



U.S. Department of Housing
and Urban Development

Fair Housing Initiatives Program - Private Enforcement Initiative (PEI)

FR-6900-N-21-C

Applications are due by 11:59PM 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](https://grants.gov). You must apply for funding using [Grants.gov](https://grants.gov), unless HUD has approved your [waiver request](https://grants.gov).

See [Section VI.B](https://grants.gov). 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-C . 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 11:59PM 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](https://grants.gov).

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 - Private Enforcement Initiative (PEI)

Opportunity Number:

FR-6900-N-21-C

Federal Assistance Listing:

14.418

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:

11/01/2028

1. NOFO Summary

FHIP's Private Enforcement Initiative (PEI) provides competitive awards to eligible private, non-profit fair housing enforcement organizations, to conduct testing and other investigative activities to enforce the rights granted under the Fair Housing Act, and

State or local laws with equivalent rights and remedies. This NOFO announces the availability of approximately \$10,116,793 to fund new FY2024 grant awards of up to \$425,000 per year for three years, **with future years' award funding subject to future appropriations.**

PEI is one of several FHIP initiatives, and supports enforcement, education, and outreach activities to prevent or eliminate discriminatory housing practices prohibited by the Fair Housing Act.

2. Funding Details

Type of Funding Instrument

G (Grant)

Available Funds

Funding of approximately **\$10,116,793** 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.

The remaining amount of approximately \$31,783,207 in FY2024 appropriations for PEI is allocated to fund continuing FY2023 (second year) and FY2022 (third year) grantees outside of this NOFO. The maximum funding amount for all second year FY2023 and third year FY2022 PEI-MY grantees is \$425,000.

For new PEI awards: the Minimum Award Amount is \$100,000 Per Project Period and the Maximum Award Amount is \$425,000 Per Project Period

Number of Awards

HUD expects to make approximately 24 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 total award period of performance is 36 months (3 years), consisting of three separate consecutive 12-month project periods, with **funding of subsequent periods of performance contingent upon future appropriations.** Grantees must expend funds within the specific time periods and for the purposes established in annual 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.

a. Eligible Entities. You must be either:

- **Qualified Fair Housing Enforcement Organization (QFHO)** with at least two years of experience in complaint intake, complaint investigation, testing for fair housing violations, and enforcement related experience of meritorious claims in the three years prior to filing this application; or
- **Fair Housing Enforcement Organization (FHO)** with at least one year of experience in the enforcement-related activities listed above during the two years prior to the filing of the application.

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.

You must complete Appendix B, *Certification for PEI Applicants*, to certify QFHO or FHO status.

If your organization does not currently qualify as a QFHO or FHO (see 24 CFR §§ 125.103 and 125.401), you may be eligible to apply under the FHIP Education and Outreach Initiative (EOI)(FR-6900-N-21-A), Tester Coordinator Training (FR-6900-N-71-A), and/or Fair Housing Organizations Initiative (FHOI) (FR-6900-N-21-B) NOFOs. Please see each NOFO for specific eligibility requirements. If an applicant applies for both a PEI and FHOI Continuing Development Component grant and receives an award for both, HUD will rescind funding for the FHOI-CDC will if the activities for both awards are exactly alike or substantially similar.

Co-applicants or members of a consortium are not eligible applicants under this NOFO.

Additional Eligibility Requirements:

b. Current or Pending 501(c)(3) Tax-Exempt Organizations

Applicants must be a 501(c)(3) tax-exempt organization or have a 501(c)(3) application

pending prior to the application deadline date. And you must maintain 501(c)(3) status throughout the period of performance. Applications must include the IRS report showing 501(c)(3) status or pending application status. See *Application Contents*, IV.A.

If your organization has a pending 501(c)(3) application and is selected for an award, your 501(c)(3) application/renewal must be approved prior to release of funding. If the pending application is denied, HUD will rescind award selection.

c. Organization does all listed eligible enforcement activities, see III.G.1.

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. Program restriction on eligibility: Applicant is not a FY2023 or FY2022 PEI recipient; and does not have a parent or affiliate/subsidiary that is a recipient of those awards.

If you received a PEI FY2022 or FY2023 award, you are not eligible for funding under this PEI NOFO. Also, HUD prohibits 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 able to conduct business on an ongoing basis without support from a parent or its staff to complete proposed program activities and must be set apart from the parent organization.

