



U.S. Department of Housing  
and Urban Development

# Fair Housing Initiatives Program - Fair Housing Organizations Initiative (FHOI)

FR-6900-N-21-B

Applications are due by 11:59 PM ET Eastern Time on 08/21/2025.

Fair Housing and Equal Opportunity

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# BEFORE YOU BEGIN

If you believe you are a good candidate for this funding opportunity, register in the appropriate systems now and review the application package. If you are already registered, make sure your registration is active and up-to-date.

## **SAM.gov Registration**

You must have an active and up-to-date account with [SAM.gov](https://sam.gov), at the time of application and throughout the life of any award.

To register, go to [SAM.gov Entity Registration](https://sam.gov) and click Get Started. From the same page, you can also click on the Entity Registration Checklist for the information you will need to register.

It can take several weeks to register in [SAM.gov](https://sam.gov), so please get started now if you are planning to apply. [SAM.gov](https://sam.gov) also provides each organization with a unique entity identifier (UEI). A valid UEI is required to apply for funding.

## **Grants.gov Registration**

You must have an active [Grants.gov](https://grants.gov) registration. This requires a [Login.gov](https://login.gov) registration as well. See step-by-step instructions at the [Grants.gov Quick Start Guide for Applicants](#). You must apply for funding using [Grants.gov](https://grants.gov), unless HUD has approved your [waiver request](#).

See [Section VI.B](#). Submission Methods.

## **Find the Application Package**

Use the Grants Search at [Grants.gov](https://grants.gov) and search for opportunity number FR-6900-N-21-B . The application package has all the online forms you need to apply. You also need to access the Download Instructions link and review the content before you apply.

If you have other technical difficulties using [Grants.gov](https://grants.gov), access the Support Center on [Grants.gov](https://grants.gov) for assistance.

To get updates on changes to this notice of funding opportunity (NOFO), click Subscribe from the View Grant Opportunity page for this NOFO on [Grants.gov](https://grants.gov).

### **Application Deadline**

Applications are due by 11:59 PM ET Eastern Time on 08/21/2025.

### **HUD Listserv**

If you are interested in email notices about upcoming funding opportunities, subscribe to [HUD's Funding Opportunities listserv](#).

**Note:** To help you find what you need, this NOFO uses internal links. In Adobe Reader, you can go back to where you were by pressing Alt + Left Arrow (Windows) or Command + Left Arrow (Mac) on your keyboard.

# I. BASIC INFORMATION

## I. Basic Information

### A. Summary

### B. Agency Contact(s)

I. BASIC INFORMATION

See [Contact and Support](#) section of this NOFO.

A. Summary

**Federal Agency Name:**  
United States Department of Housing and Urban Development (HUD)

**HUD Program Office:**  
Fair Housing and Equal Opportunity

**Announcement Type:**  
Initial

**Program Type:**  
Discretionary

**Paperwork Reduction Act Information:**  
2529-0033

**Due Date for Intergovernmental Review:**  
See [Section VI.C.1.](#)

Key Facts

**Opportunity Name:**  
Fair Housing Initiatives Program - Fair Housing Organizations Initiative (FHOI)

**Opportunity Number:**  
FR-6900-N-21-B

**Federal Assistance Listing:**  
14.417

Key Dates

**Application Due Date:**  
11:59:59 PM Eastern Time on:  
08/21/2025

**Anticipated Award Date:**  
09/25/2025

**Estimated Performance Period Start Date:**  
11/01/2025

**Estimated Performance Period End Date:**  
11/01/2026

1. NOFO Summary

The FHIP Fair Housing Organizations Initiative (FHOI) provides competitive awards to eligible non-profit and other fair housing organizations to build the capacity of non-profit fair housing organizations to provide fair housing enforcement, for the purpose of

supporting the continued development or implementation of initiatives which enforce the rights granted under the Fair Housing Act [42 USC 3616a(c)]. FHOI also strengthens the fair housing movement nationally by assisting in the creation and growth of organizations that focus on localized rights and needs. This NOFO makes available competitive funding under two components:

- **Continued Development Component (CDC)** to eligible non-profit fair housing organizations to build their capacity and effectiveness to conduct enforcement related activities such as investigating housing discrimination allegations based on protected classes under the Fair Housing Act, and expanding testing expertise, particularly in those areas of the country which are currently underserved by fair housing enforcement organizations as well as those areas where large concentrations of protected classes exist [42 USC 3616a (c)(2)].
- **Establishing New Organizations Component (ENOC)** to Qualified Fair Housing Enforcement Organizations (QFHOs) (“sponsoring organizations”) to establish new separate organizations (“sponsored organizations”) to engage in fair housing work, particularly in areas of the country that are currently underserved or unserved by fair housing enforcement organizations. Grantees may use FHOI-ENOC funds to establish a single organization to become a viable regional/local fair housing enforcement organization that will conduct testing and other fair housing enforcement-related activities.

FHOI is one of several components under FHIP, which supports enforcement, education and outreach activities to prevent or eliminate discriminatory housing practices and to inform individuals of their rights and responsibilities under fair housing laws.

## 2. Funding Details

### Type of Funding Instrument

G (Grant)

### Available Funds

Funding of approximately **\$3,700,000** is available through this NOFO.

Additional funds may become available for award. Use of these funds is subject to statutory constraints. All awards are subject to the selection process contained in this NOFO.

Maximum Funding for CDC for the 12-18 month grant period of performance is \$260,000; minimum amount is \$100,000.

Maximum Funding for ENOC for the 36-month grant period of performance is \$1,880,000; minimum amount is \$250,000.

### Number of Awards

HUD expects to make approximately 8 awards from the funds available under this NOFO.

### Length of Performance Period:

12-month project period and budget period

Other

Length of Periods Explanation:

The period of performance for FHOI-CDC is 12 -18 months.

The period of performance for FHOI-ENOC is 36 months.

All SOW tasks must be completed and all grant funds must be expended within the specific time frames established in negotiations.

**B. Agency Contact(s)**

See [Contact and Support](#) section of this NOFO.

## II. ELIGIBILITY

### II. Eligibility

#### A. Eligible Applicants

#### B. Cost Sharing or Matching



## II. ELIGIBILITY

You are invited to apply if your organization is an eligible entity type and meets the funding conditions included in the NOFO. HUD will review applications from eligible applicants using the criteria in [Section V. of this NOFO](#).

### A. Eligible Applicants

#### 1. Eligible Entity Types:

25 (Others (see text field entitled "Additional Information on Eligibility" for clarification))

##### Additional Information on Eligibility

[Faith-based organizations](#) may apply on the same basis as any other organization. [HUD does not engage in any unlawful and improper conduct, policies, or practices that target faith-based organizations.](#)

Individuals are ineligible applicants.

##### FHOI Continued Development Component

Eligible applicants under the CDC are Qualified Fair Housing Enforcement Organizations (QFHOs), Fair Housing Enforcement Organizations (FHOs), and other private nonprofit organizations seeking to build their capacity to conduct fair housing enforcement activities. All applicants are required to complete Appendix B, FHOI Eligibility Certification, and submit it as a part of their application.

##### FHOI Establishing New Organizations Component

Eligible applicants for the ENOC are QFHOs that are sponsoring the creation of a new organization to conduct fair housing enforcement activities in areas of the country which are currently unserved or underserved by a fair housing enforcement organization.

The sponsoring organization will receive administrative funds not to exceed 25% of the grant funding per year to sponsor the new organization ONLY for its administrative purposes outlined in the Statement of Work. All other funds must be used for the purpose of establishing the new organization.

**ENOC Threshold Requirement.** As a threshold requirement for FHOI-ENOC, the sponsored organization is not eligible to apply for or receive additional FHIP PEI funding until it becomes a QFHO or FHO. However, the sponsored organization is eligible to apply for EOI and FHOI Continued Development Component funding.

**FHOI-ENOC Sponsoring Organization Certification.** Under the FHOI-ENOC competition, the sponsoring QFHO must submit the application and certify (Appendix B, Sections 1 and 2) that the proposed new organization has the ability to become a FHO by the end of the grant period of performance. The Sponsoring Organization's Statement of Work (SOW) should reflect enforcement related activities for the sponsored organization by year two of the grant. Total funding is awarded to the sponsoring organization, which is responsible for distributing funding to the sponsored organization. The HUD GTR will conduct a monitoring review of the sponsored and sponsoring organizations to ensure all financial and management systems are adequate. If HUD makes the determination that financial and management systems of one or

both organizations are inadequate, HUD may provide technical assistance or terminate the grant.

## 2. Restrictions

### a. Statutory and Regulatory Requirements Affecting Eligibility

You must comply with the current [General Statutory and Regulatory Requirements Affecting Eligibility for HUD's Competitive Programs](#). HUD will review your eligibility before issuing an award. As part of this review, HUD uses [SAM.gov](#) and Department of Treasury data.

### b. Application Eligibility

Your application is considered for funding if it satisfies the application review requirements in [Section V. of this NOFO](#).

1. **Fair Housing Related Activities.** All program activities and costs within the Statement of Work (SOW) and budget must be fair housing related activities and must demonstrate an explicit connection to the non-discrimination provisions of the Fair Housing Act.
2. **Fair Housing Act/Protected Classes.** All FHIP-funded projects must address housing discrimination based on race, color, religion, sex, disability, familial status and national origin.
3. **Funding Request Within the Award Limits.** Applicants are ineligible for funding if more than the maximum award amount is requested in the application, even if due to miscalculations or errors in the application.
4. **Inconsistencies in the Requested Amount.** If inconsistent amounts are requested in an application selected for an award, the amount stated on the SF-424 will be deemed the controlling amount for purposes of determining the funding amount.
5. **Rating Factors.** An application that does not include **any** narrative responses to any of the four Rating Factors will be deemed ineligible for review.
6. Grants or cooperative agreements awarded under FHOI-CDC may not provide more than 50 percent of the operating budget of the recipient organization for any one year (42 U.S.C. 3616a(c)).

### c. Parent and Affiliate Organizations.

HUD will not fund an organization if the parent or its affiliate/subsidiary organization has an open grant (previously funded) under this same FHOI component. In addition, HUD will not fund both a parent organization and its affiliate/subsidiary organization under this NOFO for the same component. Further, HUD will not allow affiliate and parent organization staff sharing protocols whereby the parent organization shares key staff with an affiliate(s). All funded organizations must be fully independent functional enforcement organizations, i.e., able to conduct business on an ongoing basis without support from parent or from its staff to complete proposed program activities while set apart from parent organization.

A parent organization that is a QFHO or an FHO with a separate Employer Identification Number does not mean that an affiliate organization automatically gets QFHO or FHO status. Instead, we will determine if the affiliate organization has the requisite experience,

independent of the parent organization.

#### **d. Non-Profit Status.**

Applicants must be a 501(c)(3) tax-exempt organization as determined by the Internal Revenue Service (IRS) prior to the application deadline date to be eligible for funding. Applications must include an IRS report showing 501(c)(3) status. If an applicant's 501(c)(3) status has expired prior to application deadline date, the application must show that the organization has applied for renewal of tax-exempt status and that the application is pending. If an organization with a pending 501(c)(3) application is selected for a funding award, the applicant must provide proof that the 501(c)(3) renewal is approved prior to release of funding. If the applicant's pending application for renewal is subsequently denied, the award selection will be rescinded. All applicants must maintain 501(c)(3) status throughout the grant period. Applicants may be required to verify 501(c)(3) status in accordance with 24 CFR 5.109(l).

e. Cannot have received a received a "poor" rating on its most recent performance assessment on any prior FHIP grant within the past year.

If your organization received a "poor" rating on its most recent performance assessment on any prior FHIP grant within the past year, the organization is ineligible for a period of one (1) year.

Exception: organization provides evidence that the rating was overturned through an appeal or that another resolution was accepted by the Government Technical Representative/Government Technical Monitor to improve future performance.

If your organization receives a "poor" performance rating on another FHIP grant after being selected for an award or after receipt of funding under this NOFO, HUD will rescind all remaining grant funds received under this NOFO, and the organization will remain ineligible for funding for a period of one year, unless it provides evidence as stated above.

f. Multiple components under this NOFO.

A single organization may apply for both components under this NOFO, but the FHOI-ENOC awardee is not eligible to also receive a FHOI-CDC grant.

g. All applicants must comply with the requirements of Section V.A. herein

## **B. Cost Sharing or Matching**

This Program does not require [cost sharing or matching](#).

If you propose cost sharing or matching in your application you will be required to provide the amount you proposed if you are selected for an award.

## III. PROGRAM DESCRIPTION

### III. Program Description

#### A. Purpose

#### B. Goals and Objectives

#### C. Authority

#### D. Unallowable Costs

#### E. Indirect Costs

#### F. Program History

#### G. Other Information

## III. PROGRAM DESCRIPTION

### A. Purpose

Congress amended the Fair Housing Act in 1988 to establish the Fair Housing Initiatives Program (FHIP) with a purpose of providing funding to entities to work alongside HUD to “prevent or eliminate discriminatory housing practices” 42 USC § 3616a(a). FHIP provides funds to eligible organizations through competitive grants under three initiatives: the Fair Housing Organization Initiative (FHOI), the Private Enforcement Initiative (PEI), and the Education and Outreach Initiative (EOI).

The purpose of the Fair Housing Organizations Initiative (FHOI) is to build the capacity of organizations to provide fair housing enforcement and enforcement related activities to support the continued development or implementation of initiatives which enforce the rights granted under the Fair Housing Act.

The purpose of the FHOI-CDC is to provide funding to existing eligible non-profit fair housing organizations to develop or expand their ability to provide fair housing enforcement related activities; and the purpose of the FHOI-ENOC is to provide funding to eligible Qualified Fair Housing Organizations to establish new fair housing enforcement organizations, particularly in those areas of the country which are currently underserved by fair housing enforcement organizations, as well as those areas where large concentrations of protected classes exist (42 USC 3616a(c)(2)).

