

Residential Structure Site Evaluation and Documentation Checklist

INSTRUCTIONS

This form is required for all OCRA CDBG applications for the Blight Clearance Program (BCP) that include residential properties. It ensures each residential property proposed for acquisition, demolition, clearance, or remediation meets eligibility requirements.

- A **separate BCP-002 form must be completed for each property** included in the application.
- Each form must be uploaded with all supporting documentation for the applicable property in one file in the Indiana electronic Grants Management System (eGMS).
- Incomplete forms or missing documentation will result in application delays or rejection.
- Submit the completed form along with your application through eGMS by the submission deadline.

SECTION 1: APPLICANT INFORMATION

1. LEAD APPLICANT	2. SUBRECIPIENT NAME, IF APPLICABLE	3. ADM-####
4. GRANT ADMINISTRATOR NAME	5. GRANT ADMINISTRATOR EMAIL	6. DATE OF FORM SUBMISSION

SECTION 2: PROPERTY IDENTIFICATION AND ELIGIBILITY

1. PROPERTY ADDRESS	2. PARCEL NUMBER
3. TYPE OF PROPERTY	
☐ Single Family Home ☐ Multi-Unit Residential Structure (2–4 units)	
4. PROPERTY OWNER	
☐ Lead Applicant (Unit of Local Government) ☐ Subrecipient (Listed in SECTION 1) ☐ Other: _____ (Property will be acquired through project. Complete SECTION 4.)	
5. PROPERTY ELIGIBILITY	
☐ Property is a vacant residential structure with no more than four (4) units. ☐ Project meets the National Objective of <i>Prevention or Elimination of Slums or Blight on a Spot Basis</i> (24 CFR 570.483(c)(2)) with respect to the property. ☐ Property meets the definition of an unsafe building under IC 36-7-9-4 . ☐ Property has been deemed uninhabitable by local authorities due to structural damage, environmental hazards, or code violations under IC 36-7-9 . ☐ Property has an active unsafe building “action order” under IC 36-7-9-5 that was issued within the past two (2) years.* <i>*If action order cannot be obtained due to lack of local code enforcement agency, email cdbq@ocra.in.gov for further guidance.</i>	

SECTION 3: OWNERSHIP VERIFICATION

Attach the following documents verifying property ownership:

- ☐ County Assessor’s Card with Improvement Data (year of construction required)
- ☐ Current Recorded Deed

SECTION 4: ACQUISITION VERIFICATION (IF APPLICABLE)

If property is purchased or donated, applicant must comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA) and all other acquisition procedures and requirements. Property owner must certify vacancy and agree to voluntary acquisition. Applicant or subrecipient must be end recipient after acquisition.

Attach the following documentation:

- ☐ Vacancy and anti-displacement certification from property owner (see OCRA [CDBG Policy Notice 26-03](#))
- ☐ Third-party documentation corroborating vacancy, such as utility records (preferred), police/fire call logs, code enforcement inspection logs, or USPS vacancy data
- ☐ If tenant(s) occupied the property within the past year, corroborating documentation verifying that the owner did not evict, refuse lease renewal, or otherwise displace them after becoming aware, or as a result, of the proposed acquisition (if applicable)

SECTION 5: HABITABILITY, STRUCTURAL DAMAGE, AND LOCATION

Attach the following documentation, demonstrating all unsafe conditions, including structural damage, mold, lead paint, hazardous materials, and other environmental contaminants (**select all that apply**):

- ☐ Copy of active unsafe building action order issued within the past two (2) years (if unavailable, see SECTION 2 for guidance)
- ☐ Recent photos of entire structure: exterior (required) and Interior (if interior is accessible)
- ☐ Inspection report from local code enforcement agency (if interior is accessible)
- ☐ Map showing property location and proximity to nearby public gathering spaces, including community centers, libraries, parks, schools, hospitals, and other public facilities

SECTION 6: PUBLIC SAFETY AND CONCERNS

Attach **at least one (1)** of the following documents (dated within the past two (2) years, if applicable):

- ☐ Police, Fire, EMS dispatch logs
- ☐ Letter from police/fire department officer or employee on department letterhead
- ☐ Fines issued to property owner for code violations
- ☐ Complaints received by code enforcement agency
- ☐ Police reports indicating methamphetamine or other illegal drug production
- ☐ Photos documenting exterior of structure with police department warning that the property cannot be entered due to the production of methamphetamine or another illegal drug
- ☐ Map showing property location and proximity to nearby brownfields, EPA Superfund sites, and other environmental hazards

SECTION 7: ENVIRONMENTAL REVIEW COMPLIANCE

Attach the following environmental review forms and documentation:

- ☐ [Form CEST-001: Certification of CEST](#), confirming Categorical Exclusion Subject to Section 58.5 (CEST) under [24 CFR 58.35\(a\)\(4\)\(i\)](#)
- ☐ Letter from Indiana Department of Natural Resources Division of Historic Preservation and Archaeology, documenting Section 106 Historic Preservation consultation was completed with a determination of concurrence
- ☐ Floodplain, airport, and coastal barrier maps

SECTION 8: PROPERTY USE AND CHANGE OF USE

- ☐ Applicant acknowledges property use must be retained for five years following grant closeout.
- ☐ Applicant understands that any proposed change in use must comply with [24 CFR 570.489](#) and OCRA [CDBG Policy Notice 25-009](#), including written request to OCRA.
- ☐ Applicant understands that ineligible repurposing may result in repayment of grant funds.