2. Applicant 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.

3. Additionally, your application must meet the following requirements (explained in detail in the sections referenced in this list):

i. Broad-Based and Full-service Project. Application must demonstrate that you will run a broad-based and full-service project. See *Project Beneficiary Requirements*, III.G.2.

ii. Fair Housing Related Activities. All program work and costs within your Statement of Work must be fair housing related activities, with explicit connection to Fair Housing Act or equivalent State or local laws. See *Eligible Enforcement Activities*, III.G.1.

iii. Fair Housing Act Protected Classes. Your project must address housing discrimination based on all protected classes. See *Project Beneficiary Requirements*, III.G.2.

iv. Request within Minimum/Maximum Award Limits. The application will be ineligible if the applicant requests funding outside the award limits listed at I.A.2., even if due to miscalculations or inconsistencies in the application.

v. Cannot receive more than one award under this PEI NOFO. This restriction includes organizations with separate EIN's that apply separately for funding under but identify more than one of the same direct personnel and/or key staff for both organizations (i.e. key staff sharing).

c. Ineligible Applicants

HUD will not evaluate applications from ineligible applicants, including those that do not meet the *threshold review requirements* (V.A.), *eligible entity requirements* (II.A.), and *statutory and regulatory requirements* (III.A.2).

Individuals, Co-applicants and consortia are not eligible applicants under this NOFO.

B. Cost Sharing or Matching

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

If your application budget includes cost sharing or matching, you will be required to provide those projected funds if selected.

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 Private Enforcement Initiative is to provide multi-year grants to a nationwide network of eligible fair housing enforcement organizations to conduct testing, investigate violations, and enforce the Fair Housing Act and equivalent State and local laws that provide rights and remedies for alleged discriminatory housing practices.

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 quality, affordable housing.

C. Authority

FHIP is authorized by the Fair Housing Act, as amended by section 561 of the [Housing and Community Development Act of 1987 \(42 U.S.C. 3616a\)](#). The Private Enforcement Initiative is specially authorized under 42 U.S.C. 3616a(b). The FHIP implementing regulations are found at [24 CFR part 125](#) and PEI is outlined at Section 125.401.

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

D. Unallowable Costs

Recipients may only use funding awarded under this grant for the specific activities included in the application submitted under this PEI NOFO only. Funded applicants may not co-mingle funds to support other FHIP grant activities.

Additionally, recipients may only use funds for allowable costs, as defined in 2 CFR 200.403 and further detailed in the Terms and Conditions, such as costs necessary and reasonable to carry out eligible activities. See 2 CFR 200 Subpart E for detailed rules on cost principles

Please also review *Budget Requirements and Restrictions*, III.G.3.

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.

Salaries and fringe benefits related to the implementation of the project or program element of the grant agreement are not considered administrative costs. For example, the salaries and fringe benefits for technical staff to conduct work to accomplish specific Fair Housing goals outlined in the program are not administrative costs.

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 it 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 PEI NOFO

FHEO published four FY24 FHIP NOFOs in September 2024. The NOFOs closed in November 2024. FHEO is re-competing all FY24 grants. This FY24 NOFO has been revised to implement current Administration Executive Orders and HUD-wide changes to grantmaking. If you submitted an application in November, please review changes to this NOFO, then revise and resubmit your application

- Program goals are 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 not 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 than before and some information linked externally.

2. Changes from FY2023 FHIP PEI 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 Enforcement Activities

Recipients must use PEI funds to conduct “investigations of violations of the [Fair Housing Act and equivalent State and local laws] and such enforcement activities as appropriate to remedy such violations.” And to “remedy discrimination in the public and private real estate markets and real-estate related transactions, including, but not limited to the making or purchasing of loans or the provision of other financial assistance sales and rentals of housing and housing advertising.” 42 USC § 3616a(b)(2).

Eligible fair housing activities for proposed projects [as outlined in the Fair Housing Act] may include:

- intake of allegations of housing discrimination;
- referrals of allegations of housing discrimination;
- complainant counseling, advocacy, or other assistance designed to enforce housing discrimination laws;
- investigate allegations of housing discrimination with activities such as:
- systemic housing investigations,
- testing, including training, test coordination, and evaluation of testing results to uncover evidence of housing discrimination, and
- other investigative methods designed to uncover housing discrimination;
- increasing “housing investigative activities in unserved or underserved areas;”
- mediation or other voluntary resolution of allegations of housing discrimination; and
- enforcement activities of meritorious claims, including litigation and procuring expert witnesses.

All work and costs within the Statement of Work and budget must involve conduct prohibited by, or rights protected under the Fair Housing Act and /or equivalent State or local laws. Your application must demonstrate an explicit connection to these Fair Housing laws.

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

Modifications to Statement of Work. HUD will allow applicants under this NOFO to modify their activities in the second or third year with approval of the Government Technical Representative (GTR) and Government Technical Monitor (GTM) based upon changing area demographics and/or needs. All applicants must review Appendix II for guidance on the format that should be used to list the applicant's proposed tasks/activities.

2. 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.

3. Budget Requirements & Restrictions

a. Retainer Fees

FHIP recipients are under specific restrictions 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.

b. Training Funds

i. Your proposed budget must set aside exactly \$7,500 annually to participate in HUD sponsored training. In addition, the \$7,500 in annual training funds 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 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.

ii. If you are awarded more than one FHIP grant (under more than one initiative and/or component), 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 grantee returning funds to HUD.

iii. If you receive more than two FY2024 awards, you cannot set aside more than \$15,000 per year during the grant period of performance for training purposes. The GTR/GTM will reduce any training budget of more than \$15,000 per annum for a single

grantee with multiple awards during negotiations, and the excess funds transferred back to fair housing activities.

c. Limitations for Education and Outreach

A limit of up to fifteen percent (15%) of the total dollar amount awarded is allowed for education and outreach related activities that support fair housing enforcement. If the limit is exceeded, points will be deducted in the rating process, and if the applicant is awarded, funds will be adjusted to comply with the limitation.