### B. Goals and Objectives

The program goal is to increase and/or enhance fair housing enforcement related activities in communities throughout the nation so that everyone has access to a quality, affordable home.

### C. Authority

1. FHIP is authorized by Section 561 of the [Housing and Community Development Act of 1987 \(42 U.S.C. 3616a\)](#). The Fair Housing Organizations Initiative is specifically authorized under 42 U.S.C. 3616a(c). The FHIP implementing regulations are found at 24 CFR part 125 and FHOI is outlined at Section 125.501.

2. Funding for this program is provided by the [Consolidated Appropriations Act, 2024](#) (Public Law 118-42, approved March 9, 2024).

### D. Unallowable Costs

1. **Retainer Fees.** FHIP recipients are under specific restrictions (outlined in the grant agreement documents) regarding establishment of retainer agreements and recovery of legal fees from HUD-funded cases. Data on fees, settlements, and verdicts are matters of public record. Awardees must provide this information to HUD annually. Neither the grantee nor the individual(s) on whose behalf any action is filed can request that HUD waive these provisions.
2. **Compensation.** Grantees cannot charge more than Level IV of the Federal Executive Schedule annually for an individual’s compensation even if the individual earns more

than the capped amount. This compensation cap does not require grantees to limit the amount paid to individuals under this grant; however, the individual's remaining compensation over the cap must be paid from an alternative organization funding source. HUD reserves the right to determine whether compensation is reasonable and customary for the skill set provided and the areas being served.

3. **Fair Housing Organizations Initiative-Establishing New Organizations Component.** ENOC sponsoring organizations are eligible to receive funding under the grant for administrative expenses associated with establishing the sponsored organization. Administrative funds for the sponsoring organization cannot exceed a maximum of 25% of the annual grant award. In addition, the agreement must include a statement outlining: (a) what tasks are expected of the sponsored organization; (b) the mission of the sponsored organization; and (c) a timeline for creating the new organization.
4. **Eligible Activities.** HUD will not fund ineligible activities in a proposal and will not fund a proposal with more than 50% ineligible activities. Housing counseling activities are not eligible costs under the program.

## E. Indirect Costs

If you expect to charge [indirect costs](#) to the award, submit the Indirect Cost Rate Certification form (HUD-426) with your application.

### 1. Indirect Costs

Indirect costs are costs incurred for common or joint purposes, such as general overhead and costs of general management, oversight, and coordination. These costs benefit more than one cost objective and cannot be readily identified with a particular final cost objective without effort disproportionate to the results achieved. Examples of indirect costs:

- Fiscal tracking of grants funds.
- Accounting staff wages and benefits.
- Depreciation of office equipment, general insurance, and general office supplies incurred for common or joint purposes.

One hundred percent of the salaries and fringe benefits related to general management or oversight functions serving a common or joint purpose are indirect costs. Salaries and benefits related to implementing your project or program elements of your grant agreement are direct costs.

### 2. Direct Costs

As defined in 2 CFR 200.413, direct costs are those that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy. You will need to specify costs in your *Budget Narrative and Budget Worksheet*, Rating Factor 3

Examples of direct costs usually chargeable to FHIP grants include:

- Compensation of employees for the time devoted specifically to award performance and associated fringe benefits.
- Materials bought, consumed, or spent specifically for the award.
- Equipment necessary to carry out the award.
- Travel expenses necessary to carry out the award.
- Translation and interpretation necessary to carry out the award.
- Information technology systems and services necessary to carry out the award.
- Litigation costs, such as costs of gathering evidence, necessary to carry out the award.
- Reasonable transportation costs, such as public transportation passes, to support a client's ability to take part in eligible services.
- Professional licensing fees, professional liability insurance, and professional development costs, such as conference and travel costs or training in eligible services or skills, necessary to carry out the award.
- Outreach, educational, and marketing materials to carry out the award.

You may use FHIP funds for the lease or rental of space for eligible activities if each of the following conditions is met:

1. The lease must be for existing facilities not requiring rehabilitation or construction except for minimal alterations to make the facilities accessible to and usable by individuals with disabilities;
2. no repairs or renovations of the property may be undertaken with grant funds; and
3. properties in the Coastal Barrier Resources System designated under the Coastal Barrier Resources Act (16 U.S.C. 3501) cannot be leased or rented with federal funds.

Administrative and clerical staff salaries may be treated as direct costs if each of the following conditions are met:

1. Administrative or clerical services are integral to *Eligible Legal Assistance Activities and Services* (Section III.F.), such as conducting work with tenants, coordinating with other organizations serving tenants, or maintaining client files;
2. Individuals involved can be specifically identified with the activity;
3. Such costs are explicitly included in the budget or have the prior written approval of HUD; and
4. The costs are not also charged as indirect costs.

## F. Program History

Congress determined in 1987, and affirmed each year since then through appropriations, that HUD can only achieve its fair housing mission and obligations with support to a network of organizations helping to educate and enforce fair housing rights. Initially a demonstration



program, Congress made FHIP permanent in 1992 through the Housing and Community Development Act of 1992. The program was expanded in 1992 to address building capacity in unserved areas, establish a national media campaign, and fund a National Fair Housing Month.

#### 1. Changes to the previously published FY2024 FHIP FHOI NOFO (FR-6800-N-21-B)

The FY2024 FHIP FHOI Notice of Funding Opportunity (NOFO) was published in September 2024 and closed in November 2024. This FY2024 FHIP FHOI NOFO has been revised to implement the current Administration's Executive Orders and is re-published utilizing the new NOFO template; if you submitted an application for the previously published NOFO, please review the changes herein and revise and resubmit your application.

- Program goals no longer tied to HUD's Strategic Plan for FY 2022–26. See III.B.
- Applicants no longer need to submit narratives on Advancing Racial Equity and Experience Promoting Racial Equity and those topics are no longer considered in merit review or funding decisions. See IV.C. and V.B.
- Requirements to Advance Racial Equity were removed from performance requirements, See VII.A., *Administrative, National and Departmental Policy Requirements and Terms for HUD Applicants and Recipients of Financial Assistance Awards*.
- HUD simplified and reorganized its agency-wide NOFO Template, so you will notice information in different places, and some information linked externally.

#### 2. Changes from the FY2023 FHIP FHOI NOFO

Criminal background checks are no longer required for fair housing testers. Recipients no longer need to conduct criminal background checks of fair housing testers, due to the amendment to 24 CFR §125.107, effective May 3, 2024. However, reasonable costs associated with criminal background checks for fair housing testers are an allowable budget expense. All other requirements of 24 CFR §125.107 remain applicable.

## G. Other Information

#### 1. Eligible FHOI Activities

All project-related activities, materials, and costs within your Statement of Work and budget must have an explicit connection to fair housing laws or to actions or inactions that may violate them.

HUD will not fund any portion of an application that is not eligible for funding under the regulatory requirements or that does not meet the requirements under this NOFO.

Projects must propose reasonable steps to ensure meaningful program access and effective communication to all individuals in protected class groups.

Eligible activities vary between the Continued Development Component and Establishing New Organizations Component:

Continued Development Component:

- build capacity to engage in fair housing enforcement activities and fair housing



enforcement related activities, and engage in such activities.

#### Establishing New Organizations Component:

- establish a single organization to become a viable regional/local fair housing enforcement organization that will conduct testing and other fair housing enforcement-related activities.

### **2. Projects aimed solely at research or data gathering are not eligible activities.**

If a successful application contains research and related activities, only the eligible portions of the application will be funded. In addition, proposed surveys must be approved by HUD and the OMB under the Paperwork Reduction Act before the application submission, or the activity is deemed ineligible.

### 3. Project Beneficiary Requirements

#### a. Broad Based and Full-Service Project

You must demonstrate in your application that you will run a broad-based and full-service project (as defined under Appendix I.B., *Program definitions*). If you have income or other restrictions for services, you must identify the restriction(s), and describe how individuals who fall outside the restrictions will be equally served.

#### b. Fair Housing Act Protected Classes

Your project must address all types of housing discrimination based on race, color, religion, sex, disability, familial status, and national origin and further the Fair Housing Act. Your services and activities must reflect your organization's commitment to enforce fair housing laws on behalf of all protected classes.

### 4. Budget Requirements & Restrictions

#### a. Training Funds

Your proposed budget must set aside exactly \$7,500 annually to participate in HUD sponsored mandatory or approved training, to include but is not limited to training related to appraisal and/or algorithmic bias and housing discrimination resulting from criminal records policies when such discrimination may violate the Fair Housing Act and/or substantially equivalent state or local fair housing laws. Under the FHOI-ENOC component, the proposed budget must set aside exactly \$7,500 annually for the sponsored organization for a 36-month duration subject to availability of appropriations. The sponsoring organization will not receive training funds under this FHOI-ENOC.

If you awarded more than one FHIP grant (e.g., FHOI-ENOC and EOI), HUD reserves the right to examine the requested training needs. If additional training funds are not needed, HUD reserves the right to transfer funds back to fair housing activities during negotiations. Failure to use the funds for training and/or fair housing activities will result in the funds being returned to the Department.

However, if you are selected for more than two awards, you will not be permitted to set aside more than \$15,000 per year during the grant period of performance for training purposes. Any amount in excess of \$15,000 per annum for a single grantee for training purposes as a result of multiple awards will be reduced by the GTR/GTM during negotiations, and the excess

funds transferred back to fair housing activities. In addition, the \$7,500 training funds set aside must either be expended, or the grantee must have a clearly established plan to expend the funds, by the end of the third quarter of the grant period of performance. HUD reserves the right to require the return to Treasury of any training funds not expended or subject to a clearly established plan for expenditure by the third quarter of the grant period of performance.

**b. Ineligible Activities.** An applicant will not receive funding if more than 50% of their proposed activities are not eligible activities.

**c. Suits Against the United States.** Cannot have used FHIP funds to pay expenses for a lawsuit against the United States in the past three years. 24 CFR §125.104(f).

**d. Other Litigation.** Cannot propose to use funds under this NOFO application, or have used HUD funds to fund or support the settlement of a claim, satisfy a judgment, or fulfill a court order in any defensive litigation within the last 3 years. 42 U.S.C. §3616a(i).

# IV. APPLICATION CONTENTS AND FORMAT

## IV. Application Contents and Forms

### A. Standard Forms, Assurances, and Certifications

### B. Budget

### C. Narratives and Non-Form Attachments

### D. Other Application Content

## IV. APPLICATION CONTENTS AND FORMAT

Applications must include three main elements: a) standard forms, assurances, and certifications; b) budget; and c) narratives and other attachments. The content, forms, and format for each element are included in this section.

You may use this section as a checklist to ensure you submit a complete application.

If you don't provide the required documents in the correct format, your application is incomplete.

Do not submit password protected or encrypted files.

Element	Submission Form
Standard Forms, Assurances, and Certifications	Upload using each required form.
Budget	Use the required budget form.
Narratives and Other Attachments	Insert each in the Attachments form.

Per rating factor, ten pages is the total maximum length of all narratives.

Double spaced 12-point Times New Roman font on letter sized paper (8 1/2 x 11 inches) with at least 1-inch margins on all sides.

Rating Factors 1, 2 and 4 are limited to 10 pages each. Rating Factor 3 does not have a page limit.

### A. Standard Forms, Assurances, and Certifications

You must properly complete and submit with your application the standard forms, assurances, and certifications identified below. You can find all forms in the application package or review them and their instructions at [Grants.gov Forms](https://www.grants.gov/forms). You can also [read more about standard forms](#) on HUD's Funding Opportunities page.

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
Application for Federal Assistance (SF-424)	Required with the application	Page limit: Not applicable File name: SF-424
Applicant and Recipient Assurances and Certifications (HUD 424-B)	Required with the application	Page limit: Not applicable File name: HUD-424B
Applicant/Recipient	Required with the application	Page limit: Not applicable

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
Disclosure/Update Report (HUD 2880)		File name: HUD-2880
Certification Regarding Lobbying	If applicable, required with the application	Page limit: Not applicable File name: Lobbying Certification form
Disclosure of Lobbying Activities (SF-LLL)	Required with the application	Page limit: Not applicable File name: SF-LLL
Certification for a Drug-Free Workplace (HUD-50070)	If applicable, required with the application	Page limit: Not applicable File name: HUD-50070
Certification of Consistency with Promise Zone Goals and Implementation (HUD-50153)	If applicable, required with the application	Page limit: Not applicable File name: HUD-50153 Form location: download instructions
Certification for Opportunity Zone Preference Points (HUD 2996)	If applicable, required with the application	Page limit: Not applicable File name: HUD-2996 Form location:

## B. Budget

You must submit a budget with your application to support your project narrative. At a minimum, your budget must indicate direct and any indirect costs.

You must also submit form HUD-426, based on the requirements in [Section III.E.](#) of this NOFO.

Budget Form/Document	Submission Requirement	Notes/Description
Grant Application Detailed Budget Worksheet (HUD-424-CBW)	Required with the application	Page limit: Not applicable File name: HUD-424CBW Form location: download instructions
Indirect Cost Information Certification (HUD-426)	If applicable, this document is required with the application	Page limit: Not applicable File name: ICR Doc.

Budget Form/Document	Submission Requirement	Notes/Description
	and after award	Form location: download instructions

Inconsistencies in the Requested Amount or Miscalculations. If your application has inconsistent funding requests or miscalculations, the amount stated on the SF-424 will be deemed the controlling amount for purposes of determining the funding amount if selected for an award.

