

Neighborhood Initiative Program  
***Program Notice***



**Date:** August 4, 2016

**To:** NIP Lead Entities and Partners

**From:** NIP Staff

**Subject:** Annual Certification - Ethics, Fraud, Conflict of Interest, and Privacy Policy

All participants working with the Neighborhood Initiative Program are required to certify annually that they are aware of, have read, and understand the policies and procedures for NIP regarding Ethics, Fraud, Conflict of Interest, and Privacy. **ALL** employees and consultants of Lead Entities and Partners with any responsibilities working with NIP must return the attached **NIP-17 Fraud & Conflict of Interest Certification** no later than **August 18, 2016**.

All employees and consultants of Lead Entities and Partners are required to execute a **NIP-13 Confidentiality Agreement**. NIP-13 Forms were provided for signature during Implementation Training in May/June of 2015. If you have any new staff or consultants working with NIP that have not signed and submitted a **NIP-13 Confidentiality Agreement** please ensure those persons sign and submit their confidentiality agreements **no later than August 18, 2016**.

If you have any questions regarding Ethics, Fraud, Conflict of Interest, or Privacy please contact your Program Representative. Additional training on these topics is available upon request.