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

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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 each Rating Factor, 10 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.

Narratives for Rating Factors 1, 2 and 4 are limited to 10 pages **each**, except as otherwise specified. There is no page limit for Rating Factor 3.

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.

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.

Ensure requested amount is within Minimum/Maximum Award Limits, listed at I.A.2. If you request an amount exceeding the funding cap your application will be deemed ineligible.

Please ensure that you review *budget requirements and restrictions* (III.G.3) and *unallowable costs* (III.D.) in preparing your budget.

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 and after award	Page limit: Not applicable File name: ICR Doc. Form location: download instructions

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 Section V.B 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 HUD's eLibrary , this document is required with the application	Page limit: Not applicable File name: Code Acceptable Content
Project Abstract	Required with the application	Use Appendix C format to submit (note character limits).

Document	Submission Requirement	Notes/Description
Statement of Work Chart	Required with the Application and for each year of funding	See Appendix A for a sample chart.
PEI Eligibility Certification	Required with the Application	Appendix B

D. Other Application Content

Successful applicants must negotiate a statement of work and budget prior to the issuance of a formal award.

V. APPLICATION REVIEW INFORMATION

V. Application Review Information

A. Threshold Review

B. Merit Review

C. Risk Review

D. Selection Process

E. Award Notices

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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 Capacity of Applicant and Relevant Organizational Experience 1.1 Description of Staff and Staff Expertise (20) 1.2 Organizational Experience and Capacity (16)	36 points
Rating Factor 2 Need/Distress/Extent of the Problem 1.1 Problem Statement (5) 1.2 Proposed Solution (10) 1.3 Immediacy of Need (2) 1.4 Application of Funding (2)	19 points
Rating Factor 3 Soundness of Approach 3.1 Proposed Statement of Work (SOW) and Information Requirements (16) 3.2 Budget and Cost Estimates (14)	30 points
Rating Factor 4 Achieving Results and Program Evaluation 4.1 Measurement (5) 4.2 Evaluation (10)	15 points
Preference Points [MSI (2); Promise Zone (2); Opportunity Zone (2)] An applicant can be awarded only up to a maximum of four preference points per application.	4 points
Total	104 points

Minimum Score. To be considered for funding, applications must have a score of at least 75 points from the Technical Evaluation Panel (TEP), not including any preference points.

Use heading to correspond to Rating Factors and Sub-factors to clearly identify your response to each. Information that you wish to be scored must be under the appropriate Rating Factor.

1. Rating Factors

Your application must include a response to the following criteria.

An application that includes no narrative responses to any of the four Rating Factors will be deemed ineligible.

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.

Rating Factors Details

Criterion	Max points = 100
<p>Rating Factor 1 Capacity of Applicant and Relevant Organizational Experience</p> <p>Address the extent to which your organization has the staff experience and organizational capacity necessary to successfully complete the proposed project. Applicants without the requisite experience may consider applying for a FHIP Fair Housing Organizations Initiative grant to improve capacity and gain the experience for PEI.</p> <p><i>Independence of Awards.</i> 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>36 max points</p>
<p>Sub-Factor 1.1. Description of Staff and Staff Expertise, Sub-Total: 20</p> <p>Applications that earn maximum points will fully demonstrate the organization has:</p> <p>1.1.a. Up to 6 points</p> <ul style="list-style-type: none"> • a complete and effective staffing plan and sufficient and sufficiently qualified staff, including maintaining current staff and adding proposed consultants and/or contractors, if applicable, during the period of performance to successfully implement and complete the proposed project. • more than two current key staff members with fair housing related experience. • the ability to implement its project without reliance on another organization or their key staff. • if applicant's staff performs activities in any capacity on other FHIP grants for or 	