## C. Narratives and Other Attachments

If applicable, you must upload narrative and other attachments in [Grants.gov](https://www.grants.gov) using the Attachments Form. When using the Attachments Form, you can upload PDF, Word or Excel formats.

Document	Submission Requirement	Notes/Description
Response to Rating Factors	Required with the application	See <a href="#">Section V.B</a> File name:
Minority Serving Institutions Preference Points – Documentation	If applicable, this document is required with the application	Page limit: Not applicable File name: HBCU Doc
HBCU Preference Points – Documentation	If applicable, this document is required with the application	Page limit: Not applicable File name: HBCU Doc
Nonprofit Status – Documentation	If applicable, this document is required with the application	Page limit: Not applicable File Name: Code Acceptable Content
Code of Conduct	If not included in <a href="#">HUD's eLibrary</a> , this document is required with the application	Page limit: Not applicable File name: Code <a href="#">Acceptable Content</a>
Project Abstract	Required with the application	Use Appendix C format to submit (note character limits).
Statement of Work Chart	Required with the application	Appendix A
FHOI Applicant Certification	Required with the application	Appendix B

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For FHOI-ENOC ONLY, your application must outline the agreement between the sponsoring organization and the sponsored organization and the amount of administrative expenses, if any, the sponsoring organization will receive.

## D. Other Application Content

Successful applicants must provide current valid proof of not for profit status, and must complete all statement of work tasks agreed upon in negotiations.

If more than 50% of the activities proposed in your application are not fair housing activities, the application is not eligible for review.

# V. APPLICATION REVIEW INFORMATION

## V. Application Review Information

### A. Threshold Review

### B. Merit Review

### C. Risk Review

### D. Selection Process

### E. Award Notices



## V. APPLICATION REVIEW INFORMATION

### A. Threshold Review

HUD reviews each application to make sure it meets the following threshold requirements. If you meet all threshold requirements, your application will advance to a merit review. If you fail to meet one or more threshold requirements, your application is not eligible for HUD funding.

#### 1. Eligible Applicant

You must meet the applicant eligibility criteria in this NOFO. Applications from ineligible applicants are not rated or ranked and will not receive HUD funding.

#### 2. Resolution of Civil Rights Matters

Applicants with outstanding, unresolved judgments against them for violations of civil rights laws must resolve those judgments before the application submission deadline or the applicant will be deemed ineligible.

a. An applicant is ineligible for funding if the applicant has received notice of a judgment imposed against them for violations of:

1. the Fair Housing Act or a substantially equivalent state or local fair housing law for discrimination because of race, color, religion, sex, national origin, disability or familial status; or
2. Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Section 109 of the Housing and Community Development Act of 1974, the Americans with Disabilities Act, or the Violence Against Women Act or substantially equivalent state or local laws.

b. HUD will determine if actions to resolve the judgment taken before the application deadline date will resolve the matter. Examples of actions that may be sufficient to resolve the matter include, but are not limited to:

1. Current compliance with a voluntary compliance agreement signed by all the parties;
2. Current compliance with a HUD-approved conciliation agreement signed by all the parties;
3. Current compliance with a conciliation agreement signed by all the parties and approved by the state governmental or local administrative agency with jurisdiction over the matter;
4. Current compliance with a consent order or consent decree; or
5. Current compliance with a final judicial ruling or administrative ruling or decision.

#### 3. Timely Submission of Applications

Late applications are not eligible for funding. See deadlines in [Section VI of this NOFO](#).

**4. Ineligible Activities.** An applicant will not receive funding if more than 50% of their proposed activities are not eligible activities.

**5. Suits Against the United States.** Cannot have used FHIP funds to pay expenses for a lawsuit against the United States in the past three years. 24 CFR §125.104(f).

**6. Other Litigation.** Cannot propose to use funds this NOFO application or have used HUD funds to fund or support the settlement of a claim, satisfy a judgment, or fulfill a court order in any defensive litigation within the last 3 years. 42 U.S.C. §3616a(i).

## B. Merit Review

HUD expects to evaluate and score your application using the following merit criteria and process. Merit reviewers evaluate and score all applications that pass the threshold review. Merit reviewers may include Federal and non-Federal persons. Reviewers receive a copy of your application to evaluate and score each application separately.

### Merit Review Summary

Criterion	Total number of points = 100 or 104
Rating Factor 1 1.1 Description and Expertise of Staff (20) 1.2 Organizational Experience and Capacity (16)	36 points
Rating Factor 2 2.1 Problem Statement (5) 2.2 Rural or urban area focus (2) 2.3 Proposed Solution (8) 2.4 Immediacy of Need (2) 2.5 Application of Funding (2)	19 points
Rating Factor 3 3.1 Proposed Statement of Work and Information Requirements (16) 3.2 Budget and Cost Estimates (14)	30 points
Rating Factor 4 4.1 Measurement (5) 4.2 Evaluation (10)	15 points
Preference Points MSI (2) Promise Zone (2) Opportunity Zone (2)	4 points
Total	104 points

Your application must include a response to the following criteria.

Applicants must provide responses to all four Rating Factors below or points will be deducted. The maximum number of Rating Factor points awarded under this NOFO is 100. In addition, applicants may receive a maximum of 4 additional Preference Points if the criteria are met, for a total of 104 possible NOFO points.

Carefully read *Application Contents*, IV.C., for instructions on how to develop your Narrative Response to these Rating Factors. Each Rating Factor prompt describes the criteria we will use to evaluate your response to that Rating Factor and Sub-Factor. Reviewers will also consider whether your responses are complete, clearly articulated, and well-supported.

We score each Rating Factor independently, so please follow the organization of these Rating Factors.

You may only receive up to 4 total preference points on a single application, provided the criteria are

met.

## 1. Rating Factors

Your application must include a response to the following criteria.

### Rating Factors Details

Criterion	Max points = 100
<p><b>Rating Factor 1. Capacity of Applicant and Relevant Organizational Experience</b></p> <p>Address the extent to which your organization has the staff experience and organizational capacity necessary to successfully complete the proposed project for the duration of the grant period of performance, including actively maintaining staff, consultants and/or contractors throughout this period.</p> <p><b>Independence of Awards.</b> Your application must be independent and capable of being implemented without reliance on other applications, or other grantees(s), including staff sharing protocols of key staff. You may not use the performance (e.g., performance assessment rating or successfully completed activities) of another organization to meet the requirements of Rating Factor 1</p> <p>You must clearly address the following:</p>	36 max points
<p><b>1.1 Description and Expertise of Staff - (up to 20 points)</b></p> <p>Describe staff experience and expertise to show that the applicant organization will have sufficient and sufficiently qualified staff available to complete the proposed activities. Describe the organization's staffing plan including a proposal to add staff (employees) or hire contractors or consultants, if applicable. To receive full points, the staffing plan must:</p> <p><b>a. For Continuing Development Component ONLY:</b></p> <p>Demonstrate that the applicant has sufficient current organizational staff (more than two key staff members) with fair housing related experience on board at the time of the application due date, and describe any proposal to add staff and/or contractors or consultants needed to complete the proposed project. You must demonstrate that the applicant organization is independent and capable of implementing the proposed project without relying on other applicants or other grantees, including sharing of key staff. Applicants may not use the performance (e.g., performance review rating or successfully completed activities) of another organization to meet the requirements of this Rating Factor.</p>	

In addition, if the applicant or applicant's staff perform activities in any capacity on other FHIP grants, you must list the name of the organization that is sharing activities, and the role of and time staff devoted to all FHIP related activities that the organization's staff is undertaking, including as a grantee, sub-grantee, affiliate, contractor, consultant, or in any other capacity. This information may be provided in a list or chart and does not count toward the 10-page limit. **(Up to 6 points)**

**For the Establishing New Organizations Component ONLY:**

Demonstrate that the sponsoring organization has set up sufficient current organizational staff (more than two key staff members) with fair housing related experience with the sponsored organization at the time of the application start date. Describe the sponsoring organization's proposal to add staff, contractors, or consultants, along with any strategies to increase the knowledge base or capacity of current staff, including training or professional development activities. You (sponsoring organization) must fully describe the sponsorship agreement, by listing the name of the sponsored organization, the sponsoring organization's role and staff devoted to all FHIP-related activities, all administrative oversight activities, and the date by which it is intended that the new organization become fully independent. **(Up to 6 points)**

Failure to provide information that demonstrates that the applicant organization has sufficient staff to complete the proposed project will result in the applicant receiving 0 points under Rating Factor 1, Section (1) a.

**b. For both components,** the staffing plan must identify each staff member assigned to the proposed project by name and position, and the percentage of estimated time that each will devote to the proposed project. This description must also identify a proposed Project Manager, by name and title, and percentage of time that the individual will devote to the proposed project. The Project Manager must be currently on staff and devote at least 25 percent of their time to the proposed project. Points will be deducted if less time is identified. The plan must also describe how the applicant will evaluate and provide oversight for each contractor, if applicable. You must further identify FHIP grant awards from FY2020 to the present, and identify each staff person assigned to the projects, including staff name, position and percentage of time devoted to those project(s), if applicable. Staff time and effort for each Initiative/Component must represent time and effort over the entire grant period of performance. If you are applying for, or currently have open FHIP grants, you must describe how the organization will manage, operate, and maintain activities, performance requirements, and timetables for all open multiple grants. Failure to provide this information will result in the applicant receiving reduced points under this sub-factor. This information may be provided in a list or chart and does not count towards the 10-page limit for Rating Factor 1. If Applicant does not have any FHIP grant awards from FY2020 to present applicant should so state; points will not be deducted if this section is not applicable. **(Up to 6 points)**

**c. For both components,** describe each key staff person's experience as it relates to the proposed project position. This should include fair housing-related experience if the position is for a fair housing professional. Experience should include experience relating to enforcement activities and/or proposed fair housing training or disseminating

information to the community. The staffing plan must describe how all key staff (fair housing or otherwise) experience contributes to the proposed project. Please do not include resumes. For proposed hires, the applicant must identify the position, percentage of time the proposed staff member will devote to the project, the position requirements that will assist the organization in successful project completion and the proposed activities of the new hire. For proposed consultants or contractors, the applicant must describe experience that contributes to the organization's successful completion of the proposed activities, including any fair housing-related experience, if applicable. **(Up to 4 points)**

**d. For both components:** Demonstrate that the organization has available staff with the appropriate training and experience to conduct tests or that the applicant's proposed plan and budget (under Rating Factor 3) includes training and technical assistance for testing. If you propose complex testing, you must describe staff's specialized experience and/or training to be procured to complete the proposed testing activities. **(Up to 4 points)**

#### 1.2 Organizational Experience and Capacity (up to 16 points)

You must describe the organization's ability to complete the project within the proposed period of performance.

**a. For the Continued Development Component ONLY:** Show that the applicant organization has conducted past project(s) similar in scope and complexity (whether FHIP funded or not) to the project proposed or engaged in activities that, although not necessarily similar, are readily transferable to the proposed project, and include the results of those projects. **(Up to 4 points)**

**For the Establishing New Organizations Component:** Show that the applicant organization has the ability to conduct the project proposed or has engaged in activities that are readily transferable to the proposed project and include the results. **(Up to 4 points)**

**b. For both Components.** Describe the organization's experience working with populations of the targeted area of need, including underserved communities, and demonstrate applicant has the experience and resources to effectively address the needs of underserved communities. (Up to 2 points)

**c. For Continued Development Component ONLY:** Specify how FY2024 funds will enhance the organization's capacity to conduct investigations, including systemic investigations, and how FY2024 funds will expand FHOI FHIP-funded activities or other fair housing enforcement activities toward increased housing discrimination investigations and other activities. (Up to 2 points)

**For Establishing New Organizations Component ONLY:** Specify how FY2024 funds will build the capacity of the sponsored organization to conduct investigations, including systemic investigations, and to engage in other enforcement related activities towards acquiring FHO and QFHO status. (Up to 2 points)

**d. For Continued Development Component ONLY:** Describe the organization's enforcement experience within the past year. The narrative must include: (1) the number

of complaints processed and a description of complaint outcomes, if any; (2) a description of investigative experience; (3) if applicable the applicant's plan to develop a fair housing testing program; (4) other enforcement-related experience that supports the organization's application to become a viable fair housing enforcement organization; and (5) a description of activities that further the enforcement objectives towards broad-based fair housing activities. Applicants must also describe how the organization is currently a full-service organization. (Up to 8 points)

**For Establishing New Organizations Component ONLY:** Describe the sponsored organization's capacity to become a viable fair housing enforcement organization. The narrative must include: 1. the applicant's plan to develop a fair housing testing program; 2. other enforcement-related experience that supports the sponsored organization's ability to become a viable fair housing enforcement organization; **and** 3. a description of activities that further the enforcement objectives towards broad-based fair housing activities. Applicant's narrative should include a brief description of the sponsoring organization's experience with complaints processed and outcomes, and any enforcement-related activities or other fair housing experience within the past two years. This information may be in list or chart form and will not count toward the 10-page limit for Rating Factor 1.

The following information must be provided for the sponsoring organization or there will be an automatic four point deduction:

- i. number of complaints received and processed, by basis and issue/protected class and allegation;
- ii. number of complaints referred to HUD for investigations;
- iii. testing program, types of tests and basis, including number of tests conducted (based both on individual complaints and on systemic investigations);
- iv. investigative experience, apart from testing;
- v. summarize the complaint outcomes, including judicial and administrative findings, number of pending complaints, and number of awards and amount to plaintiffs of monetary and non-monetary relief; and
- vi. activities that further the enforcement objectives of full-service and broad-based fair housing activities.

