2018**. Any greening claim submitted on or after April 16, 2018 must include the following documentation:

1. A completed BEP Greening Claims Form – “*Approved for Use April 16, 2018*”
2. An invoice for greening services
3. One (1) photo of the property prior to demolition AND two (2) photos of the property post-demolition
4. A copy of the clean fill and topsoil certification letter(s)

IHCDA has amended the BEP Greening Claims Form to include an open-hole inspection verification. A space for the Recipient to provide the source/provider for the fill material has also been added in order to comply with the requirements set forth in BEP Notice 18-99: Required Backfill Certification.

Recipients **must** discontinue use of any and all previous versions of the BEP Greening Claims Forms. Failure to complete the open-hole inspection and use the new BEP Greening Claims Form will result in an automatic denial of a greening claim.