Criterion	Max points = 100
<p>shares staff with other organizations, provided a list or chart [that will not count toward the rating factor page limit] which includes the name of the organization sharing activities, the staff members, and the role of and amount of time each staff member devotes to all FHIP related activities that the organization is undertaking as a grantee, subgrantee, affiliate, contractor, consultant, or in any other capacity.</p>	
<p>1.1.b. Up to 6 points</p>	
<ul style="list-style-type: none"> • Identified each staff member assigned to the project and the estimated percentage of time each will dedicate. • Identified a dedicated Project Manager currently on staff who will devote at least 25% of their time to the project throughout the entire period of performance. • If applicable, provided a plan to effectively oversee and evaluate the performance of contractors. • Stated whether the applicant is applying for multiple grants and/or has other FHIP grants from FY2020 to the present, and if applicable, provided a plan for how applicant and its staff will manage time on multiple FHIP grants to meet all performance requirements. • If applicable, provided the following information in a list or chart which will not count toward rating factor page limit: identified all FHIP grant awards from FY2020 to the present and each staff person assigned to the projects, including name, position and percentage of time devoted to those project(s). Staff time and effort under each Initiative/Component must represent time and effort over the entire grant period of performance. If a staff person's time on multiple FHIP grants will exceed 100% for a period of time because of overlapping grant periods, please explain how that person's time will be allocated during the overlapping period to not exceed 100%. If applicant has no FHIP grants from FY2020 to present and is not currently applying for any other FHIP grants, applicant should state this. 	
<p>1.1.c. Up to 4 points</p>	
<ul style="list-style-type: none"> • Described each key staff's experience relevant to their proposed project position such as in enforcement activities, fair housing or other training, or disseminating information to the community; and described how the staff members' experience will contribute to the success of the project. • For proposed hires and/or consultants/contractors, identified the position, their activities or responsibilities, the position requirements that will assist in successful project completion, and the percentage of time they will devote to the project. 	
<p>Please do not include resumes.</p>	
<p>1.1.d. Up to 4 points</p>	
<ul style="list-style-type: none"> • Sufficient available staff with appropriate training and experience to conduct tests; or has proposed a plan and budget for testing training and technical assistance (reflected 	

Criterion	Max points = 100		
<p>in its response to Factor 3).</p> <ul style="list-style-type: none"> If applicant has proposed complex testing, described its specialized staff experience, or training that is needed and will be procured, to conduct complex testing in the context of real estate sales, mortgage lending, homeowners' insurance, or other testing for violations of Fair Housing Act or substantially equivalent State and local housing laws. 			
<p>Subfactor 1.2. Organizational experience, Sub-total 16</p> <p><i>Applications that earn maximum points will fully demonstrate the organization has:</i></p>			
	<p>1.2.a.</p>	<ul style="list-style-type: none"> Conducted past project(s) (FHIP funded or not) similar in scope and complexity to proposed project, OR/AND Engaged in activities that were not necessarily similar to those of proposed project but are readily transferable, AND Briefly described the results of any listed past projects and/or activities. 	<p><i>up to 4 points</i></p>
	<p>1.2.b.</p>	<ul style="list-style-type: none"> Described its experience working with populations of the target area, including those that have faced historic segregation. If applicable, demonstrated its experience addressing the needs of service areas without a fair housing enforcement presence. 	<p><i>up to 2 points</i></p>

Criterion		Max points = 100	
		<ul style="list-style-type: none"> Demonstrated that it has provided enforcement in service areas of need, such as in highly segregated, rural or underserved communities. 	
1.2.c.		<ul style="list-style-type: none"> Specified how FY2024 funds will enhance applicant's capacity to conduct investigations including systemic investigations and increase enforcement related activities. 	<i>up to 2 points</i>
1.2.d.		<ul style="list-style-type: none"> Described its fair housing experience within the last two years including: <ul style="list-style-type: none"> i. number of complaints received and processed, listed by basis and issue ii. number of complaints referred to HUD for investigation iii. number and type of tests conducted, both individual and systemic iv. investigative experience apart from testing v. a summary of complaint outcomes, including judicial and 	<i>up to 8 points</i>

Criterion		Max points = 100	
		<p>administrative findings, number of awards and type and amount of monetary and non-monetary relief awarded, number of pending complaints</p> <p>vi. other activities that further full-service and broad-based fair housing enforcement objectives</p> <ul style="list-style-type: none"> • Provided specific examples for each category i through vi listed above. This information may be provided in a list or chart that will not count towards the Rating Factor 1 page limits. • Demonstrated that its proposed project is a full service and broad-based project addressing protected classes under the FHA, and that meets the needs identified in response to Rating Factor 2. See <i>Criteria for Beneficiaries</i>, III.G.2. 	
<p>Rating Factor 2 Need/Distress/Extent of the Problem</p> <p>Applicant must clearly state the fair housing needs of the communities/ service areas, and through its responses to Rating Factors 2-4</p>		<p>19 max points</p>	