(Up to 8 points)

#### Rating Factor 2 Title. Need/Extent of the Problem

19 max points

This factor addresses the extent to which there is a need for funding the proposed activities, including addressing the needs of rural or urban and/or underserved areas. The needs(s) described must be relevant to the activities for which funds are being requested under Rating Factor 3.

To receive maximum points for the criteria below, you must demonstrate a direct relationship between the purpose of the proposed program's purpose and activities with the fair housing needs of the community or communities, and how the applicant plans to address



discrimination, including systemic discrimination, in a way that meets those fair housing needs.

### 2.1 Problem Statement – (up to 5 points)

Clearly state the problem and define the need(s) identified regarding housing discrimination, and reference supporting data and/or information.

- a. Describe the specific fair housing community needs that will be addressed under this application.
- b. Describe the target area's impediments to fair housing choice, if applicable, or other significant barriers, discriminatory impacts, contributing factors, or other fair housing problems.

In addition, you must address the problem statement for the applicable component as follows:

**For Continued Development Component ONLY:** Describe how the requested continuing development funds will build the organization's capacity to meet and address the target area's fair housing needs.

**For Establishing New Organizations Component ONLY:** Describe the lack of fair housing enforcement related activities to currently address needs in the area.

### 2.2 Rural or Urban Area Focus – (up to 2 points)

Provide evidence demonstrating organization has worked in areas of need, or rural or urban areas. Describe how the proposed grant activities will foster and maintain compliance with civil rights and fair housing.

Maximum points will be provided for this subfactor if the applicant demonstrates how the funds requested through this NOFO will allow the organization to start, continue, or expand work in rural, unserved or underserved geographic areas.

**For Establishing New Organizations Component ONLY:** In addition to the subfactor criteria outlined above, describe how the sponsored organization will support fair housing enforcement needs particularly in areas of the country which are currently underserved or unserved by fair housing enforcement organizations.

### 2.3. Proposed solution – (up to 8 points)

Describe the proposed solution to address discrimination described in your Problem Statement. Supporting evidence demonstrating the effectiveness of proposed interventions is required. Evidence may include but is not limited to case studies, evaluation of applicant's past projects, third-party research, and best practices, etc.

- a. Describe how the organization plans to address discrimination, including systemic discrimination, in a way that meets the fair housing needs identified and describe why this intervention will be effective, citing any research and/or other evidence informing the applicant's proposal. (Up to 2 points)

- b. Documented Need and Marketing. Identify relevant information from various studies completed by HUD or any other reliable source (e.g., Consolidated Plan, Analysis of

Impediments to Fair Housing Choice (AI)/Assessment of Fair Housing, etc.) used to support the need for fair housing activities in the proposed target area. Do not submit copies of reports or supporting documentation in the application, but should reference any reports, statistics, or other data used by providing websites where the data was found. Reference information should be published within the last five years or still applicable to fair housing problems, or 2 points will be deducted. Demonstrate that the services provided under this grant will be marketed broadly throughout the local area and nearby areas to any demographic groups that would be least likely to benefit from the proposed activities absent such efforts. (Up to 2 points).

**c.** Describe the link between the documented need identified and your proposed activities in the target area. This should include how the applicant's proposed activities meet the specific housing discrimination needs in the targeted area, which may include but is not limited to addressing: the presence of systemic housing discrimination or other documented evidence of discrimination prohibited by the FHA and/or substantially equivalent state or local fair housing laws within the proposed area. (Up to 1 point)

**d.** Address the organization's need to provide meaningful program access and alternative forms of communication for all individuals in protected class groups, including the plan to provide accessible communication. (Up to 2 points)

**e.** Address the organization's plan to expand enforcement services into areas not currently represented by a fair housing organization or agency. (Up to 1 point)

**For Establishing New Organizations Component Only:** In addition to the criteria outlined above, describe how the establishment of a new fair housing organization will impact and meet the underserved/unserved community needs.

#### 2.4. Immediacy of Need – ( up to 2 points)

Describe any potential imminent adverse consequences for persons in protected classes covered under the FHA and/or equivalent state or local fair housing laws if the applicant is not selected for funding. **(Up to 2 points)**

#### 2.5. Application of Funding – (up to 2 points)

**For Continued Development Component ONLY**, you must specify how the use of funds under this NOFO will differ from prior projects and/or expand enforcement activities to increase investigations of housing discrimination.

**For Establishing New Organizations Component ONLY**, you must specify how the use of funds under this NOFO will develop enforcement activities for the sponsored organization to increase investigations of housing discrimination.

<b>Rating Factor 3. Title Soundness of Approach</b>	30 max points
This factor is comprised of two subfactors, the (1) Proposed Statement of Work and	



Information Requirements, and the (2) Budget and Cost Estimates, worth up to a total of 30 points.

All Rating Factor 3 criteria are exempt from the 10-page limit.

**3.1 Proposed Statement of Work (SOW) and Information Requirements (up to 16 points)** This subfactor addresses the soundness, quality, and effectiveness of the proposed work plan and the commitment of the applicant to sustain the proposed project activities. The SOW should reflect program tasks which the applicant expects are reasonable for completion of the proposed project. If funded, the grantee is responsible for completing the SOW activities agreed upon during negotiations. Each applicant should complete a detailed SOW Narrative and Chart. Applicants may receive up to 6 points for the SOW Narrative and up to 10 points for the SOW Chart. The SOW subfactor will be evaluated on the extent to which the applicant provides a clear, detailed description of the proposed project goals/objectives, activities, and where applicable, proposed outcome measures.

**a. The SOW Narrative** must identify quantifiable project goals and describe how those goals are related to each of the specific needs identified for Rating Factor 2 Need/Distress/Extent of Problem. Goals are the results or outcomes the applicant intends to accomplish. The SOW Narrative should also identify the proposed activities, specific deliverables, and anticipated outcomes consistent with the activities outlined in the required SOW Chart. (Up to 6 points)

**For Continued Development Component ONLY**, the SOW Narrative must provide a description of new activities, the continuation of existing activities or the expansion or creation of systemic investigation(s)

based on the needs in the project area or based on prior FHIP funded activities or other fair housing enforcement activities. The SOW Narrative must correspond with the activities outlined in the SOW Chart, Appendix A.

**For Establishing New Organizations Component ONLY**, the SOW Narrative must provide a description of the creation and/or expansion of systemic investigations or other fair housing enforcement activities. FHOI-ENOC applicants must include deliverables in the SOW to develop testing methodologies, training materials and other forms, and protocols associated with testing activities. The SOW Narrative should also reflect enforcement related activities by year two of the grant. The SOW Narrative must correspond with the activities outlined in the SOW Chart, Appendix A.

**b. SOW Chart [see Appendix A]** (Up to 10 points) - Use the format in Appendix A as an example to describe the organization's specific SOW tasks. The Administrative Tasks in Appendix A are standard tasks; you may edit the section to fit the organization's tasks. Under the Program Tasks section, you should complete a detailed SOW based on the specific enforcement activities proposed in the organization's application, including activities, tasks, and proposed outcomes where applicable. The SOW program tasks must include complaint intake, complaint investigation, testing for fair housing violations and enforcement of meritorious claims, and describe:

- i. all proposed project activities and major tasks (*Up to 3 points*),
- ii. a list of team members/staff and partners as identified in Rating Factor 1 who will be responsible and accountable for completing

the tasks (*Up to 3 points*),  
iii. the steps to complete the proposed activities required to successfully implement the proposed project (*Up to 2 points*), and  
iv. the proposed outcomes where applicable under program tasks. (*Up to 2 points*)

**3.2 Budget and Cost Estimates (up to 14 points).** HUD will assess the soundness of the planned approach by evaluating the quality, thoroughness, necessity, cost-effectiveness, and reasonableness of costs to carry out the project activities, and the rationale for the proposed budget and narrative. Your budget submission must include a Budget Narrative and HUD 424-CBW Grant Application Detailed Budget Worksheet; a Budget Narrative for all subcontractors or sub-recipients; and a HUD 424-CBW for all subcontractors or sub-recipients whose budget amount equals or exceeds \$5,000.

**For Establishing New Organizations**

**Component ONLY:** a separate Budget Narrative and HUD 424-CBW Grant Application Detailed Budget Worksheet must be submitted for each year of the three-year grant period. The Budget Narrative and HUD-424-CBW should support the sponsored organization initiating enforcement related activities by year two of the grant. In addition, for each year of the grant period of performance a separate Budget Narrative and must be submitted for the sponsoring organization's share of federal grant funds, and a separate HUD 424-CBW must be submitted for the sponsoring organization if its share of federal grant funds equals or exceeds \$5,000. If any of the above requirements are not met points will be deducted.

**For Both Components:**

Your Budget Narrative and HUD 424-CBW must relate to the tasks in the

SOW, including identifying key team members/staff and partners, consistent with the list provided in Rating Factor 1 who will be responsible and accountable for completing major tasks.

The Budget Narrative must describe the organization's Financial Management Capacity and its Board's role in financial management/oversight.

The Budget Narrative must describe the organization's capabilities in handling financial resources and its process and capabilities in disseminating payments to third parties (e.g., contractors/ consultants) and maintaining adequate accounting and internal control procedures.

In addition, applicants with current or prior FHIP grants must provide a list or chart of all HUD FHIP grants since 2020, including the grant number, dollar amount awarded, the amount expended and obligated as of 30 days prior to the date the application is submitted, and a description of the applicant's activities and results (outcomes) achieved in the previous FHIP grant(s). Points will be deducted if this section applies to you and the information is not provided. State if the organization has no FHIP grants from FY2020 to the present.

In accordance with the amendment to FHIP regulation 24 CFR §125.107, when fair housing testing is being performed applicants are no longer *required* to conduct a criminal background investigation of potential testers. Applicants may choose to conduct lawful criminal background checks in accordance with their organizational policies; reasonable

<p>costs associated with criminal background checks for fair housing testers are an approvable budget expense.</p> <p>Applicants may receive up to seven (7) points for the complete Budget Narrative(s), and up to seven (7) points for the complete HUD 424-CBW(s). There will be an automatic 5-point deduction (in addition to any other point deductions) if the applicant submits Form HUD 424-<b>CB</b> only, instead of the required detailed HUD 424-<b>CBW</b>.</p>	
<b>Rating Factor 4 Achieving Results and Program Evaluation</b>	15 max points
<p>Rating Factor 4: Achieving Results and Program Evaluation</p> <p>HUD will assess your plan to achieve its proposed project objectives and goals. Based on the narratives that the applicant provides for Rating Factors 1 through 3, HUD will assess the extent to which the applicant will measure project results and hold itself accountable to ensure effective program management.</p> <p>Further, you must outline the strategy for evaluating and improving (if necessary) program performance against proposed goals during the grant period of performance.</p>	
<p><b><u>4.1 Measurement – (up to 5 points)</u></b></p> <p>You must describe the methods or strategies the organization will use to measure its outputs and outcomes for the program activities outlined in the applicant's SOW Narrative and SOW Chart (see Appendix A). Propose outputs, outcomes, and methods that can result in reliable, valid data. This description should include but is not limited to:</p> <ul style="list-style-type: none"> <li>a. quantifiable outputs and outcomes that can be used to measure progress on the goals identified in the Rating Factor 3 SOW;</li> <li>b. data collection methods used to measure outputs and outcomes and the frequency of data collection;</li> <li>c. technological tools or systems in place to capture, maintain, analyze and share data; and</li> <li>d. an explanation of how the applicant's data will be validated.</li> </ul>	

Include outcomes that reflect the anticipated effect the organization's proposed activities will have on its intended beneficiaries. Outcomes measure progress made towards achieving the program goals, while outputs are the measurable organization's activities.

#### 4.2 Evaluation Plan – (up to 10 points)

Fully describe your plan for evaluating progress towards meeting stated objectives and goals including but not limited to:

- a. a description of the output and outcome data and thresholds that will be used to determine progress towards objectives/goals and what, if any, improvements are necessary;
- b. timelines for continuous/periodic evaluation and adjustments as needed; and
- c. a description of how the results of continuous/periodic evaluations will be used to improve progress, increase efficiency and effectiveness, and/or implement adjustments if expectations are not on track to be met.

In addition,

**For Continued Development Component ONLY:** the Evaluation Plan should also include a description of the public interest outputs and outcomes that, based on past experience, the applicant expects to achieve. This description may include your expectations in terms of people served, cases handled, relief obtained, enforcement actions that contribute to changes in local ordinances or state statutes, and/or any other reasonable metric of the impact of the applicant's enforcement work.

**For Establishing New Organizations Component ONLY:** the Evaluation Plan should also describe the proposed outputs and outcomes that, based on the organization's capacity, are expected to be achieved. The description may include your expectations in terms of people served in similar initiatives and/or any other reasonable metric of the proposed impact of the applicant's work.

Preference Points	up to 4
MSI, Promise Zone, Opportunity Zone	

## 2. Policy Initiative Preference Points

This NOFO supports the following policy initiatives, for which a maximum of four (4) preference points may be awarded.

Preference points are added to your overall application score. You do not need to address the policy initiatives in this section to receive an award. If you choose to address a policy initiative in your application, you must adhere to the information with any award.

### a. Minority-Serving Institutions

You may receive up to two (2) points, if you are an MSI. To receive points, you must include

in your application documentation of your MSI designation.

You may receive up to two (2) points, if you are partnering with an MSI. To receive points, you must include in your application a letter of commitment and MSI status documentation. The letter must confirm your partnership. The letter must also include the signature of a leadership official at the MSI.

Documented HBCUs are MSIs.

### **b. Promise Zones**

You may receive up to two (2) points, if your proposed activities support the goals of a [Promise Zone](#). To receive points, you must complete and submit form HUD-50153, Certification of Consistency with Promise Zone Goals and Implementation. An authorized office of the Promise Zone must certify the project meets the criteria included on the form.

