



U.S. Department of Housing  
and Urban Development

# Fair Housing Initiatives Program Education and Outreach Initiative

FR-6900-N-21-A

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

Fair Housing and Equal Opportunity

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# BEFORE YOU BEGIN

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

## **SAM.gov Registration**

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

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

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

## **Grants.gov Registration**

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

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

## **Find the Application Package**

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

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

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

### **Application Deadline**

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

### **HUD Listserv**

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

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

# I. BASIC INFORMATION

## I. Basic Information

### A. Summary

### B. Agency Contact(s)

I. BASIC INFORMATION

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

A. Summary

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

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

**Announcement Type:**  
Initial

**Program Type:**  
Discretionary

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

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

Key Facts

**Opportunity Name:**  
Fair Housing Initiatives Program Education and Outreach Initiative

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

**Federal Assistance Listing:**  
14.416

Key Dates

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

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

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

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

1. NOFO Summary

The **FHIP Education and Outreach Initiative** (EOI) provides competitive awards to eligible non-profit and other fair housing organizations to develop and carry out coordinated education and outreach efforts and media products to inform the

individuals, communities, and housing providers about their fair housing rights and obligations.

This EOI NOFO includes two components:

**National: EOI National Media Campaign Component (EOI-NMC)**

If selected as a grantee, you will take part in a national coordinated effort to develop and disseminate creative and innovative fair housing education and outreach materials. The national fair housing media campaign will focus on addressing barriers that may arise when people exercise their right to expand housing choice, and on expanding access to housing opportunities, especially among protected classes. The campaign will also focus on educating the public about the forms of discrimination that can occur in real estate related transactions. The campaign must provide general fair housing education and outreach for all protected classes. The campaign will be used during National Fair Housing month and will provide information on how to file a housing discrimination complaint through HUD.

**Regional/Local/Community Based: EOI General Component (EOI-G)**

This component provides funding for general fair housing education and outreach activities to inform people of their rights and responsibilities under the fair housing laws. If selected as a grantee, you will carry out regional, local, and/or community-based education and outreach activities designed to prevent or eliminate discriminatory housing practices, including school, church, and community presentations, conferences and other educational activities.

EOI is one of several components of FHIP.

## 2. Funding Details

### Type of Funding Instrument

G (Grant)

Grant or Cooperative Agreement

### Available Funds

Funding of approximately **\$8,450,000** is available through this NOFO.

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

National Media Campaign Component: Total Amount available: \$1,300,000. Maximum Award Amount: \$1,300,000; Minimum Award Amount: \$250,000.

General Component: Maximum Award Amount: \$125,000; Minimum Award Amount: \$75,000.

### Number of Awards

HUD expects to make approximately 58 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 project period and budget period will be in the range of 12-18 months. Grantees must expend funds within the specific time periods 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.

If you are applying with other organizations (co-applicants or members of a consortium), each organization needs to meet all eligibility requirements. If not, your application is not eligible for funding.

#### a. Eligible Entities for Each EOI Component

##### ***National Media Campaign Component (EOI-NMC):***

- Qualified Fair Housing Enforcement Organizations,
- Fair Housing Enforcement Organization, and
- Other nonprofit organizations representing groups of persons protected under the Fair Housing Act (which might include public interest litigation firms, religious liberty groups, trade associations, etc.).

**Experience Requirement:** must have at least 5 years of experience as an advertising, media or public relations organization; or must partner with an advertising and media services organization with at least 5 years of experience.

##### ***General Component (EOI-G)***

- Qualified Fair Housing Enforcement Organizations, Fair Housing Enforcement Organizations,
- Other nonprofit organizations representing groups of persons protected under the Fair Housing Act,
- Agencies that participate in the Fair Housing Assistance Program (FHAP)
- Other agencies of State or local governments
- Other public or private entities that are formulating or carrying out programs to prevent or eliminate discriminatory housing practices (which might include public interest litigation firms, religious liberty groups, trade associations, etc.).

## 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.

All applicants are required to complete Appendix B, EOI Eligibility Certification and submit as a part of their application.

### b. Application Eligibility

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

#### 1. Current or Pending Tax-Exempt Organizations

If you apply as a nonprofit organization, your organization must be a tax-exempt organization or have a tax-exempt application pending prior to the application deadline date and you must maintain tax exempt status throughout the period of performance. Applications must include the IRS report showing tax exempt status or pending application status. See *Application Contents*, IV.A.

If your organization applies as a non profit organization and has a pending tax--exempt application and is selected for an award, your application/renewal must be approved prior to release of funding. If the pending application is denied, HUD will rescind award selection.

#### 2. Applicant can not have a parent or affiliate/subsidiary that is also an EOI recipient

HUD will not fund an organization if the parent or its affiliate/subsidiary organization has an open grant (previously funded) under the same EOI component (grant period of performance overlaps). Nor will HUD fund both a parent organization and its affiliate/subsidiary organization under this NOFO for the same component.