Criterion	Max points = 100	
<p>demonstrate a direct relationship between the purpose of the program, the proposed activities, and how the organization plans to address discrimination, including systemic discrimination, in a way that meets those fair housing needs. The needs described and the proposed solution must relate to the activities for which funds are being requested under Rating Factor 3. When relying on data/studies/reports, cite and provide the references, links, etc. where the information is found; do not provide actual documents. <i>Applicants that earn maximum points will clearly explain the:</i></p>		
<p>Sub-Factor 2.1. Problem Statement. Sub-total Up to 5 points</p> <ul style="list-style-type: none"> • Demonstrate the extent to which there is a need for funding the proposed activities in the geographic area that you intend to serve. • Define the specific community fair housing need(s) that will be addressed through the proposed project. As part of this analysis, define the target area's impediments to fair housing choice, discriminatory barriers, or other significant contributing factors, as applicable. • Provide references to supporting data or evidence of those needs. Reference information should be current within the last 5 years and/or still applicable to fair housing problems, or score will be reduced. Supporting evidence may include HUD studies or other reliable data sources such as: <ul style="list-style-type: none"> ○ Census data ○ Assessment of Fair Housing ○ Consolidated Plan ○ Analysis of Impediments to Fair Housing Choice (AI) ○ other fair housing planning documents. 		
<p>Sub-Factor 2.2. Proposed Solution. Sub-total: Up to 10 points.</p> <p>Applicants will clearly describe the organization's proposed solution to address systemic and other housing discrimination and meet the fair housing needs identified. <i>Applications that receive maximum points will demonstrate:</i></p>		
2.2.a	<p><u>Effectiveness of Plan</u></p> <ul style="list-style-type: none"> • Describe applicant's 	up to 3 points

Criterion	Max points = 100	
	<p>plan to address the fair housing needs identified.</p> <ul style="list-style-type: none"> • Explain why this intervention will be effective. • Reference supporting evidence to demonstrate why the proposed interventions will be effective, which may include case studies, evaluation of applicant's past best practices, third party research, etc. 	
2.2.b	<p><u>Alignment to Needs of Service Area</u></p> <ul style="list-style-type: none"> • Demonstrate that the organization will provide enforcement services in areas of need, such as in rural or urban or underserved communities; and/or • Explain how you will use funds to expand enforcement services to areas not currently served by a fair housing enforcement organization (e.g., a FHIP or FHAP). • Describe how the proposed activities are aligned with the specific fair housing needs identified and documented for the 	<i>up to 3 points</i>

Criterion	Max points = 100	
	<p>targeted area and how the proposed activities foster and maintain compliance with civil rights and fair housing. This may include but is not limited to addressing: the presence of systemic housing discrimination or other documented evidence of discrimination prohibited by the Fair Housing Act within the project area,</p>	
2.2.c	<p><u>Outreach</u></p> <ul style="list-style-type: none"> Describe your organization's outreach and marketing strategies to demographic groups throughout your target service area. Describe your strategies to increase fair housing assistance utilization among groups in your service area who are less likely to be aware of, seek out, or utilize your services absent such efforts. 	<i>up to 2 points</i>
2.2.d.	<p><u>Program Access and Accessibility</u></p> <ul style="list-style-type: none"> Address the organization's need to provide meaningful program access and 	<i>up to 2 points</i>

Criterion	Max points = 100
	<p>alternative forms of communication for all individuals in protected class groups.</p> <ul style="list-style-type: none"> Address the organization's need and plan to provide accessible, including Section 508 accessibility of applicant's website.
<p>Sub-Factor 2.3. Immediacy of Need. Sub-total: Up to 2 points.</p>	
<p>Describe potential imminent adverse consequences for persons in protected classes covered under the Fair Housing Act if the applicant is not selected for funding.</p>	
<p>Sub-Factor 2.4. Application of Funding. Sub-total: Up to 2 points.</p>	
<p>Specify how the use of funds will:</p> <ul style="list-style-type: none"> differ from prior projects; and/or expand enforcement activities to increase investigations of systemic housing discrimination. 	
<p>Rating Factor 3 Soundness of Approach</p> <p>This factor is comprised of two subfactors, the (a) Proposed Statement of Work (SOW) and Information Requirements and (b) Budget and Cost Estimates. Rating Factor 3 is exempt from the ten-page limit.</p> <p>Please make sure that your work plan follows <i>Eligible Enforcement Activities</i>, III.G.2., and <i>Funding Restrictions</i>, VII.A., requirements.</p>	<p>30 max points</p>
<p>Subfactor 3.1. Proposed SOW and Information Requirements. Sub-total Up to 16 points</p>	
<p>Applications that earn maximum points will fully demonstrate the organization has:</p> <ul style="list-style-type: none"> Proposed a complete work plan that demonstrates the soundness, quality, and effectiveness of the proposed project and the commitment of the applicant to sustain the proposed activities. Included in its SOW all program tasks the applicant expects are reasonable for completion 	

Criterion	Max points = 100	
<p>of the proposed project. If funded, the grantee is responsible for completing the SOW activities agreed upon during negotiations.</p> <ul style="list-style-type: none"> Submitted a separate complete SOW Chart and a separate complete SOW Narrative that provide a clear and detailed description of the proposed goals/objectives, activities, and outcomes as applicable, for each of the three (3) years of the applicant's project, or 5 points will be deducted. 		
3.1.a	<p><u>SOW Narrative</u></p> <ul style="list-style-type: none"> Identify quantifiable project goals and describe how these goals relate to each of the needs identified in response to Rating Factor 2. Goals are the results or outcomes the applicant intends to accomplish. Identify and explain the proposed activities, specific deliverables, and anticipated outcomes consistent with the activities outlined in the SOW Chart. Include a description of the continuation of existing activities and/or the expansion or creation of activities or systemic investigations based upon prior FHIP funded activities or other fair housing enforcement activities, including into new service areas if applicable. 	<i>up to 6 points</i>
3.1.b.	<u>Statement of Work (SOW)</u>	<i>up to 10 points</i>