### **c. Opportunity Zones**

You may receive up to two (2) points, if your proposed activities are within an [Opportunity Zone](#). To receive points, you must complete and submit [form HUD-2996](#), Certification for Opportunity Zone Preference Points. If you expect to use less than 50% of the award in Opportunity Zones, you won't receive preference points. Exceptions may be made if your application justifies the lower percentage or demonstrates a significant impact within those zones.

## **3. Other Factors**

Your application must respond to the following other additional criteria.

### **a. Budget**

The panel will review but not approve the budget. The panel will assess whether the budget aligns with planned program activities and objectives. Panel members will consider whether the budget and the requested performance period are fully justified and reasonable in relation to the proposed project.

## **C. Risk Review**

Before making an award, HUD will evaluate each applicant's likelihood of successfully implementing an award based on the following criteria.

- OMB-designated repositories of governmentwide data, as noted in [2 CFR 200.206\(a\)](#)
- Other public sources such as newspapers, Inspector General or Government Accountability Office reports or findings, or other complaints that have been proven to have merit
- Financial stability
- Quality of management systems and ability to meet the management standards prescribed in 2 CFR part 200



- History of performance. The applicant's record in managing Federal awards, if it is a prior recipient of Federal awards, including timeliness of compliance with applicable reporting requirements, failing to make significant progress in a timely manner, failing to meet planned activities in a timely manner, conformance to the terms and conditions of previous Federal awards, and, if applicable, the extent to which any previously awarded amounts will be expended prior to future awards
- Reports and findings from audits performed under 2 CFR part 200, subpart F—Audit Requirements or the reports and findings of any other available audits
- The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities
- Capacity of the applicant, including staffing structures and capabilities
- History of timely completion of activities and receipt and expenditure of promised matching or leveraged funds
- Ability to promote self-sufficiency and economic independence
- Ability to produce positive outcomes and results

This section incorporates past performance with the assessment of applicant risk. For current FHIP grantees, past performance will be assessed as part of applicant risk and based on the applicant's most recent FHIP GTR Final Performance Assessment Report (PAR). GTR Final PARs contain these items: (1) performance of all requirements under the grant, (2) acceptance of work performed, and (3) quality of performance.

Up to seven points may be deducted from the applicant's overall rating score as follows:

- **one** point if the applicant received less than an "Excellent"
- **five** points if the applicant received less than a "Good"
- **one** point if the applicant is deemed "high risk" (note: all new FHIP applicants are deemed high risk)

An organization is ineligible for funding under this NOFO if the organization received a "poor" rating within the last year on a performance assessment review on a prior FHIP grant for any initiative/component.

In addition, HUD evaluates the integrity of the applicant as reflected in government-wide websites, information in HUD's files, the federal Do Not Pay portal, public information and information received during HUD's Name Check Review process. If this integrity evaluation results in an adverse finding, HUD reserves the right to use any remedies available including the remedies provided in 2 CFR 208, 2 CFR 206, Section III. of the NOFO and the Do Not Pay Website.

HUD may use the results of the risk review to make funding decisions and to apply award conditions.

## D. Selection Process

When making funding decisions, HUD will consider:



- Eligibility requirements, including threshold review results.
- Merit review results.
- Risk review results.

To the extent allowed by law, HUD may:

- Fund applications in whole or in part.
- Fund applications at a lower amount than requested.
- Choose to fund no applications under this NOFO.
- Adjust funding for an application, to ensure funding or geographic dispersion, and alignment with program or administrative priorities.
- Withdraw an award offer and make an offer of funding to another eligible application, if terms and conditions are not finalized or met.
- Use additional funds made available after NOFO publication to either fully fund an application or fund additional applications.
- Correct HUD review and selection errors. If HUD commits an error that causes an applicant not to be selected, HUD may make an award to that applicant when and if funding is available.
- Release another NOFO, if funding is available and if HUD does not receive applications of merit.

## 1. Rating and Ranking

a. **Ineligible Applications.** Ineligible applications and those that do not meet *Threshold Review* requirements, V.A., will not be rated or ranked.

**b. Corrections to Deficient Applications.** In order not to unreasonably exclude applications from being rated and ranked, HUD may contact applicants to ensure proper completion of the application and will do so uniformly for all applicants. HUD may not seek clarification of items or responses that improve the substantive quality of an applicant's response to any rating factors or correct deficiencies which are in whole or part of a rating factor. Applicants will have 3 business days from date of notification to submit the required documents to HUD. Applicants will be notified by email about corrections to ensure notification. The applicants must submit the corrections by using the form HUD Form 90611 found in their downloaded application to submit the technical cures to HUD.

**c. Minimum Score to be Funded.** Only applications with at least a rating score of 75 points, not including preference points, will be considered of sufficient quality for funding.

**d. Ranking.** All eligible applications will be ranked based on the total score.

**e. Tie Breaking.** When two or more applications have the same total score, the application with the higher score under Rating Factor 2 will be ranked higher. If applications still have the same score, the tie will be broken by the Rating Factor 1 score. If a tie remains, the tie will be broken by the Rating Factor 3 score. If a tie remains, the tie will be broken by the Rating Factor 4.b score.

## 2. Adjustments to Funding

HUD may approve an application for an amount lower than the amount requested, fund only portions of the application, withhold funds after approval, reallocate funds among activities and/or require that special conditions be added to the grant agreement, under 2 CFR § 200.207, or where:

- a. HUD determines the amount requested for one or more eligible activities is unreasonable or unnecessary;
- b. An ineligible activity is proposed in an otherwise eligible project;
- c. Insufficient funding amounts remain to award the full amount requested in the application, and HUD determines that partial funding is a viable option;
- d. The past record of key personnel warrants special conditions;
- e. An applicant has not included the mandatory training funding allocation in the budget and the applicant is selected for an award (HUD will modify the applicant's budget, reallocating the appropriate training amount); or
- f. An applicant is awarded more than one grant (e.g. HUD will re-examine the organization's training needs).

## 3. Reallocation of Funds

After HUD finalizes awards under this NOFO, if funds are still available, HUD will reallocate those remaining funds among FHIP Initiatives as follows: Funds from any FHOI component will first be reallocated within the FHOI Initiative, and then to other FHIP Initiatives, based on demand.

## E. Award Notices

If you are successful, HUD will email an award notice to the authorized official representative from the SF-424. HUD will also notify unsuccessful applicants.

The award notice communicates the amount of the award, important dates, and the terms and conditions you need to follow. HUD may impose specific conditions on an award as provided under [2 CFR 200.208](#).

You agree to the award terms and conditions by either drawing funds from HUD's payment system or signing the agreement with HUD. If you do not agree to the award terms and conditions, HUD may select another eligible applicant.

### 1. Notification

Information about the review and award process will not be available during the HUD evaluation period, which begins on the application deadline date for this NOFO and lasts for approximately 90 days thereafter. However, you will be advised, in writing or by telephone, if HUD determines that your application is ineligible or has technical deficiencies. HUD will only communicate with persons specifically identified in the SF-424 in the application. HUD will not provide information about the application to any third party such as contractors.

### 2. Negotiations

If you are selected for an award, HUD will require you to participate in negotiations to determine the specific terms of your grant agreement. The selection is conditional and does not become final until the negotiations are successfully concluded, and the grant agreement is signed and executed based upon the negotiations. HUD will negotiate only with the person identified in the application as the Director of the organization or if specifically identified in the application as the Project Director. HUD will not negotiate with any third party (e.g., a contractor, etc.). The Grant Officer and GTR will determine on a case-by-case basis if technical assistance or special conditions are required.

### 3. Applicant Scores

After awards are announced, applicants will receive a copy of their final score. HUD will not release the names of applicants or their scores to any third party. Upon request via email or mail, FHEO will provide applicant a list of frequent areas where the Technical Evaluation Panel (TEP) deducted points. This TEP information will consist of a review of areas from which applicants frequently lost points such that all applicants may make modifications to improve future applications.

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# VI. SUBMISSION REQUIREMENTS AND DEADLINES

## VI. Submissions Requirements and Deadlines

### A. Deadlines

### B. Submission Methods

### C. Other Submissions

### D. False Statements

## VI. SUBMISSION REQUIREMENTS AND DEADLINES

You must apply electronically. See [Find the Application Package](#) to make sure you have everything you need to apply online. See [Application Waiver](#) if you qualify to submit a paper application.

Make sure you are current with [SAM.gov](#) and UEI requirements before applying for the award. See the [Before You Begin](#) section of this NOFO.

### A. Deadlines

#### 1. Application submission deadline:

The application deadline is 11:59:59 PM Eastern time on:

08/21/2025

HUD must receive your application by the deadline. Applications received after the deadline are late. Late applications are not eligible for HUD funding.

If HUD receives more than one application from you, HUD will review only the last submission.

HUD may extend an application due date based on emergency situations such as Presidentially-declared natural disasters. Improper or expired registration and password issues are not causes to allow HUD to accept applications after the deadline date.

#### 2. Grace Period for Grants.gov Submissions

If [Grants.gov](#) rejects your application before the deadline, you have up to 24 hours after the application deadline to correct and resubmit your application. Any application submitted during the grace period but not received and validated by Grants.gov will not be considered for funding. There is no grace period for paper applications.

### B. Submission Methods

#### 1. Electronic Submission

You must register and submit your application through [Grants.gov](#). See [Before You Begin](#).

For instructions on how to submit in [Grants.gov](#), see the [Quick Start Guide for Applicants](#). Make sure that your application passes the [Grants.gov](#) validation checks or we may not get it.

[Grants.gov](#) will record the date and time of your application submission. HUD will use this information to determine timely applications.

**Need Help?** See the [Contact and Support](#) section of this NOFO.

#### 2. Electronic Submission Application Waiver

You may request a waiver from the requirement to submit your application electronically. The request must show good cause and detail why you are technologically unable to submit electronically. An example of good cause may include: a valid power or internet service disruption in the area of your business office. Lack of [SAM.gov](#) registration is not good cause.

Use the information in the [Contact and Support](#) section of this NOFO to submit a written

request to HUD. You must **submit your waiver request at least 15 calendar days before the application deadline.**

All timely waiver requests will be submitted to FHEO's Assistant Secretary or designee for a final determination. If you are granted a waiver, the notification will provide instructions about where to submit the application and how many paper copies are required.

NOTE: Paper copy applications must be received by HUD in Room 5222B no later than 4:30 PM Eastern Standard Time on the application deadline date to allow time for scanning during business hours in accordance with HUD policy. The scanning facility at HUD Headquarters closes at 5:00 PM Eastern Standard Time. Applications not received in Room 5222B by 4:30 PM Eastern Standard Time on the deadline date shall be deemed ineligible. There is no grace period for paper application submissions.

Applicants are advised to send paper applications via a courier that provides a receipt of delivery. You will receive a confirmation (via HUD 2993 Form) of HUD's receipt of the application, but this HUD confirmation may not be received before the application deadline.

A paper application submitted without a waiver granted will not be accepted and will be returned to sender.

## C. Other Submissions

### 1. Intergovernmental Review

This NOFO is not subject to Executive Order [12372](#). No action is needed.

### 2. Technical Application Errors

HUD may contact you to fix a technical error with your timely application after the due date. Technical errors that you may fix are not submitted to satisfy merit review criteria. And you may not fix technical errors related to threshold review except eligibility entity documentation. Examples of technical errors include: inconsistencies in funding requests; improper signature on a form; a missing or incomplete form; and nonprofit status documentation.

HUD will send notice to the authorized organization representative from the SF-424 to fix a technical error.

Your application is not eligible for funding, if you fail to fix the error to HUD's satisfaction and by the due date in HUD's notice. HUD will not review information submitted after the application due date in HUD's notice.

#### a. Fix Errors in Electronic Applications

To fix an error in response to a HUD notice, you must email the corrections to HUD at [applicationsupport@hud.gov](mailto:applicationsupport@hud.gov). The subject line of the email to [applicationsupport@hud.gov](mailto:applicationsupport@hud.gov) must state "Technical Fix" and include the [Grants.gov](#) application tracking number (e.g., Subject: Technical Fix - GRANT123456). If you do not email [applicationsupport@hud.gov](mailto:applicationsupport@hud.gov) or if you do not include the appropriate subject line, HUD may mark your application as ineligible.

HUD allows no less than 48 hours and no more than 14 calendar days from the date of the HUD notice to fix an error. If the due date to fix an error falls on a Saturday, Sunday, Federal

holiday, or on a day when HUD's Headquarters office in Washington, DC is closed, then the due date is the next business day.

### **b. Fix Errors in Paper Applications**

You must fix an error in your paper application, in accordance with HUD's notice. If your paper application includes an incorrect UEI, HUD will request you supply the correct UEI.

### **D. False Statements**

By submitting an application, you acknowledge your understanding that providing false or misleading information during any part of the application, award, or performance phase of an award may result in criminal, civil or administrative sanctions, including but not limited to: fines, restitution, and/or imprisonment under 18 USC 1001, 18 USC 1012, 18 USC 1010, 18 USC 1014, or 18 USC 287; treble damages and civil penalties under the False Claims Act, 31 USC 3729 et seq.; double damages and civil penalties under the Administrative False Claims Act, 31 USC Sections 3801-3812; civil recovery of award funds; suspension and/or debarment from all federal procurement and non-procurement transactions, FAR Part 9.4 or 2 CFR Part 180; and other remedies including termination of active HUD award.