Also, HUD does not allow affiliate and parent organization staff sharing protocols whereby the parent organization shares key staff with an affiliate(s). All funded organizations must be fully independent functional organizations, e.g., able to conduct business on an on-going basis without support from parent or its staff to complete proposed program activities and set apart from parent organization.

#### 3. Applicant cannot have 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 report (PAR) on any prior FHIP grant, the organization is ineligible for a period of one (1) year from the date of the PAR.

- 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.

**4. (FHAP Agencies Only): Cannot be under suspension or performance improvement plan under 24 CFR 115.201(a) and (b).**

**5. Other Program Eligibility Requirements**

**i. Fair Housing Related Activities.** All work and costs must have an explicit connection to fair housing laws. See requirement in *Eligible Enforcement Activities*, III.G.1.

**ii. Projects based solely on research and data gathering are ineligible.** If a successful application contains research and other activities, HUD will only fund the eligible portions of the application. You must secure approval of proposed surveys or data gathering from HUD or OMB under the Paperwork Reduction Act before the application submission.

**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. You must submit a separate application for each component and/or initiative that you apply for.**

**v. 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.

**vi. Cannot receive more than one award under a single component.** This restriction includes two organizations with separate EINs that apply for separate funding under a single component but identify more than one of the same direct personnel and/or key staff for both organizations (i.e., key staff sharing). HUD will fund only one organization. This restriction ensures FHIP's commitment to continued program integrity by eliminating double payments under a single component to an organization or individuals. This restriction includes but is not limited to any organization affiliate, associate, subsidiary, or other organizations that engage in direct personnel and/or key staff sharing protocols. In addition, an organization that is selected to receive an EOI-NMC award may not receive another EOI award but may receive awards under the PEI and/or FHOI NOFOs provided the organization meets all requirements.

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

## B. Cost Sharing or Matching

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

If your application budget includes cost sharing or matching, you are required to provide those projected funds if selected for an award, or the award will be rescinded.

## 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 in 1988 established 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 overarching purpose of the **FHIP Education and Outreach Initiative (EOI)** is to educate the public and housing providers about their rights and obligations under provisions of fair housing laws. 42 USC § 3616a(d)(1); 24 CFR 125.301(a). **The National Media Campaign component (EOI-NMC)** is “designed to provide a centralized, coordinated effort for the development and dissemination of fair housing media products.” 42 USC § 3616a(d)(1). A portion of NMC funds are specifically meant to increase participation in the annual national fair housing month. **The General Component (EOI-GC)** is designed to carry out programs that prevent or eliminate discriminatory housing practices by establishing or supporting regional, local, and community-based education and outreach programs. 42 USC § 3616a(d)(2), (3).

Under a cooperative agreement, HUD will exercise the right to approve, and have substantial involvement in, all proposed deliverables, as well as the Work Plan or Statement of Work (SOW). For grants and cooperative agreements, HUD will conduct monitoring reviews, request quarterly reports, and approve all proposed deliverables as documented in the applicant’s Work Plan or SOW. Most EOI funds are awarded under grant agreements. However, national funds are awarded under cooperative agreements managed by Headquarters since the awards have a nationwide impact and therefore require more complex and frequent oversight as well as Departmental approval of deliverables.

### B. Goals and Objectives

The Education and Outreach Initiative has the following goals:

- Increase compliance with fair housing laws
- Prevent and remedy housing discrimination
- Increase access to housing opportunities
- Educate the public concerning their rights and responsibilities under fair housing laws.
- Promote families that alleviate housing discrimination by engaging with their community

### C. Authority

FHIP is authorized by section 561 of the [Housing and Community Development Act of 1987 \(42 U.S.C. 3616a\)](#). EOI is specifically authorized under 42 U.S.C. 3616a(d). The FHIP implementing regulations are found at [24 CFR part 125](#) and EOI is outlined at Section 125.301.

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 EOI 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

## E. Indirect Costs

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

### 1. Indirect Costs

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

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

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

### 2. Direct Costs

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

Examples of direct costs usually chargeable to FHIP grants include:

- Compensation of employees for the time devoted specifically to award performance and associated fringe benefits.
- Materials bought, consumed, or spent specifically for the award.
- Equipment necessary to carry out the award.
- Travel expenses necessary to carry out the award.

- Translation and interpretation necessary to carry out the award.
- Information technology systems and services necessary to carry out the award.
- Litigation costs, such as costs of gathering evidence, necessary to carry out the award.
- Reasonable transportation costs, such as public transportation passes, to support a client's ability to take part in eligible services.
- Professional licensing fees, professional liability insurance, and professional development costs, such as conference and travel costs or training in eligible services or skills, necessary to carry out the award.
- Outreach, educational, and marketing materials to carry out the award.

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

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

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

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

## F. Program History

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

Changes to the previously published FY2024 FHIP EOI NOFO

FHEO published four FY2024 FHIP NOFOs in September 2024. The NOFOs closed in



November 2024. FHEO is re-competing all FY2024 grants. This FY2024 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.
- Applicants no longer need to submit narratives on Advancing Racial Equity and Experience Promoting Racial Equity and those topics are no longer considered in merit review or funding decisions. See IV.C. and V.B.
- Requirements to Advance Racial Equity are 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.
- Reduced components to two, focusing funds on the National Media Campaign and General Components.

