

Neighborhood Initiative Program  
***Program Notice 10***



**Date:** February 15, 2017

**To:** NIP Lead Entities and Partners

**From:** NIP Staff

**Subject:** Program Notice #10: Program Deadlines & Final Inspection Requirements

This notice includes important information about program deadlines and requirements for final inspections. As you are aware, the Neighborhood Initiative Program will come to a close at the end of 2017. To ensure an appropriate amount of time is allotted for Partners to move properties through the pipeline from acquisition to final disbursement, we are issuing the below progress benchmarks for NIP1 and NIP 2 program participants moving forward. These progress benchmarks supersede the progress benchmarks in the Neighborhood Initiative Program Award Agreements.

**Program Deadlines for NIP1 Participants:**

Properties that are not under site control of the LE/Partner by **March 31, 2017** will be withdrawn from the program and funds budgeted for those properties will be de-obligated from the NIP Award. Site control is defined by the following documents dated on or prior to **March 31, 2017**:

- An executed deed;
- An option or sales contract executed by the seller and LE/Partner;
- A bid acceptance or some other form of written confirmation from a forfeited land commission official agreeing to or confirming the sale of the property to the LE/Partner.

**Program Deadlines for NIP1 and NIP2 Participants:**

1. Properties that are not acquired by **June 30, 2017** will be withdrawn from the program and funds budgeted for those properties will be de-obligated from the NIP Award. At least one of the following documents dated on or prior to **June 30, 2017** must be submitted to demonstrate the property was acquired by the deadline:

- Executed HUD-1, Settlement Statement, or Closing Disclosure
- Executed Deed

2. 100% of Hardest Hit Funds must be expended by **December 1, 2017**.

**Final Inspection Requirements NIP1 and NIP2 Participants:**

Final Inspections requested and scheduled after the date of this notice will require someone from the LE or Partner organization to be present at the property during the final inspection. Inspection staff will contact the person designated on the ***NIP-6 Inspection Request Form*** to schedule the inspection. Having someone present during the inspection will allow for the inspector to provide immediate inspection results and to provide guidance when additional work is needed to pass the final inspection. Due to time limitations, final inspections will be limited to (20) twenty minutes per property.

Please contact your program representative if you have any questions or concerns.