# VII. POST - AWARD REQUIREMENTS AND ADMINISTRATION

## VII. Post-Award Requirements and Administration

- A. Administrative, National and Departmental Policy Requirements and General Terms and Conditions
- B. Environmental Requirements
- C. Remedies for Noncompliance
- D. Reporting

## VII. POST-AWARD REQUIREMENTS AND ADMINISTRATION

### A. Administrative, National and Departmental Policy Requirements, and General Terms and Conditions

You must follow the applicable provisions in the [Administrative, National & Departmental Policy Requirements and Terms for HUD Financial Assistance – 2025](#). You must comply with these applicable provisions:

1. The Fair Housing Act ([42 USC 3601-3619](#)) and Civil Rights laws which encompass the Fair Housing Act and related authorities (24 CFR 5.105(a))
2. Affirmatively Furthering Fair Housing (AFFH) requirements, ([42 USC § 3608\(e\)\(5\)](#)) and implementing regulations at [24 CFR 5.150 et seq.](#) as amended by 90 FR 11020.
3. Economic Opportunities for Low-and Very Low-income Persons ([12 USC 1701u](#)) requirements, including those listed at [24 CFR part 75](#)
4. Compliance with Immigration Requirements (8 U.S.C. 1601-1646; [Executive Order 14218](#))
5. Accessible Technology requirements, ([29 USC § 794d](#), 29 USC 794, 42 USC 12131-12165) and implementing regulations at 36 CFR part 1194 (Section 508 regulations), [24 CFR § 8.6](#) (Section 504 effective communication regulations), 28 CFR part 35, subpart H (DOJ Web Access Rule), and [28 CFR part 35, subpart E](#) (DOJ's Title II communications regulations)
6. Ensuring, when possible, small businesses, minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms receive consideration consistent with [2 CFR 200.321](#)
7. Equal Participation of Faith-based Organizations in HUD Programs and Activities consistent with 42 U.S.C. 2000bb et seq.; 42 U.S.C. 2000d et seq.; 24 CFR 5.109; and Executive Orders 14202, *Eradicating Anti-Christian Bias* and EO 14205, *Establishment of the White House Faith Office*.
8. Uniform Relocation Assistance and Real Property Acquisition Policies Act ([42 USC § 4601 et seq.](#)) (URA) requirements, [49 CFR part 24](#), and applicable program regulations
9. Participation in HUD-Sponsored Program Evaluation (12 USC 1701z-1; 12 USC 1702z-2; 24 CFR part 60; and FR-6278-N-01)
10. OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ([2 CFR part 200](#))
11. Drug-Free Workplace requirements ([2 CFR part 2429](#))
12. HUD requirements related to safeguarding resident/client files (e.g., [2 CFR 200.303\(e\)](#))
13. The Federal Funding Accountability and Transparency Act of 2006 ([2 CFR part 170](#)) (FFATA), as amended
14. Eminent Domain

15. Accessibility for Persons with Disabilities requirements ([29 USC § 794](#)) and implementing regulations at [24 CFR parts 8](#) and [100](#); [28 CFR part 35](#)
16. Applicable Violence Against Women Act requirements in the Housing Chapter of VAWA ([34 USC § 12491-12496](#)) [24 CFR part 5, subpart L](#), and program-specific regulations.
17. Conducting Business in Accordance with Ethical Standards/Code of Conduct, including [2 CFR 200.317](#), [2 CFR 200.318\(c\)](#) and other applicable conflicts of interest requirements
18. [Build America, Buy America \(BABA\) Act](#) procurement purchase requirements
19. [Section 106\(g\) of the Trafficking Victims Protection Act of 2000 \(TVPA\), as amended \(22 USC § 7104\(g\)\)](#) and implementing regulations at [2 CFR part 175](#)
20. Environmental requirements that apply in accordance with [24 CFR part 50](#) or [part 58](#)
21. Prohibition on Certain Telecommunication and Video Surveillance Services or Equipment (41 USC § 3901 note prec., 2 CFR 200.216)
22. Unless prohibited by law and to the extent permitted under the Freedom of Information Act (FOIA), your application and post-award content may be released to the public in response to FOIA requests, except to the extent that certain information may be withheld under a FOIA exemption ([5 USC § 552\(b\)](#); [24 CFR 15.107\(b\)](#)). HUD may also share your information within HUD or with other Federal agencies if HUD determines that sharing is relevant to the respective program's objectives.
23. Waste, Fraud, Abuse, and Whistleblower Protections. [41 USC § 4712](#), which includes informing your employees in writing of their rights and remedies, in the predominant native language of the workforce. Under [41 U.S.C. § 4712](#), employees of a contractor, subcontractor, grantee, subgrantee, and personal services contractor may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing information that the employee reasonably believes is evidence of gross mismanagement of a Federal contract or grant, a gross waste of Federal funds, an abuse of authority relating to a Federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract) or grant. (See [Federal Contractor or Grantee Protections | Office of Inspector General, Department of Housing and Urban Development \(hudoig.gov\)](#))
24. Implementing Presidential Executive Actions affecting federal financial assistance programs, as advised by the Department, unless otherwise restricted by law: Executive Order (EO) [14219](#) (Ensuring Lawful Governance and Implementing the President's "Department of Government Efficiency" Deregulatory Initiative); [14218](#) (Ending Taxpayer Subsidization of Open Borders); guidance resulting from the White House Task Force established by [14202](#) (Eradicating Anti-Christian Bias) and the Senior Advisor to the White House Faith Office assigned by [14205](#) (Establishment of the White House Faith Office); [14182](#) (Enforcing the Hyde Amendment); [14173](#) (Ending Illegal Discrimination and Restoring Merit-Based Opportunity); [14168](#) (Defending Women From Gender Ideology Extremism and Restoring Biological Truth to the Federal Government); [14151](#) (Ending Radical and Wasteful Government DEI Programs and Preferencing); and [14148 \(Initial Rescissions of Harmful Executive Orders and Actions\)](#)

## B. Environmental Requirements

### 1. Environmental Review

Activities funded under this NOFO are exempt or categorically excluded from environmental review under the National Environmental Policy Act of 1969 (42 USC § 4321) and not subject to environmental review under related laws and authorities. The exemption or categorical exclusion is in accordance with 24 CFR 50.19(b)(2), (3), (4), (9), (12) and (13).

### 2. NOFO Impact Determination Related to the Environment

This NOFO provides assistance in promoting or enforcing fair housing or nondiscrimination laws. Accordingly, under [24 CFR 50.19\(c\)\(3\)](#), this NOFO is categorically excluded from environmental review under the National Environmental Policy Act of 1969 (42 USC § 4321).

### 3. Lead-Based Paint Requirements

You must discuss the [Lead Disclosure Rule](#) if you fund education or counseling on buying or renting housing that may have been built before 1978. You must also discuss the Lead Safe Housing Rule if the education or counseling focuses on buying or renting HUD-assisted pre-1978 housing.

## C. Remedies for Noncompliance

HUD may terminate all or a part of your award as described under 2 CFR 200.340 through 200.343 pursuant to the terms and conditions of your award, including, to the extent authorized by law, if an award no longer effectuates the program goals or agency priorities. HUD may also impose specific conditions on your award or take other remedies as described by 2 CFR 200.339 through 200.343, if you do not comply with your award terms and conditions.

**1. Performance Sanctions.** A grantee or contractor violating the requirements in its grant agreement will be liable for such sanctions as authorized by law, including repayment of improperly used funds, termination of further participation in the FHIP, and denial of further participation in programs of HUD or any federal agency.

**2. Appeals.** In accordance with 2 CFR 200.340 and 200.342, if FHIP terminates an award made under this NOFO, the grantee has a right to appeal the decision to terminate. To appeal a decision to terminate an award made under this NOFO, the grantee must, within 30 days of the notice of termination, send its appeal and all supporting information and documentation to [AllAboutFHIP@hud.gov](mailto:AllAboutFHIP@hud.gov). Within 30 days of receipt of the appeal, FHEO will communicate in writing to the grantee either: the decision on the appeal; a request for additional information or documentation; or a revised timeline for a decision.

## D. Reporting

HUD requires recipients to submit the performance, financial, and program reports as outlined below. You must comply with these reporting requirements to remain eligible for HUD funding. See [Section VII.C.](#) of this NOFO.

HUD is implementing new grants management and reporting tools, which will be rolled out for your use in the near term. As a grantee, you will be required to report on grant performance

and financial activities (including vendor and cash disbursement supporting details for yourself and your sub-recipients) using these new tools when they are released. HUD will work with you to support your transition to this new reporting environment. Once implemented, timely reporting in this new environment will be mandatory. HUD reserves the right to exercise all available rights and remedies for any noncompliance with these grants management and financial reporting requirements, to include requiring 100% review or stopping future disbursements altogether if reporting is not timely submitted.

Report	Description	When
Federal Funding Accountability and Transparency Act (FFATA)	<ul style="list-style-type: none"> <li>Awards equal to or greater than \$30,000</li> <li>Data on executive compensation and first-tier subawards</li> <li>See <a href="#">Public Law 109-282</a> and <a href="#">2 CFR part 170</a></li> <li>HUD reports initial prime recipient data to <a href="#">usaspending.gov</a></li> <li>Submit via <a href="#">SAM.gov</a></li> </ul>	See <a href="#">2 CFR Appendix A to Part 170(a)(2)(ii)</a>
Reporting on Recipient Integrity and Performance Matters	<ul style="list-style-type: none"> <li>Total value of all current Federal awards exceeds \$10,000,000 for any period of time during the period of performance of this Federal award</li> <li>See <a href="#">Appendix XII to 2 CFR 200</a></li> <li>Submit via <a href="#">SAM.gov</a></li> </ul>	See <a href="#">2 CFR Appendix-XII to Part 200 I.(d)</a>
Progress Report	<ul style="list-style-type: none"> <li>Summary of progress status</li> <li>Work to be performed during the next reporting period</li> <li>Any anticipated risks and plans to mitigate</li> </ul>	

Report	Description	When
	those risks	
Federal Financial Report, SF-425	<ul style="list-style-type: none"> <li>Summary of key financial data</li> <li>See <a href="#">2 CFR 200.328</a></li> </ul>	See <a href="#">2 CFR 200.328</a> or award terms
Race, Ethnicity, and Other Data Reporting	Recipients that provide HUD-funded program benefits to individuals or families, report data on the race, color, religion, sex, national origin, age, disability, and family characteristics of persons and households funded by this program	Form HUD 27061
Audited financial statement	Recipient's organizational structure, any sub-grantees or sub-recipients, and how each disbursement of grant funds was applied to an eligible cost throughout the life of the grant to receive disbursements of Federal funds.	No less than annually

## 1. Program-Specific Reporting Requirements

**a. Performance Reporting.** All HUD-funded programs, including this program, require recipients to submit, not less than annually, a report documenting achievement of outcomes under the purpose of the program and the work plan in the award agreement.

**b. Quarterly Report/Final Report.** All grant recipients under this NOFO are required to submit quarterly reports and a final report which identify their program's output and outcome achievements. Quarterly reports should contain responses to the following questions:

- (1) How many persons does the organization propose to serve? How is the estimate derived?
- (2) How many clients have been served based on your proposed number?
- (3) Of those served, how many resulted in cases?
- (4) How many cases were resolved?
- (5) How many cases were litigated?
- (6) What is the total amount of damages received by the organization for victims of discrimination from case settlements or litigation?
- (7) Describe how many cases were resolved to the benefit of the client, and how those clients



benefited.

(8) How many jurisdictions developed policies to remove barriers to fair housing as a result of FHIP FHOI engagement with local jurisdictions/regional organizations?

In quarterly reports and the final report, recipients will be required to report outcomes, evidence of continued project success, and meaningful data derived from client feedback on how they benefited from the organization's project activities in quarterly and final performance reports. Additional report information may include but are not limited to: (1) positive customer experience; (2) efficient and effective administrative costs; (3) high ethical standards; (4) overall positive community/target area changes; (5) innovative strategies that contribute to cost-effectiveness and other program improvements and success stories (give an enforcement success, e.g., settlement and investigation outputs and outcomes). Grantees will be required to track outcomes in the final report using the following forms: Types of Closures (HUD-904-A); Bases and Issues in Test (HUD-904-B); and Bases and Issues of Reports of Discrimination (HUD-904-C).

## **E. FHIP Fair Housing Organizations Initiative Post-Award Requirements**

### **1. Payments and Reimbursement**

#### **a. Payment Contingent on Completion**

Payment of FHIP funds is made on a fixed price basis. Payments are made based on the satisfactory and timely completion of your project activities and products as reflected in your grant agreement. Requests for funds must be accompanied by financial and progress reports.

#### **b. Double Payments**

If an applicant is awarded funds under this NOFO, the applicant (and any contractor or consultant) may not charge or claim credit for the activities performed under this project under any other Federally assisted project.

#### **c. Reimbursement Requirement**

In accordance with 2 CFR § 200.307, a grantee must use program income to support grant activities (direct and indirect costs) and/or fair housing activities in support of the current grant. The grantee is required to maintain appropriate records to support actual expenditures by budget line item of funds used. To use these funds the grantee must provide: (1) a detailed explanation of how the program income was earned, to the GTR and Grant Officer within thirty days (30) before the end date of the grant period of performance; and (2) the grantee must submit a request to the Grant Officer outlining the planned use of the program income and receive the Grant Officer's approval. If the grantee cannot or does not use the program income to support grant activities and/or fair housing activities in support of the grant, then in accordance with 2 CFR 200.307 the funds must be returned to HUD to reduce the federal award and/or defray program costs.

### **2. Organizational Requirements**

#### **a. Performance Standards**

Applicants must maintain an annual performance assessment rating from the FHIP HUD GTR as "good" or funding may be reduced until performance issues are resolved, and if



unresolved, HUD has a right to rescind funding.