## G. Other Information

### 1. Eligible EOI Activities

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

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

All projects/activities must include reasonable steps to ensure program access and effective communication for individuals in all protected class groups.

Eligible activities vary between the National Media Campaign and General Components:

#### a. National Media Campaign Component – Eligible Activities

NMC grantees will take part in a national coordinated effort to develop and disseminate creative and innovative fair housing education and outreach materials and media products, including implementing national fair housing month-related activities.

***You must develop and implement a National Media Campaign that provides information about:***

- Rights and obligations under the Fair Housing Act; and how to file a housing discrimination complaint through HUD.
- Improving access to fair and accessible housing opportunities, especially in low-income communities.
- Gaps in existing fair housing materials;



- Forms of discrimination that can occur in real estate related transactions and barriers that may arise when persons in groups protected under the Fair Housing Act seek to expand their housing choice.

***Content developed and distributed under the NMC must include, but is not limited to:***

- television and/or digital video distribution,
- radio and/or digital audio distribution,
- print ads, which might include posters, pamphlets and brochures,
- social media and digital advertising campaigns, and
- marketing materials.

All materials created must demonstrate a connection to furthering the non-discrimination provisions of the Fair Housing Act.

All your content must be localizable for use by other FHIP organizations engaging in local fair housing education and outreach campaigns.

### **b. General Component – Eligible Activities**

**EOI General Component** (EOI-G) grantees will carry out regional, local, and/or community-based education and outreach activities designed to prevent or eliminate discriminatory housing practices.

Eligible activities are those that inform people of their rights and responsibilities under the Fair Housing Act, which may include, but are not limited to:

- developing and distributing fair housing materials (i.e., brochures, webinars, and social media advertising);
- conducting educational symposia or other training; and
- providing fair housing information and outreach through printed and electronic media to provide meaningful program access and effective communication to all individuals in protected class groups applicable to communities in the proposed project area (i.e., Public Service Announcements for radio, television, and newspaper advertisements).

## **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 (outlined in the grant agreement documents) regarding establishment of retainer agreements and recovery of legal fees from HUD-funded cases. Data on fees, settlements, and verdicts are matters of public record. Awardees must provide this information to HUD annually. Neither the grantee nor the individual(s) on whose behalf any action is filed can request that HUD waive these provisions.

#### b. Training Funds

The applicant's proposed budget must set aside exactly \$7,500 annually of grant funds to be utilized to participate in HUD sponsored mandatory or approved training. Grants that have a performance period of 12-18 months are considered 12-month grants for purposes of this requirement. If an applicant is awarded more than one FHIP grant (under more than one 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.

If an applicant is a successful grantee for more than two FY2024 awards, the applicant will not be permitted to set aside more than \$15,000 per year during the grant period of performance for training purposes. Any designated amount for training more than \$15,000 per 12-month period for a single grantee as a result of multiple awards will be reduced by the GTR/GTM during negotiations, and the excess funds transferred back to fair housing activities. In addition, the \$7,500 training funds set aside must either be expended, or the grantee must have a clearly established plan to expend the funds by the end of the third quarter of the grant period of performance. HUD reserves the right to require the return to Treasury of any training funds not expended or subject to a clearly established plan for expenditure by the third quarter of the grant period of performance.

#### c. Compensation

Grantees cannot charge more than Level IV of the Federal Executive Schedule annually for an individual's compensation even if the individual earns more than the capped amount. This compensation cap does not require grantees to limit the amount paid to individuals under this grant; however, the individual's remaining compensation over the cap must be paid from an alternative organization funding source. HUD reserves the right to determine whether compensation is reasonable and customary for the skill set provided and the areas being served.

# IV. APPLICATION CONTENTS AND FORMAT

## IV. Application Contents and Forms

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

### B. Budget

### C. Narratives and Non-Form Attachments

### D. Other Application Content

## IV. APPLICATION CONTENTS AND FORMAT

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

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

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

Do not submit password protected or encrypted files.

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

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

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

Narratives for Rating Factors 1, 2 and 4 are limited to 10 pages each, **per Rating Factor**, except as otherwise specified in the NOFO.

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](#). 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

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

## B. Budget

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

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

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

Budget Form/Document	Submission Requirement	Notes/Description
Certification (HUD-426)	required with the application and after award	File name: ICR Doc. Form location: download instructions

Grant Application Detailed Budget Worksheet (HUD-424-CBW) - REQUIRED for all applicants.