Criterion	Max points = 100
	<p><u>Chart</u></p> <p>Using the format in Appendix A as an example, describe all specific SOW tasks necessary for the proposed project.</p> <ul style="list-style-type: none"> • Include Administrative tasks and edit those in Appendix A as necessary and appropriate for the proposed project. • Include all Program tasks, activities and proposed outcomes as necessary and appropriate based upon the specific enforcement activities proposed in the application. • SOW Chart must describe: <ul style="list-style-type: none"> ○ All proposed activities and major tasks including complaint intake, complaint investigation, testing for fair housing violations, and enforcement of meritorious claims (<i>up to 3 points</i>) ○ The staff members and/or partners identified in Rating Factor 1

Criterion	Max points = 100	
	<p>response who will be responsible for completing each activity/task (<i>up to 3 points</i>)</p> <ul style="list-style-type: none"> ○ The steps required to complete the proposed activities (<i>up to 2 points</i>) ○ Proposed outcomes as applicable (<i>up to 2 points</i>) 	
<p>Subfactor 3.2. Budget and Cost Estimates. Sub-total Up to 14 points</p> <p>For each year of funding (3 years), the applicant's budget must include the following or points will be deducted:</p> <ul style="list-style-type: none"> • Budget Narrative; • HUD 424-CBW Grant Application Detailed Budget Worksheet; • Budget Narrative for all subcontractors or sub-recipients; and • HUD 424-CBW Grant Application Detailed Budget Worksheet for subcontractors or sub-recipients whose budgeted amounts are \$5,000 or more. <p>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. The budget must also indicate what activities and tasks will increase as a result of the funding.</p> <p>Please make sure your budget conforms with <i>Unallowable Costs</i>, III.D., and <i>Funding Restrictions</i>, VII.A.</p> <p><i>Applications that receive maximum points for this subfactor will include a clear and complete:</i></p>		
3.2.a.	<p>Budget Narrative</p> <ul style="list-style-type: none"> • Support and explain the budget and demonstrate how it relates to the tasks in 	<i>up to 7 points</i>

Criterion	Max points = 100	
	<p>the SOW.</p> <ul style="list-style-type: none"> • Identify key team members/staff and partners, consistent with the list provided in Rating Factor 1, who will be responsible for completing major tasks, and the costs associated with those team members/partners for the tasks described. • The organization's Financial Management Capacity, and its Board's role in financial management and oversight of the organization. • Describe the organization's capabilities in handling financial resources, disseminating payments to third parties (e.g. contractors), and maintaining adequate accounting and internal control procedures. HUD will not award or disburse funds to applicants not having a financial management system meeting Federal standards as described in 2 CFR 200.302. • If applicable, include a list or chart of current 	

Criterion	Max points = 100	
	<p>and/or prior FHIP grants received since FY2020 stating 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 activities and results achieved.</p>	
3.2.b.	<p>Grant Application Detailed Budget Worksheet (HUD-424-CBW)</p> <ul style="list-style-type: none"> • Present a clear and complete budget using form HUD-424-CBW for each year of funding. • Budget line items must correspond to the activities and associated costs in the SOW. • Clearly list costs associated with project implementation and completion. • Include the mandatory \$7,500 per project year for HUD sponsored or approved training. • Provide a separate HUD-424-CBW for each contractor or subcontractor whose budget amount equals or exceeds \$5,000. 	<i>up to 7 points</i>

Criterion	Max points = 100
	<ul style="list-style-type: none"> • Submitting a HUD-424-CB only instead of the required detailed HUD-424-CBW will result in an automatic 5 point deduction from the applicant's 3.2 score. • Failure to submit a separate HUD 424-CBW for each year (3 years) of funding will result in an additional 5 point deduction from subfactor 3.2.
<p>Rating Factor 4 Achieving Results and Program Evaluation</p> <p>Considering your responses to Rating Factors 1 through 3, HUD will assess your plan to evaluate its achievement of proposed goals and the extent to which the applicant will measure results and hold itself accountable to ensure effective program management.</p> <p>Applicants must clearly outline the organization's strategy for measuring, evaluating and improving (if necessary) its program performance against proposed activity goals during the grant period of performance.</p>	15 max points
<p>Subfactor 4.1. Measurement. Sub-total up to 5 points</p> <p><i>Applications that earn maximum points will fully demonstrate the organization has:</i></p> <ul style="list-style-type: none"> • Described and explained the strategies it will use to measure outputs and outcomes for the program activities and goals outlined in the applicant's SOW Narrative and Chart (Appendix II). The description should include: <ul style="list-style-type: none"> ○ quantifiable outputs and outcomes that measure progress on the goals identified and result in valid, reliable data; ○ data collection methods used to measure outputs and outcomes and the frequency of data collection; 	

