

Neighborhood Initiative Program  
***Program Notice 13***



**Date:** August 8, 2017

**To:** NIP Lead Entities and Partners

**From:** NIP Staff

**Subject:** Program Notice #13: Asbestos Testing, Maintenance Funds, and Personally Identifiable Information

**Asbestos Testing**

DHEC has determined that NIP properties do not meet any of the residential exemption criteria. **As of the date of this notice asbestos testing is mandatory for all NIP properties.**

**Maintenance Funds**

- HHFs disbursed for the purpose of maintaining the property throughout the three (3) year lien period are subject to all the same requirements as any other HHF disbursed for eligible NIP expenses.
- Lead Entities/Partners must maintain complete and accurate financial records for all maintenance expenses paid for with NIP funds. Refer to the Financial Management section of the ***NIP Guidelines & Implementation Manual*** beginning on page 8 for more information.
- When using third party contactors to perform maintenance on NIP properties, those third party contractors must be selected in accordance with Federal procurement requirements located at 2 CFR Part 200. NIP staff will primarily review accounting, procurement, and contracting documentation for the use of maintenance funds during compliance reviews, but may request this documentation be submitted at any time. The following compliance documentation needs to be maintained to document compliance for the use of NIP maintenance funds:
  1. Documentation of how bids were solicited
  2. Copy of the bid package provided to bidders
  3. Copies of bid packages/quotes received from all bidders
  4. Tabulation of bids received
  5. ***NIP-14 Contract Submittal Form***
  6. Copy of the contract/notice proceed/signed proposal, whichever is applicable.

7. ***NIP -8 Debarment Certification Form*** with search results from SAM.GOV
  8. ***NIP-9 Conflict of Interest Certification Form***
  9. Copy of Contractor's License
  10. Documentation of contractor's insurance (hazard, liability, workers compensation)
- Maintenance funds will not be provided for properties that will be redeveloped soon after demolition activities are completed.
  - If an early lien release is approved, all unexpended maintenance funds disbursed for the property must be remitted to SCHC prior to the lien releases being provided to the Partner. Documentation demonstrating the expenditure of maintenance funds must be provided and approved by NIP staff prior to returning the funds.

**Personally Identifiable Information**

As a reminder, all Personally Identifiable Information contained in documents submitted to NIP staff **must be redacted prior to sending to NIP Staff**. If you are unsure if something needs to be redacted, please refer to the NIP privacy policy located on page 10 of the ***NIP Guidelines & Implementation Manual*** or contact your program representative for guidance.