## C. Narratives and Other Attachments

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

Document	Submission Requirement	Notes/Description
Response to Rating Factors	Required with the application	See <a href="#">Section V.B</a> Maximum Length: 10 pages. The following items do not count: Rating Factor 3 responses, Rating Factor lists and charts expressly excluded from page limits as provided in NOFO Section V.A.1, We will not consider any content in the Narrative Response that exceeds the page limit; and points may be deducted.
Minority Serving Institutions Preference Points – Documentation	If applicable, this document is required with the application	Page limit: Not applicable File name: HBCU Doc
HBCU Preference Points – Documentation	If applicable, this document is required with the application	Page limit: Not applicable File name: HBCU Doc
Nonprofit Status – Documentation	If applicable, this document is required with the application	Page limit: Not applicable File Name: Code Acceptable Content
Code of Conduct	If not included in <a href="#">HUD's eLibrary</a> , this document is	Page limit: Not applicable

Document	Submission Requirement	Notes/Description
	required with the application	File name: Code <a href="#">Acceptable Content</a>
Project Abstract	Required with the application	Use Appendix C format to submit (note character limits).
Statement of Work Chart	Required with the Application and for each year of funding	See Appendix A for a sample chart.
EOI Eligibility Certification	Required with the Application	Appendix B. [NMC Component applicants must complete all sections/pages].

#### D. Other Application Content

If funded, the grantee is responsible for completing the SOW activities agreed upon within the period of performance agreed upon during negotiations.

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# V. APPLICATION REVIEW INFORMATION

## V. Application Review Information

### A. Threshold Review

### B. Merit Review

### C. Risk Review

### D. Selection Process

### E. Award Notices



## V. APPLICATION REVIEW INFORMATION

### A. Threshold Review

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

#### 1. Eligible Applicant

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

#### 2. Resolution of Civil Rights Matters

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

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

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

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

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

#### 3. Timely Submission of Applications

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

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

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

**6. Other Litigation.** Cannot propose to use funds awarded from 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	<b>36 points</b> Subfactor 1.1. Description and expertise of staff (Up to 20 points) Subfactor 1.2. Organizational Experience (Up to 16 points)
Rating Factor 2	<b>19 points</b> Subfactor 2.1. Underserved Geographic Areas (Up to 2 Points) Subfactor 2.2. Problem Statement (Up to 6 Points) Subfactor 2.3. Proposed Solution (Up to 8 Points) Subfactor 2.4. Continuing Need (Up to 3 Points)
Rating Factor 3	<b>30 points</b> Subfactor 3.1. Proposed SOW and Information Requirements (Up to 16 points) Subfactor 3.2. Budget and Cost Estimates (Up to 14 points)
Rating Factor 4	<b>15 points</b> Subfactor 4.1. Measurement (Up to 5 points) Subfactor 4.2. Evaluation Plan (Up to 10 points)
Preference Points	Up to 4 points
Total	104 points

### 1. Rating Factors

Your application must include a response to the following criteria.

#### Rating Factors Details

Criterion	Max points = 100	
<b>Rating Factor 1 Capacity of Applicant and Relevant Organizational Experience</b>	<b>36 max points</b>	

<p>Rating Factor 1. Capacity of Applicant and Relevant Organizational Experience</p> <p><b>NATIONAL MEDIA CAMPAIGN COMPONENT</b></p>	36 max points	
<p>This factor addresses the extent to which the organization has the staff experience and organizational capacity necessary to successfully complete the proposed project during the grant period of performance, including actively maintaining staff, consultants and/or contractors throughout this period.</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>HUD will consider the extent to which the applicant clearly addresses:</p> <p><b>Subfactor 1.1. Description and expertise of staff (Up to 20 points)</b></p> <p>Describe staff experience showing that the applicant organization will have sufficient and sufficiently qualified staff available to complete the proposed activities, and staffing plan including any proposal to add staff (employees) or contractors or consultants, if applicable.</p> <p>To receive full points under this factor, you must:</p> <p><b>1.1a.</b> (Up to 6 points) Demonstrate that your organization has more than one current staff member with fair housing, housing, or civil rights related experience (i.e. formulating or carrying out programs to prevent or eliminate discriminatory housing practices) on board at the time the application is submitted; and describe the organization's proposal to add staff and/or contractors and consultants to complete the proposed project. The application must demonstrate that the applicant organization is independent and capable of implementing the proposed project without relying on other applications, or other grantee(s), including sharing of key staff. Applicants may not use the performance (e.g., performance review rating or successfully completed</p>		

activities) of another organization to meet the requirements of this Rating Factor. You must have current key staff on hand to receive points under this Rating Factor. If the applicant organization or applicant staff is sharing activities with other FHIP funded organizations, the applicant must list the name of the organization sharing activities, and the role of each staff member and the time each staff member devotes to all FHIP related activities that the organization's staff is undertaking, including as a grantee, sub-grantee, contractor, consultant, or in any other capacity. This information may be provided in a list or chart that will not count toward the 10-page limit for Rating Factor 1.

Failure to provide information that demonstrates that the applicant organization has current sufficient staff to complete the proposed project will result in the applicant receiving 0 points under Factor 1.1.a. above.