Criterion	Max points = 100
<ul style="list-style-type: none"> ○ technological tools in place to capture, maintain, analyze and share data; and ○ an explanation of how the applicant's data will be validated. ● Identified applicant outcomes that reflect the anticipated effect the organization's proposed activities will have on its beneficiaries. Outcomes measure progress made towards achieving the program goals, while outputs are the measurable organization activities. 	
<p>Subfactor 4.2. Evaluation Plan. Sub-total up to 10 points</p> <p><i>Applications that earn maximum points will fully demonstrate the organization has:</i></p> <ul style="list-style-type: none"> ● Proposed a plan to effectively evaluate progress toward stated objectives and goals. The plan should include: <ul style="list-style-type: none"> ○ a description of the output and outcome data and the thresholds/milestones that will be used to determine progress toward goals; ○ timelines for continuous/periodic evaluation and adjustments as needed and an explanation of how these continuous/periodic evaluations will be used to improve program performance, and/or implement adjustments if not on track with expectations; and ○ a description of the public interest outputs and outcomes that, based on past experience, the applicant expects to achieve. This description may include the applicant's 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. ● Explained how the organization will evaluate long-term outcomes of the proposed project work in your target service area. 	
Preference Points	4 max points
<p>Each preference category is worth 2 points if the criteria are met. You may be awarded a maximum of 4 preference points on single application.</p> <p>Promise Zones - 2</p> <p>Opportunity Zones - 2</p> <p>Minority Serving Institutions - 2</p>	

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.

You, as the applicant, must identify your funding request for each funding year included in your application. You should determine your funding requests based on your ability to successfully execute your project and the NOFO terms over the performance period stated in this NOFO.

You must include a separate HUD-424-CBW budget form for each year of funding requested in your application.

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 7 points may be deducted from the applicant's overall rating score as follows:

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

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

Additionally, 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 take any remedies available including those provided in NOFO Section III., 2 CFR 200.206, 2 CFR 200.208, and the Do Not Pay website.

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

Subsequent consecutive periods of performance for PEI MY applications and awards made from this NOFO are subject to future year's appropriations.

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 and telephone 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

Any funds remaining after award selection will be reallocated first within PEI 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 which may be corrected. 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. Negotiation

If your application is selected for funding, 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 (i.e., a contractor, etc.). The GO 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 may request and receive their final score. HUD will not release the names of applicants or their scores to any third party. Upon request via email, HUD will provide applicants frequent areas where the Technical Evaluation Panel deducted points. This panel information will consist of a review of areas in which applicants frequently lose points such that all applicants may make modifications to improve future applications.

VI. SUBMISSION REQUIREMENTS AND DEADLINES

VI. Submissions Requirements and Deadlines

- A. Deadlines
- B. Submission Methods
- C. Other Submissions
- D. False Statements

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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 on where and how to submit the application.

NOTE: Paper copy applications must be received by HUD HQ no later than 4:30 PM Eastern Standard Time on the application deadline date. There is no grace period for paper application submissions.

HUD recommends applicants send paper applications via a courier that provides a receipt of delivery. All applicants will receive confirmation (via Form HUD 2993) of HUD's receipt of the application, but confirmation might not be received by the submission 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. The subject line of the email to 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 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 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. 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"> • Awards equal to or greater than \$30,000 • Data on executive compensation and first-tier subawards • See Public Law 109-282 and 2 CFR part 170 • HUD reports initial prime recipient data to usaspending.gov • Submit via SAM.gov 	See 2 CFR Appendix A to Part 170(a)(2)(ii)
Reporting on Recipient Integrity and Performance Matters	<ul style="list-style-type: none"> • 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 • See Appendix XII to 2 CFR 200 • Submit via SAM.gov 	See 2 CFR Appendix-XII to Part 200 I.(d)
Progress Report	<ul style="list-style-type: none"> • Summary of progress status • Work to be performed during the next reporting period • Any anticipated risks and plans to mitigate 	

Report	Description	When
	<p>those risks</p> <ul style="list-style-type: none"> • see performance and quarterly reporting table below for more information 	
Federal Financial Report, SF-425	<ul style="list-style-type: none"> • Summary of key financial data • See 2 CFR 200.328 	See 2 CFR 200.328 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	See 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
Performance Reporting	All HUD funded programs require recipients to submit a report showing outcomes for the activities in the work plan in the award agreement.	No less than annually
Quarterly Report/Final Report	<p>Quarterly reports should all identify their program's outputs and outcomes and include:</p> <ol style="list-style-type: none"> 1. How many persons does the organization propose to serve? How is the estimate 	