#### b. Eligibility Following Organizational Corporate Structural Changes

HUD recognizes that QFHOs and FHOs may undergo corporate restructuring, including through merger, acquisition, or the like. A resulting organization does not simply inherit QFHO or FHO status, but instead must demonstrate its own qualifications to bear such status. To determine if the resulting organization qualifies as a QFHO or FHO, HUD will examine the enforcement-related experience of the resulting organization as it is constituted after the corporate change.

If HUD determines that the organization is eligible, then HUD will issue a new award agreement and require submission of a Code of Conduct for the new organization and an establishment of the new eLOCCS account. In addition, the new organization must secure a new Unique Entity Identifier (UEI) and have an active registration in SAM before HUD will make the award to the new organization or allow additional funds to be drawn.

### 3. Programmatic Requirements

#### a. Testing Requirements

In accordance with the amendment to FHIP Regulation 24 CFR §125.107, when fair housing testing is being performed applicants are no longer *required* to conduct a criminal background check of potential testers. Applicants may choose to conduct lawful criminal background checks in accordance with their organizational policies; reasonable costs associated with criminal background checks for fair housing testers are an allowable budget expense. All other requirements of 24 CFR §125.107 remain applicable.

#### b. Review and Approval of Testing Training Materials

If funded, during negotiations HUD may require you to submit copies of these documents to HUD for review:

- (1) All training materials to be provided for testing training; and
- (2) Other forms, protocols, cover letters, etc., used in the conduct of testing and reporting of results.

#### c. Product Information

Press releases and any other product for the public must be submitted to the GTR at least four (4) days before release for approval and acceptance.

#### d. Copyright Materials

You may copyright any work eligible for copyright protection subject to HUD's right to reproduce, publish, or otherwise use your work for Federal purposes, and to authorize others to do so as required in 2 CFR 200.315.

#### e. Complaints Against Awardees

Each FHIP award is overseen by a HUD Grant Officer (See [www.hud.gov](http://www.hud.gov) for list of FHEO Regional Directors). Complaints from the public against FHIP grantees should be forwarded to the POC listed above in Section VII Agency Contact(s). If, after notice and consideration of relevant information, the Grant Officer concludes that there has been inappropriate conduct, such as a violation of FHIP requirements, terms or conditions of the grant agreement, or any

other applicable requirement, HUD will take appropriate action under 24 CFR 84.62. Such action may include: written reprimand; consideration of past performance in awarding future FHIP applications; repayment to HUD of funds received under the grant; or temporary or permanent denial of participation in FHIP under 24 CFR 24.

F. Single Audit. All grantees that expend \$1,000,000 or more cumulatively in Federal awards during their fiscal year must have a single audit conducted in accordance with 2 CFR § 200.514 or a program-specific audit in accordance with 2 CFR § 200.501.

## VIII. CONTACT AND SUPPORT

### VIII. [Contact and Support](#)

#### A. [Agency Contact](#)

#### B. [Grants.gov](#)

#### C. [Sam.gov](#)

#### D. [Debriefing](#)

#### E. [Applicant Experience Survey](#)

#### F. [Other Online Resources](#)

## VIII. CONTACT AND SUPPORT

Individuals who are deaf or hard of hearing, as well as individuals who have speech or communication disabilities may use a relay service. To learn more about how to make an accessible telephone call, visit the webpage for the [Federal Communications Commission](#).

### A. Agency Contact

#### 1. Program and Application Requirements

Name: Katherine Vasilopoulos

Phone: 202-402-8701

Email: [katherine.vasilopoulos@hud.gov](mailto:katherine.vasilopoulos@hud.gov)

Note: HUD's assistance is limited by the standards at [24 CFR 4.26](#).

#### 2. Paper Application Waiver Request

Name: Katherine Vasilopoulos

Email: [katherine.vasilopoulos@hud.gov](mailto:katherine.vasilopoulos@hud.gov)

Phone: 202-402-8701

HUD Organization: FHEO

Street: 451 7th Street SW

City: Washington

DC DISTRICT OF COLUMBIA

20410

**HUD Reform Act.** HUD is prohibited from disclosing [covered selection information](#) during the selection process. The selection process includes NOFO development and publication, and concludes with the announcement of selected recipients of financial assistance. HUD will not assist you with completing your application.

### B. Grants.gov

Grants.gov provides 24/7 support. You can call 800-518-4726 or email [support@grants.gov](mailto:support@grants.gov). Hold on to your ticket number.

### C. SAM.gov

If you need help, you can call 866-606-8220 or live chat with the [Federal Service Desk](#).

### D. Debriefing

After public announcement of awards, HUD will debrief you on your application upon your written request. Submit your written request to the [agency contact for program and application requirements](#) in this NOFO. HUD may limit the information provided to protect the integrity of the competition.

### E. Applicant Experience Survey

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You are encouraged to provide feedback on your application experience by completing our [Applicant Experience Survey](#). Your feedback is optional; you are not required to provide personal information. HUD may use your feedback to improve future NOFOs. Your feedback has no impact on funding decisions.

## F. Other Online Resources

You are encouraged to review the [online resources](#) for context on some of the NOFO requirements.

[www.hud.gov/stat/fheo/initiatives-program](http://www.hud.gov/stat/fheo/initiatives-program)

# APPENDIX

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## APPENDIX

### Appendix I. Definitions

#### 1. Standard Definitions

For standard definitions not listed below, refer to [2 CFR 200.1](#).

**Affirmatively Furthering Fair Housing (AFFH)** - statutory obligation to affirmatively further the purposes and policies of the Fair Housing Act (see also [24 CFR 5.151](#), as amended by 90 FR 11020).

**Authorized Organization Representative (AOR)** is the official within your organization with the legal authority to: give assurances, make commitments, submit your application to HUD, enter into agreements, and execute such documents on behalf of your organization. The AOR is not necessarily the Project Director. The AOR has [defined privileges](#) within Grants.gov.

**Consolidated Plan** has the same meaning as defined at [24 CFR part 91](#).

**E-Business Point of Contact (E-Biz POC)** is [defined at Grants.gov](#).

**Eligibility requirements** are mandatory requirements for an application to be considered for funding.

**Grants.gov** is the website serving as the Federal government's central portal for searching and applying for federal financial assistance.

**Historically Black Colleges and Universities (HBCUs)** are any historically Black college or university included on this [list of accredited HBCUs](#).

**Minority-Serving Institutions (MSIs)** are

- (1) an HBCU as defined in [20 U.S.C. § 1061](#)(2) and included on this [list of accredited HBCUs](#);
- (2) a Hispanic-serving institution (as defined in [20 U.S.C. § 1101a\(5\)](#));
- (3) a Tribal College or University (as defined in [20 U.S.C. § 1059c\(b\)\(3\)](#));
- (4) an Alaska Native-serving institution or a Native Hawaiian-serving institution (as defined in [20 U.S.C. § 1059d\(b\)](#));
- (5) a Predominantly Black Institution (as defined in [20 U.S.C. § 1059e\(b\)\(6\)](#));
- (6) an Asian American and Native American Pacific Islander-serving institution (as defined in [20 U.S.C. § 1059g\(b\)\(2\)](#)); or
- (7) a Native American-serving nontribal institution (as defined in [20 U.S.C. § 1059f\(b\)\(2\)](#)).

**Opportunity Zone (OZs)** are defined in [26 U.S.C. 1400Z-1](#). In general, OZs are census tracts located in low-income communities where new investments, under certain conditions, may be eligible for preferential tax treatment.

**Primary Point of Contact (PPOC)** is the person HUD may contact with questions about the application submitted. The PPOC is listed in item 8F on the SF-424.

**Promise Zones (PZs)** are [designated high poverty areas in select urban, rural and tribal](#)



[communities](#). The communities prioritize: increasing economic activity, improving educational opportunities, leveraging private investment, reducing violent crime, enhancing public health and addressing other priorities identified by the community.

**Small business** is defined as a privately-owned corporation, partnership, or sole proprietorship that has fewer employees and less annual revenue than regular-sized business. The definition of “small”—in terms of being able to apply for government support and qualify for preferential tax policy—varies by country and industry. The U.S. Small Business Administration defines a small business according to a set of standards based on specific industries. See [13 CFR part 121](#).

**System for Award Management (SAM)** has the same meaning as [2 CFR 25.100\(b\)](#).

**Threshold Requirements** are eligibility requirements you must meet before HUD advances to a merit review of your application.

**Unique Entity Identifier (UEI)** has the same meaning as [2 CFR 25.100\(a\)](#).

## 2. Program Definitions.

FHIP Program Definitions relevant to the FY2024 FHIP NOFOs can be found here:

**Affiliate** is a business entity effectively controlling or controlled by another or associated with others under common ownership or control.

**Affirmatively Furthering Fair Housing (AFFH)** means to “take any action rationally related to promoting any attribute or attributes of”...“housing that, among other attributes, is affordable, safe, decent, free of unlawful discrimination, and accessible as required under civil rights laws.” [24 CFR 5.150](#).

**Allegation** is a claim of a violation of a fair housing law in effect within the applicant’s service area.

**Appraisal** is a valuation of property through an estimate or opinion of the value of a specified residential or commercial property made in a business context in connection with the sale, rental, financing or refinancing of a dwelling or in connection with any activity that otherwise affect the availability of a residential real estate related transactions made by an authorized person.

**Broad-based** means not limited to a single fair housing issue (such as insurance, mortgage lending, or advertising), but rather covering more than one issue related to discrimination in the provision of housing covered under the Fair Housing Act.

**Complaint** is a filed fair housing complaint accepted by HUD or a Fair Housing Assistance Program agency as jurisdictional, or a complaint filed in a State or federal court alleging violations of the Fair Housing Act or equivalent State or local law.

**Fair Housing Act (FHA)** is Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988 (42 U.S.C. 3601-3620).

**Fair Housing Assistance Program (FHAP) Agencies** as described in 24 CFR Part 115 are State and local fair housing enforcement government agencies that receive FHAP funds to administer laws deemed substantially equivalent to the Fair Housing Act.

**Fair Housing Enforcement Organization (FHO)** is an organization engaged in fair housing

activities, as defined in [24 CFR § 125.103](#).

**Full-service Projects** must provide services to members of all protected classes and include these enforcement-related activities in the project application: interviewing potential victims of discrimination; taking complaints; testing; evaluating testing results; conducting preliminary investigations; conducting mediation; conciliating; enforcing meritorious claims through litigation or referral to administrative enforcement agencies; and disseminating information about fair housing laws.

**Government Technical Monitor (GTM)** means the HUD individual who has been designated to provide technical monitoring, advice, and assistance, to aid the GTR in the technical and financial oversight and evaluation of the grantee's performance.

**Government Technical Representative (GTR)** means the HUD individual who is responsible for the technical administration of the grant, the evaluation of performance under the grant, the acceptance of technical reports or projects, and other such specific responsibilities as may be stipulated in the grant, and approval of payment.

**Indirect Costs** has the meaning in 2 CFR 200.1.

**Intake** is a fair housing allegation contact/query received by a fair housing organization. Intake does not include inquiries unrelated to fair housing, including general housing, inquires based solely on landlord/tenant matters, or others. Intakes may be in-person or by phone, mail or email contact and documented through the fair housing organization's standard intake form or database entry. Information gathered at intake starts the fair housing process. Repetitive contacts from a single individual may not be counted as an additional intake unless the contact contains a new allegation or relates to a new respondent. Intakes do not include someone returning a non-enforcement-related telephone call, a telemarketer calling the office, or incoming personal telephone calls.

**Integration or Integrated Settings** for purposes of the NOFO, means in the context of housing, settings that enable individuals with disabilities to live like individuals without disabilities. Integrated settings also enable individuals with disabilities to live independently with individuals without disabilities and without restrictive rules that limit their activities or impede their ability to interact with individuals without disabilities. Examples of integrated settings include scattered-site apartments providing permanent supportive housing, tenant-based rental assistance that enables individuals with disabilities to lease housing in integrated developments, and apartments for individuals with various disabilities scattered throughout public and multifamily housing developments. By contrast, segregated settings are occupied exclusively or primarily by individuals with disabilities. Segregated settings sometimes have qualities of an institutional nature, including, but not limited to, regimentation in daily activities, lack of privacy or autonomy, policies limiting visitors, limits on individuals' ability to engage freely in community activities and manage their own activities of daily living, or daytime activities primarily with other individuals with disabilities.

**Jurisdiction** under the Fair Housing Act is established when the complaint is filed in a timely manner; the complainant has apparent standing; the respondent and the dwelling involved (where the complaint involves a provision or denial of a dwelling) appear to be covered by the Fair Housing Act; and the subject matter and the basis of the alleged discrimination may constitute illegal practices as defined by the Fair Housing Act.

**Lending discrimination** means discriminatory practices against persons protected under the Fair Housing Act, in the mortgage process and includes actions that may violate the Fair Housing Act in the making, servicing, or purchasing of home loans or loans secured by a home. For instance, it includes – but is not limited to – the use of deceptive, misleading or discriminatory practices to sell services that promise foreclosure relief to homeowners, and the failure to deliver those services.

**Meritorious Claims** are enforcement activities by an organization that result in lawsuits, consent decrees, legal settlements, HUD and/or substantially equivalent agency conciliations, or organization-initiated settlements, with the outcome of monetary awards for compensatory and/or punitive damages to plaintiffs or complaining parties, or other affirmative relief, including the provision of housing [24 CFR § 125.103](#).

**Operating Budget** is an organization's total planned budget expenditures from all sources, including the value of in-kind and monetary contributions, in the period for which funding is requested.

**Partnership** is a collaboration with one or more identified agencies, task forces, FHAP organizations, or other groups to successfully realize the service or activity planned. A partnership may be formal and contractual with specific roles and deliverables defined, or less formal cooperation through volunteer efforts accomplished without a contract.