**1.1.b.** (Up to 6 points) The staffing plan must identify each staff member assigned to the proposed project by name and position and include the percentage of estimated time that each will devote to the proposed project. This staffing plan must also identify the proposed Project Manager by name and title and the percentage of time that the individual will devote to the proposed project. The Project Manager must be currently on staff and devote at least 25 percent of their time to the proposed project or points will be deducted. The plan must also describe how the applicant will evaluate the performance of and provide oversight for each contractor, if applicable.

If applicable, you must further identify all FHIP grant awards and/or subgrantee awards from FY2020 to the present, and identify 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 you are applying for other FY2024 FHIP grants or currently have open FHIP grants must describe how the applicant will manage, operate, and maintain activities, performance requirements and timetables for these multiple grants. This information may be provided in a list or chart that does not count towards the 10-page limit for Rating Factor 1. Failure to provide this information, if applicable, will result in applicant receiving reduced points under this subfactor; points will not be deducted if this section is not applicable.

**1.1.c.** (Up to 4 points) Describe each key staff person's experience as it relates to the proposed project, including fair housing, housing, or civil rights-related experience (i.e. formulating or carrying out programs to prevent or eliminate discriminatory housing practices) for fair housing professionals. The staffing plan must describe how all key staff (fair housing or otherwise) experience contributes to the proposed project. Please do not include resumes. For proposed hires, the applicant must identify the position, the percentage of time the proposed staff member will devote to the project, the position requirements that will assist the organization to successfully complete the project and the proposed activities of the new hire. For proposed consultants, contractors or partners, the applicant must describe the relevant experience that will contribute to the organization's ability to successfully complete the proposed activities, including any fair housing-related experience, if applicable.

**1.1.d.** (Up to 4 points) Describe organization's staff experience in providing fair housing or similar training and/or disseminating information to community college, university, public or other large audiences. The applicant also must describe specific staff experience in developing or updating advertising and training materials, and/or in other effective methods for outreach or training to large audiences, that will contribute to the proposed project.

**Subfactor 1.2. Organizational Experience (Up to 16 points)**

The applicant must describe the organization's relevant experience that demonstrates why the proposed project will be effective and describe its ability to successfully complete the proposed project within the grant period of performance:

**1.2.a.** (Up to 4 points) Demonstrate that your organization has conducted past project(s) similar in scope and complexity (whether FHIP funded or not) to the project proposed or engaged in activities that, although not necessarily similar, are readily transferable to the proposed project; and include the results of such past projects.

**1.2.b.** (Up to 2 points) Describe your organization's knowledge of and proximity to the target (service) area of need and demonstrate that applicant has the experience and the resources to effectively address the needs of the target communities including protected classes and has experience successfully working directly with such groups.

**1.2.c.** (Up to 10 points) Describe your organization's independent SPECIALIZED EXPERIENCE relative to the National Media Campaign Component as follows:

- Describe the organization's resources necessary to successfully implement the proposed activities in a timely manner and its ability to develop and implement large information campaign projects on a national level and on a regional/local level. *(Up to 2 points)*
- Describe staff and organizational experience executing similar campaigns including experience producing education and outreach and advertising materials relating to a national fair housing media campaign which includes written materials and radio and electronic PSAs, digital and social media content and marketing materials, which are in localizable format for use by other fair housing organizations, to educate the public regarding the forms of housing discrimination that can occur in real estate related transactions AND describe the organization's capacity to conduct a campaign that focuses on fair and equal access to housing opportunities. Describe how the campaign will provide information about how to file a housing discrimination complaint. Include a description of the organization's experience in providing program access and effective communication for individuals in all protected class groups and its ability to produce these materials for the proposed project. Describe the organization's experience executing similar campaigns. *(Up to 3 points)*
- Demonstrate the organization's ability to develop, implement, make modifications to as necessary, and manage a multi-level traditional (TV/Print/Radio) and interactive digital/online media campaign on a national and regional/local scale for members of protected classes under the FHA. The proposed campaign must provide a nexus between the FHA and members of the protected class under the Act. This capacity may be demonstrated via partnership with an organization that has comparable experience to undertake a national fair housing education, outreach, and training program. *(Up to 3 Points)*

**NOTE:** *If you fail to demonstrate that it has the requisite experience to conduct a national multi-media campaign or that it partners with an organization that has this experience,*



<p><i>there will be a 10-point deduction, and no points will be awarded under Specialized Experience.</i></p> <ul style="list-style-type: none"> <li>Demonstrate how the applicant organization represents persons in protected class groups under the FHA, including diverse populations that have faced historic segregation. <i>(Up to 2 points)</i></li> </ul>		
<p>Rating Factor 1. Capacity of Applicant and Relevant Organizational Experience</p> <p>GENERAL COMPONENT</p>	36 max points	
<p>This factor addresses the extent to which the organization has the staff experience and organizational capacity necessary to successfully complete the proposed project during the grant period of performance, including actively maintaining staff, consultants and/or contractors throughout this period.</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>HUD will consider the extent to which the applicant clearly addresses:</p> <p><b>Subfactor 1.1. Description and expertise of staff (Up to 20 points)</b></p> <p>Describe staff experience showing that the applicant organization will have sufficient and sufficiently qualified staff available to complete the proposed activities, and staffing plan including any proposal to add staff (employees) or contractors or consultants, if applicable. To receive full points under this factor, applicant must:</p> <p><b>1.1.a. (Up to 6 points).</b> Demonstrate that the organization has more than one current staff member with fair housing, housing, or civil rights related experience (i.e. formulating or carrying out programs to prevent or eliminate discriminatory housing practices) on board at the time the application is submitted; and describe the organization's proposal to add staff and/or contractors and consultants to complete the</p>		