	<p>derived?</p> <p>2. How many clients have been served?</p> <p>3. Of those served, how many resulted in cases?</p> <p>4. How many cases were resolved?</p> <p>5. How many cases were litigated?</p> <p>6. What is the total amount of damages the organization received for victims of discrimination by case settlements and litigation?</p> <p>7. Describe how many cases were resolved to the benefit of the client, and how those clients benefited.</p> <p>8. How many jurisdictions developed policies to remove barriers to fair housing as a result of FHIP PEI engagement with local jurisdictions/regional organizations?</p> <p>For quarterly reports and the final report, recipients will be required to derive meaningful data from client feedback on how they benefited from the project's activities. Recipients will also report outcomes and evidence of continued project success, such as: (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 example of an enforcement success, e.g., outputs and</p>	
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	<p>outcomes of a settlement or systemic investigation). 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).</p>	
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Single Audit Requirement

All grantees that expend \$1,000,000 or more cumulatively in Federal funds, including from awards made under this NOFO, 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.

E. FHIP Private Enforcement 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 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. Current 503(c) status

Awardees must provide current valid proof of 503(c) not for profit status, and must negotiate the grant with a period of performance to begin within six months of the notice of award.

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

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

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. 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

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/ftheo/initiatives-program

APPENDIX

Appendix

Appendix I Definitions

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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 Chart – Sample Format

The Administrative Tasks listed are standard general tasks, however an applicant may edit the section to fit the applicant's specific necessary tasks. Under the Program Tasks section, each applicant should complete a detailed SOW based on the specific enforcement and as applicable EOI activities proposed in the organization's application, including activities and tasks, and proposed outcomes where applicable.

FY2024 NOFO

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Statement of Work for:

The recipient, _____, agrees to undertake the following activities in accordance with its FY2024 application for funding under the PEI Initiative- _____ Project (if applicable) for a _____-month project commencing _____, in the geographic area of _____.

Administrative Tasks

Activities	Tasks	Submitted By	Key Personnel
1. Assign staff to project	Submit assignment memo or other documents assigning staff by name and number of hours to be spent on the project	30 days	
2. Execute subcontracts 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 statement of no change	Quarterly when changes occur	

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 (2) 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 (2) 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 the grant	
10. Prepare Summary of First Year (36 month grant)	Submit summary of first year accomplishments	395 days	
11. Prepare and submit draft of Final Report and HUD Forms 904-A, 904-B and 904-C	Submit two (2) copies of draft final report. Report summary should include objectives, accomplishments and results (outcomes) . Complaint and testing activities should summarize data on complaints received and test conducted by	One month before end of grant term.	

	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.		
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Program Tasks

***Activities and tasks (sample only) are based on an organization's individual proposed activities and tasks.**

Activities/Tasks	Outcome(s)	Submitted By
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 copy of final products		90 days
2. Review/refine process to refer potential victims to HUD, DOJ, a state or local 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		Quarterly

each allegation; the respondent type and testing results; the tie for case processing; including administrative or judicial 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 ___ training for landlords, lenders, insurers or real estate agents.		
7. Conduct at least ___ training(s) for potential victims of discrimination.		
8. Make at least ___ referrals of non-fair housing issues.		
9. Evaluate at ___ potential complaints for enforcement.		

Appendix B. Certification for PEI Entities

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I [applicant AOR] _____, certify under penalty of perjury that the information provided below pertaining to

Applicant Name: _____ is true and correct.

(Applicant name same as it appears on SF 424)

In accordance with 24 CFR §125.103 (definitions) and §125.401 (Private Enforcement Initiative), which states:

(a) The Private Enforcement Initiative provides funding on a single-year or multi-year basis, to investigate violations and obtain enforcement of the rights granted under the Fair Housing Act or State or local laws that provide rights and remedies for discriminatory housing practices that are substantially equivalent to the rights and remedies provided in the Fair Housing Act. Multi-year funding may be contingent upon annual performance reviews and annual appropriations.

(b) Organizations that are eligible to receive assistance under the Private Enforcement Initiative are:

(1) Qualified fair housing enforcement organizations.

(2) Fair housing enforcement organizations with at least 1 year of experience in complaint intake, complaint investigation, testing for fair housing violations and enforcement of meritorious claims. For the purposes of meeting this 1-year experience qualification, it is not necessary that the activities were conducted simultaneously, as long as each activity was conducted for at least 1 year. It is also not necessary for the activities to have been conducted continuously during a 1-year period. An organization may aggregate its experience in each activity over the 2-year period preceding its application to meet Title 24: Housing and Urban Development requirements.

I _____ certify that

(Applicant AOR name as it appears on SF 424)

_____ is a private, tax-exempt,

(Applicant Organization name as it appears on SF 424)

nonprofit, charitable organization and has a "letter of determination" from the Internal Revenue Service confirming 501(c)(3) status.

AND I certify that

_____ is a Qualified Fair

(Applicant Organization name as it appears on SF 424)

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 (select one below).

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 use subawards (up to 1,000 character limit)

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

Award Description Key Words/Phrases	Definitions
	performance.