

Neighborhood Initiative Program
Program Notice 15



Date: January 4, 2018
To: NIP Lead Entities and Partners
From: NIP Staff
Subject: Program Notice #15: Program Close-Out Requirements

This notice includes important information about Program Close-Out Requirements and the eligible uses of NIP maintenance funds during the lien period.

Project Completion Deadlines:

The deadline to complete all single-family demolition and greening activities is **March 30, 2018**. All single-family properties must pass their final inspection and have their final disbursement requests submitted no later than March 30, 2018.

The deadline to complete multi-family demolition and greening activities is **June 15, 2018**. All multi-family properties must pass their final inspection and have their final disbursement requests submitted no later than June 15, 2018.

Eligible Uses of Maintenance Funds:

Up to \$3,000 can be requested to maintain NIP properties through-out the duration of the lien period. Maintenance funds can be used for:

1. Routine maintenance such as mowing, trimming, removing trash and debris
2. Re-seeding, fertilizing, weed control
3. Maintaining/repairing fences
4. Removal of dead trees, limbs
5. Property insurance
6. Property taxes (only if not exempt)
7. Administrative expenses directly related to the oversight of property maintenance. Administrative expenses are limited to reasonable and necessary salary expenses and consultant fees directly related to the oversight of the maintenance of NIP properties. Indirect administrative costs are not eligible.

As a reminder, all maintenance expenses must be procured for in accordance with Program Notice 9. Questions about eligible costs must be referred to NIP staff. It is the responsibility of the Lead Entity and Partner to confirm the eligibility of an expense with NIP staff prior to incurring the

expense. Drafts of contracts for property maintenance must be reviewed by NIP staff for cost reasonableness and program compliance prior to execution.