proposed project. The application must demonstrate that the applicant organization is independent and capable of implementing the proposed project without relying on other applications, or other grantee(s), including sharing of key staff. Applicants may not use the performance (e.g., performance review rating or successfully completed activities) of another organization to meet the requirements of this Rating Factor. The applicant must have current key staff on hand to receive points under this Rating Factor. If the applicant organization or applicant staff is sharing activities with other FHIP funded organizations, the applicant must list the name of the organization sharing activities, and the role of each staff member and the time each staff member devotes to all FHIP related activities that the organization's staff is undertaking, including as a grantee, sub-grantee, contractor, consultant, or in any other capacity. This information may be provided in a list or chart that will not count toward the 10-page limit for Rating Factor 1.

Failure to provide information that demonstrates that the applicant organization has current sufficient staff to complete the proposed project will result in the applicant receiving 0 points under Factor 1.a.i. above.

**1.1.b.** (Up to 6 points) The staffing plan must identify each staff member assigned to the proposed project by name and position and include the percentage of estimated time that each will devote to the proposed project. This staffing plan must also identify the proposed Project Manager by name and title and the percentage of time that the individual will devote to the proposed project. The Project Manager must be currently on staff and devote at least 25 percent of his/her time to the proposed project or HUD will deduct points. Your plan must also describe how the applicant will evaluate the performance of and provide oversight for each contractor, if applicable.

If applicable, you must further identify all FHIP grant awards and/or subgrantee awards from FY2020 to the present, and identify 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 you are applying for other FY2024 FHIP grants or currently have open FHIP grants you must describe how you will manage, operate, and maintain activities, performance requirements and timetables



for these multiple grants. This information may be provided in a list or chart that does not count towards the 10-page limit for Rating Factor 1. Failure to provide this information, if applicable, will result in reduced points under this subfactor; points will not be deducted if this section is not applicable.

**1.1.c.** (Up to 4 points) Describe each key staff person's experience as it relates to the proposed project, including fair housing, housing, or civil rights-related experience (i.e. formulating or carrying out programs to prevent or eliminate discriminatory housing practices) for fair housing professionals. The staffing plan must describe how all key staff (fair housing or otherwise) experience contributes to the proposed project. Please do not include resumes. For proposed hires, the applicant must identify the position, the percentage of time the proposed staff member will devote to the project, the position requirements that will assist the organization to successfully complete the project and the proposed activities of the new hire. For proposed consultants, contractors or partners, the applicant must describe the relevant experience that will contribute to the organization's ability to successfully complete the proposed activities, including any fair housing experience, if applicable.

**1.1.d.** (Up to 4 points) Describe the organization's staff experience in providing fair housing, housing, civil rights, (i.e. formulating or carrying out programs to prevent or eliminate discriminatory housing practices) or similar training and/or disseminating information to community college, university, public or other large audiences. Describe specific staff experience in developing or updating advertising and training materials, and/or in other effective methods for outreach or training to large audiences, that will contribute to the proposed project.

**Subfactor 1.2. Organizational Experience (Up to 16 points)**

Describe the organization's relevant experience that demonstrates why the proposed project will be effective and describe its ability to successfully complete the proposed project within the grant period of performance:

**1.2.a.** (Up to 4 points) Demonstrate that the applicant organization has conducted past project(s) similar in scope and complexity (whether FHIP funded or not) to the project proposed or engaged in activities that, although not necessarily similar, are readily transferable to the proposed

<p>project; and include the results of such past projects.</p> <p><b>1.2.b.</b> (Up to 2 points) Describe your organization's knowledge of and proximity to the target (service) area of need, including working with protected classes, and demonstrate that you have the experience and the resources to effectively address the needs of the communities, and experience successfully working directly with such groups.</p> <p><b>1.2.c.</b> (Up to 10 points) Describe your organization's independent SPECIALIZED EXPERIENCE relative to General Component:</p> <ul style="list-style-type: none"> <li>Describe how the organization set specific targets and measured results in providing outreach for past projects. <i>(Up to 5 points)</i></li> <li>Describe organizational experience in conducting educational symposia and/or training, including developing, printing, and distributing materials utilizing various methods which may include printed and electronic media to effectively reach and deliver information to groups with varying skill levels. Describe organizational capacity and experience with outreach efforts to address housing discrimination because of race, color, religion, sex, disability, familial status, or national origin, and in creating and developing fair housing materials with a common theme and a direct connection to the FHA. <i>(Up to 5 points)</i></li> </ul>		
<p><b>Rating Factor 2.</b> <b>Need/Distress/Extent of the Problem</b></p>	<p><b>19 max points</b></p>	
<p>Rating Factor 2 – Need/Distress/Extent of the Problem – NATIONAL MEDIA CAMPAIGN COMPONENT</p>	<p>19 max points</p>	
<p>This factor addresses the extent to which there is a need for funding the proposed activities, including addressing the needs of target geographic areas, and rural or urban populations.</p> <p>Describe and document national fair housing needs as follows:</p> <p><b>Subfactor 2.1. Underserved Geographic Areas (Up to 2 Points)</b></p> <p>The need(s) described must be relevant to the activities for which funds are being requested under Rating Factor 3; maximum points will be awarded under this subfactor to applications that describe the fair housing education and outreach needs identified in target geographic</p>		