**Qualified Fair Housing Enforcement Organization (QFHO)** is an organization engaged in fair housing activities as defined in 24 CFR § 125.103.

**Recipient** has the meaning in 2 CFR 200.1.

**Referral** means referring to HUD or to a FHAP agency an intake, alleging possible violations of fair housing laws.

**Regional/Local/Community-Based Activities** are delineations of Education and Outreach Initiative activities defined at 24 CFR §125.301(d). Regional activities are implemented in adjoining States or two or more units of general local government within a state. Local activities are those whose implementation is limited to a single unit of general local government, meaning a city, town, township, county, parish, village, or other general purpose political subdivision of a State. Activities that are community-based in scope are those which are primarily focused on a particular neighborhood area within a unit of general local government.

**Rural Areas** include any of the following:

- a. A non-urban place having fewer than 2,500 inhabitants (within or outside of the metropolitan areas).
- b. A county or parish with an urban population of 20,000 or fewer inhabitants.
- c. Territory, including its persons and housing units, in rural portions of “extended cities.” The Census Bureau identifies the rural portions of extended cities.
- d. Open country that is not part of or associated with an urban area. The United States Department of Agriculture describes “open country” as a site separated by open space from

any adjacent densely populated urban area. Open space includes undeveloped land, agricultural land, or sparsely settled areas, but does not include physical barriers (such as rivers and canals), public parks, commercial and industrial developments, small areas reserved for recreational purposes, or open space set aside for future development.

e. Any place in whole or in part, not located in a Metropolitan Statistical Area.

**Statement of Work (SOW)** is a document that describes all the tasks necessary to do the work of a project, including all the steps needed for good management control and specificity regarding work to be done and deliverables, dates and persons responsible for and/or assigned to such work, and provides a basis for mutual understanding of the requirements and tasks.

**Subaward** has the meaning in 2 CFR 200.1.

**Subrecipient** has the meaning in 2 CFR 200.1.

**Systemic Housing Investigation** is an investigation of alleged discrimination that is pervasive or institutional in nature, or where the collection and analysis of data to develop a complaint will involve complex issues, novel questions of fact or law, or will potentially affect large numbers of persons. Systemic investigations may focus not only on documenting facts involved in the alleged discriminatory housing practice that is the subject of the complaint; systemic investigations may also involve the identification of additional complainants/victims or the reviewing of policies and procedures related to matters under investigation to make sure that they also comply with the nondiscrimination requirements of the Fair Housing Act. Systemic investigations may include investigation of discrimination in rental, sales, lending, or homeowner's insurance practices and may include investigations into whether a HUD-funded entity has engaged in discriminatory practices or has failed to affirmatively further fair housing. Systemic investigations may be local, regional, or national in scope.

**Technical Evaluation Panel (TEP)** is a panel whose mission is to accomplish sound, impartial, and comprehensive evaluation of NOFO applications consistent with the NOFO. TEP members are selected from a diverse pool of evaluators and can include HUD staff and outside (contract) individuals. Individuals are selected for TEP participation based on skill, background or expertise in areas which include but are not limited to fair housing experience, grant writing, technical evaluation, strong analytical and writing skills, or other related experience.

**Testing** is an investigative tool used to gather evidence. A test is a covert investigation by a QFHO or FHO involving one or more persons who initiate contact with a person or entity to gather information about housing policies, treatment and/or practices to compare with the requirements of fair housing laws or other civil rights laws. A test may involve comparing how persons similarly situated except for a protected characteristic are being treated.

**Underserved Areas** are areas where there are no FHIP or FHAP agencies and/or where either no public or private fair housing organizations exist, or the jurisdiction is not sufficiently served by one or more public or private fair housing organizations and there is a need for service.

## APPENDIX A

**STATEMENT OF WORK SAMPLE FORMAT** - All applicants should use the format outlined

below as an example and guidance to describe the organization's specific SOW tasks. The Administrative Tasks listed in Appendix A are standard tasks, however an applicant may edit the section to fit the applicant's specific tasks relevant to the proposed project. Under the Program Tasks section, each applicant should complete a detailed SOW based on the specific enforcement and/or EOI activities proposed in the organization's application, including all activities and tasks, and proposed outcomes where applicable.

## REVISED FY2024 NOFO

### Statement of Work for:

The recipient, \_\_\_\_\_, agrees to undertake the following activities in accordance with its FY 2024 application for funding under the \_\_\_\_\_ Initiative - \_\_\_\_\_ Project (if applicable) for a \_\_\_\_\_-month project commencing \_\_\_\_\_ in the geographic area of \_\_\_\_\_.

STATEMENT OF WORK (SOW)			
ADMINISTRATIVE TASKS			
Activities	Tasks	Submitted By	Key Staff
1. Assign staff to project	Submit assignment memo or other documentation assigning staff by name and number of hours to be spent on the project.	30 days	
2. Execute subcontract agreements (if any)	Submit draft contract for GTR approval. Submit copy of signed agreement.	30 days	
3. Submit evidence of compliance with 24 CFR 125.107 (if program activities include testing)	Submit copy of organization written conflict of interest policy, demonstrating 24 CFR 125.107 compliance including conflict of interest and other requirements	TBD during negotiations	
4. Complete HUD-2880 Disclosure Statements	Submit Disclosure Statement. If no changes occur, submit	Quarterly when changes occur	

	statement of no change.		
5. Complete SF-LLL Disclosure of Lobbying Activities	Submit updated form. If no changes occur, submit statement of no change.	Quarterly when changes occur	
6. Quarterly Report of Performance	Submit two copies of quarterly report of performance. Include outcomes and progress towards achieving outcomes.	Quarterly	
7. Complete SF-425 Financial Status Report and Written Quarterly Status Reports on All Activities	Submit two copies of SF-425 and Copy of Written Report.	Quarterly	
8. Voucher of Payment	Submit payment request to LOCCS.	Per payment schedule	
9. Complete listing of current or pending Grants/ Contracts/Other Financial Agreements	Submit listing for Recipient and any contractors.	45 days and at the end of grant	
10. Prepare summary of First Year (36-month grants)	Submit summary of first year accomplishments.	395 days	
11. Prepare and submit draft of Final Report and HUD Forms 904-A, 904B and 904C.	Submit two copies of draft final report. Report summary should include <b>objectives, accomplishments and results (outcomes)</b> . Complaint and testing activities should	One month before end of grant term.	



	summarize data on complaints received and test conducted by basis and issue and outcomes should include number of credible, legitimate complaints filed with HUD, State and local Fair Housing Agency, Department of Justice or Private Litigator; and Types of Relief/Results.		
12. Complete final report and all program products produced under the grant (with CD/ flash drive, where feasible) to HUD.	Submit two copies of the Final Report and all final products not previously submitted to GTR and GTM. Submit activities and database entry sheet(s) or detailed description of items to HUD.	Within 90 days after end of grant term.	
<b>PROGRAM TASKS</b>			
*Activities/task below are a sample only. Your list of Program Tasks must be based on the organization's individual proposed activities and tasks.			
<b>Activities/Tasks</b>	<b>Outcome(s)</b>	<b>Submitted By</b>	<b>Key Staff</b>
1. Contact HUD and/or other information sources to obtain any appropriate materials prior to development of new material. Task: List of materials requested and		90 days	



copy of final products.			
2. Review/refine process to refer potential victims to HUD, DOJ, a state or local fair housing agency, or a private attorney. Task: Copy of referral process. All audit-based enforcement actions should be referred to HUD.		45 days	
3. Intake and process complaints, including testing and referral. Complete Enforcement Log which details complaints received; dates; the protected basis of complaints; the issue, test type, and number of tests utilized in the investigation of each allegation; the respondent type and testing results; the time for case processing; including administrative or judicial		Quarterly	

proceedings; the cost of testing activities and case processing; to whom the case was referred. Task: Submit copy of Enforcement Log and a report on number of enforcement proposals referred to HUD.			
4. Submit tester training and other forms for review/approval.		60 days	
5. Train staff on fair housing. Task: number of hours spent in training.			
6. Conduct at least ____ trainings for landlords, lenders, insurers, real estate agents, or other housing providers.			
7. Conduct at least ____ trainings for potential victims of discrimination.			
8. Make at least ____ referrals of non-fair housing			

issues.			
9. Evaluate at least ____ potential complaints for enforcement.			

## APPENDIX B

### CERTIFICATION FOR FHOI APPLICANTS

**All Applicants must complete Section 1.**

**Section 2 is required for the Sponsoring Organization for ENOC.**

#### Section 1

I (*Applicant's AOR*) \_\_\_\_\_, certify under penalty of perjury that the information provided below is true and correct.

In accordance with 24 CFR §125.501, Fair Housing Organizations Initiative:

(a) The Fair Housing Organizations Initiative of the FHIP provides funding to develop or expand the ability of existing eligible organizations to provide fair housing enforcement, and to establish, on a single-year or multi-year basis contingent upon annual performance reviews and annual appropriations, new fair housing enforcement organizations.

(b) Continued development of existing organization - (1) Eligible applicants for funding under this component of the Fair Housing Organizations Initiative are:

(i) Qualified fair housing enforcement organizations as defined under 24 CFR 125.103;

(ii) Fair housing enforcement organizations as defined under 24 CFR 125.103; and

(iii) Non-profit groups working to build their capacity to provide fair housing enforcement.

(c) Establishing new organizations – (1) Eligible applicants for funding under this component of the Fair Housing Organizations Initiative are:

(i) Qualified fair housing enforcement organizations as defined under 24 CFR 125.103

you must certify that your organization is an eligible organization (falls within category 1 or 2 below) to apply for FHOI- Continued Development, or FHOI – Establishing New Organization s funding pursuant to the regulatory eligibility requirements :

I \_\_\_\_\_ certify that

(*Applicant AOR name as it appears on SF-424*) (*Applicant Organization name as it appears on SF-424*)

is a tax-exempt, nonprofit, charitable organization and has a “letter of determination” from the

IRS confirming 501(c)(3) status

**AND** I certify that \_\_\_\_\_ is either  
(Applicant Organization name as it appears on SF 424)

1. a Fair Housing Enforcement & Qualified Fair Housing Enforcement Organizations a Qualified Fair Housing Organization (QFHO), or a Fair Housing Enforcement Organization (FHO) with at least one year's experience in complaint intake, complaint investigation, testing for fair housing violations, and meritorious claims.

As defined by 24 CFR Part 125.103, my organization is:

\_\_\_ QFHO (entity has at least two years of enforcement-related experience); and is currently engaged in each of the following activities at the time this application is submitted: Complaint intake; Complaint investigation; Testing for fair housing violations; and Enforcement of meritorious claims.

or

\_\_\_ FHO (entity has at least one year of enforcement-related experience); and is currently engaged in each of the following activities and upon receipt of funds will continue to be engaged in each activity: Complaint intake; Complaint investigation; Testing for fair housing violations; and Enforcement of meritorious claims.

**OR**

2. An Other Non-Profit Organization

\_\_\_ Private nonprofit fair housing enforcement organization

Or

\_\_\_ Nonprofit group building their capacity to provide fair housing

\_\_\_\_\_  
Authorized Signature Date

**WARNING:** Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802).

**NOTE:** The Technical Evaluation Panel will verify this certification through the organization's response to Factor 1.

## Section 2

**FOR ESTABLISHING NEW ORGANIZATIONS COMPONENT ONLY:****Sponsoring Organization Certification for ENOC Only.**

I \_\_\_\_\_ certify under penalty of perjury that the  
(Authorized Applicant AOR as it appears on the SF-424)

\_\_\_\_\_ has the ability to become a FHO  
with

(Name of Sponsored Organization)

the sponsorship of \_\_\_\_\_ by the end of the grant period of  
performance.

(Name of Sponsoring Organization)

\_\_\_\_\_  
Authorized Signature Date

WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802).

NOTE: The Technical Evaluation Panel will verify this certification through the organization's response to Factor 1.

**APPENDIX C**

*This information must be in letter and number characters only. Do not include symbols, graphs, charts, icons or pictures. It is not required to be double spaced. You must answer all sections.*

**REQUIRED ABSTRACT – SAMPLE FORMAT** - All applicants should use the format outlined in this Appendix as an example and as guidance to describe the organization's project. Please do not include charts or graphs or footnotes in the abstract submission.

**FY2024 NOFO ABSTRACT for:**

The applicant, \_\_\_\_\_ (insert name of applicant), if awarded, agrees to undertake the following activities in accordance with its FY2024 application for funding in the amount of \$\_\_\_\_\_ under the \_\_\_\_\_ Initiative-\_\_\_\_\_ Component (if applicable) for a \_\_\_\_\_-month project commencing month/year in the geographic area of \_\_\_\_\_.

(Insert Name of Applicant) **is/is not** (select one) a new FHIP applicant.

Award Description:

**1.Purpose** (up to 3,600 character limit)

**2. Activities to be Performed** (up to 4,900 character limit)**3. Expected Outcomes** (up to 4,900 character limit)**4. Intended Beneficiaries** (up to 3,600 character limit)**5. Subrecipient Activities, Or Indicate “None”** if the applicant does not intend to award funds to subrecipients (up to 1,000 character limit)

<b>Award Description Key Words/Phrases</b>	<b>Definitions</b>
<b>Purpose</b>	A brief summary of how and where the award funds will or may be used.
<b>Activities To Be Performed</b>	A list of eligible activities that the applicant proposes to implement within the award's period of performance.
<b>Expected Outcomes</b>	A list of the proposed outcome or performance measures for the grant award.
<b>Intended Beneficiaries</b>	A list of intended eligible beneficiaries or protected classes to be targeted for the grant award.
<b>Subrecipient Activities</b>	A list of eligible proposed activities that must be executed within the subaward's period of performance.