areas, urban and rural populations; and which specifically explain and demonstrate how you will meet those identified needs.

### **Subfactor 2.2. Problem Statement (up to 6 points)**

**2.2.a.** Identify gaps in the knowledge of the American public regarding the forms of housing discrimination that can occur, including promoting fair access to housing opportunities consistent with the purpose of the FHA and addressing barriers that may arise when people protected under the FHA exercise their fair housing rights to expand housing choice.

**2.2.b.** The campaign must also focus on educating the public about the forms of housing discrimination that can occur in real estate-related transactions.

**2.2.c.** The campaign must provide program access and effective communication for individuals in all protected class groups.

**2.2.d.** Describe how this campaign will address fair housing knowledge gaps by providing educational and outreach materials, including information on how to file a housing discrimination complaint, especially in rural and urban areas.

### **Subfactor 2.3. Proposed Solution (Up to 8 points).**

Describe how the proposed solution will meet the identified need as follows:

**2.3.a. Documented need and Marketing.** (*Up to 2 points*) Demonstrate how the proposed project will be measured in relation to the need identified and that the services or other benefits provided under this grant will be marketed broadly throughout the local area and nearby areas to any demographic groups that would be unlikely or least likely to participate in/benefit from the proposed education and outreach activities and/or apply for services absent such efforts.

**2.3.b.** (*Up to 3 points*). Address how the project and the distribution of materials will increase the view and/or knowledge of fair housing for various target audiences and for a national audience, including for people in urban and rural areas, and in areas with a high concentration of people in rural areas.

**2.3.c.** (*Up to 3 points*) Show how the proposal offers the most effective approach for meeting that national need, and how the organization will provide information about how to file a fair housing discrimination complaint.

### **Subfactor 2.4. Continuing need (Up to 3 points).**

**2.4.a.** Address how your project will provide meaningful program access and effective communication for individuals in all protected class groups; and

**2.4.b.** Describe how the materials developed under the project will increase the view and/or knowledge of fair housing rights for the target populations on a national level and how the organization will track the results.

Rating Factor 2 – Need/Distress/Extent of the Problem –  
GENERAL COMPONENT

19 max points

This factor addresses the extent to which there is a need for funding the proposed activities,

including addressing the needs of local, urban and/or rural populations.

### **Subfactor 2.1. Underserved Geographic Areas (Up to 2 Points)**

The need(s) described must be relevant to the activities for which funds are being requested under Rating Factor 3; maximum points will be awarded under this subfactor to applications that describe the fair housing education and outreach needs identified in target geographic areas, urban and rural populations; and which specifically explain and demonstrate how you will meet those identified needs.

### **Subfactor 2.2. Problem Statement (Up to 6 Points)**

Identify, describe and document the need for funding by using data and/or other supporting evidence which may include but is not limited to Census data, Assessments of Fair Housing, Analysis of Impediments to Fair Housing Choice (AI), Consolidated Plans or other fair housing planning documents, to support that a need exists. Do not submit copies of reports but rather include the pertinent data/information and a link and/or reference to the document or report containing the data/information upon which you rely. You must:

**2.2.a.** Describe the specific fair housing education and outreach needs proposed to be addressed, including needs of persons in areas of urban and rural populations or the community or communities that will be addressed under this application.

**2.2.b.** Address the target area's impediments to fair housing choice and discuss how the proposed activities fulfill any of the jurisdiction's education and outreach goals included in its Fair Housing planning documents.

**2.2.c.** Describe the education and outreach needs identified relative to housing discrimination prohibited by the FHA.

### **Subfactor 2.3. Proposed Solution (Up to 8 Points)**

You must describe the proposed solution to address the fair housing needs identified in Subfactor 2. Supporting evidence demonstrating the effectiveness of the proposed interventions is required and must be referenced in the application. Evidence may include but is not limited to case studies, evaluation of applicant best practices, third party research, etc.

You must:

**2.3.a** (*Up to 4 points*) Describe how you plan to address the identified fair housing need(s) and describe the link between the need and the proposed activities. This description should include evidence of discrimination prohibited by the FHA within the project area, and an explanation of why the proposed intervention will be effective.

**2.3.b. Proposed Activities and Marketing.** (*Up to 2 points*). Use relevant information from various studies done by HUD or any other reliable source (e.g., Consolidated Plan, AI/Assessment of Fair Housing, etc.) to support the need specific to the proposed activities. You should not submit copies of reports, but should reference any reports, statistics or other data used by providing links to data sources. We will deduct 2 points from this subfactor if reference information is not relevant to current needs or within the past five years. You must demonstrate that your organization will market the services provided under this grant broadly throughout the local area and nearby areas, and to any demographic groups that would be

unlikely or least likely to apply absent such efforts.

**2.3.c. (Up to 2 points)**

Identify the need for meaningful program access and effective communication for individuals in all protected class groups, and the actions you will take to address those needs including posting information on your website that is Section 508 compliant.

**Subfactor 2.4. Continuing Need (Up to 3 Points)**

Describe the urgency of the fair housing needs identified, including any imminent adverse consequences for persons in the protected class groups covered under the FHA if your application is not selected for funding.

Rating Factor 3 – Soundness of Approach

30 max points

NATIONAL MEDIA CAMPAIGN COMPONENT

Applicants' response to Rating 3 is exempt from the 10-page limit.

This factor addresses the soundness, quality, and effectiveness of the proposed work plan and budget and the commitment of the applicant to sustain the proposed project activities. Two sub-factor requirements make up the total possible points (Up to 30 points) for Rating Factor 3: SOW and Budget and Cost Estimates.

If funded, the grantee is responsible for completing the SOW activities agreed upon during negotiations.

**Subfactor 3.1. Proposed SOW and Information Requirements (Up to 16 points).**

This sub-factor will be evaluated on the extent to which the applicant provides a clear detailed description of the proposed project activities and tasks and where applicable, proposed outcome measures. You must submit a SOW Narrative and a SOW Chart (see Appendix A). Each SOW Narrative and Chart must be based on the specific EOI activities proposed in the organization's application.

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

**3.1.b. SOW Chart (Appendix A).** You should use the format provided in Appendix A as an example to describe the organization's specific SOW tasks. The Administrative Tasks listed in Appendix A are standard tasks; the applicant may edit this section to conform to the organization's specific tasks and activities, including adding additional tasks specific to the proposed project. Under the Program Tasks section, each applicant should complete a detailed SOW Chart based on the specific EOI activities proposed in the organization's application, including activities, tasks, time frames, deliverables and proposed outcomes where applicable. The SOW Chart must describe in detail:

- all proposed project activities and major tasks (Up to 3 points);



- a list of staff members and partners as identified in Factor 1 who will be responsible and accountable for completing the tasks (Up to 3 points);
- the steps required to successfully implement the proposed project (Up to 2 points); and
- the proposed outcomes where applicable. (Up to 2 points)

You may receive up to 6 points for the submission of a complete SOW Narrative and up to 10 points for a complete SOW Chart.

In addition to the above Statement of Work requirements above, applicants for the National Media Campaign Component must incorporate the following component specific activities into their SOW and Budget:

Applicants must propose activities that effectively demonstrate a coordinated, comprehensive, and centralized educational and advertising campaign with an emphasis on television and radio Public Service Announcements (PSAs), pre-roll video, digital and social media targeting majority and minority markets throughout the United States. Social media content and placement campaigns should be broad-based, utilizing the various social networking applications available. You should only propose developing new materials to address the gaps identified in its response to Factor 2. You must describe your organization's ability to provide materials in a digital/camera-ready format (based on current industry standards) and in a form suitable for internet use, distribution and re-purposing for use in other formats. All products developed under this campaign should have a common theme regarding fair housing laws. Products must be localizable for use by HUD and other FHIP or FHAP agencies for broader reach. HUD may modify your proposal during the negotiation process based on the GTR and grantee's agreed maximum benefits to specific geographical areas, proposed target populations or other factors.

### **Subfactor 3.2. Budget and Cost Estimates (Up to 14 points)**

HUD will assess the soundness of the planned approach by evaluating the quality, thoroughness, necessity, cost-effectiveness, and reasonableness of costs to carry out the project activities, and the rationale for the proposed budget and narrative. You cannot receive full points, if your submission is missing any of the following: Budget Narrative and Form HUD-424-CBW Grant Application Detailed Budget Worksheet; a Budget Narrative for all subcontractors and sub-recipients; and a Form HUD-424-CBW Grant Application Detailed Budget Worksheet for subcontractors or sub-recipients whose budget amount is \$5,000 or more.

**3.2.a. Budget Narrative (Up to 7 Points).** Your Budget Narrative must relate to the tasks in the SOW, including identifying key team members/staff and partners, consistent with the list provided as a response to Rating Factor 1, who will be responsible and accountable for completing major tasks. In addition, the Budget Narrative must describe the organization's Financial Management Capacity, including the organization's financial management system and its Board's role in financial management or oversight. The applicant's budget narrative must describe the organization's capabilities in handling financial resources, disseminating payments to third parties, e.g., contractors/ consultants, and maintaining adequate accounting and internal control procedures. In addition, if you have current or prior FHIP

grants you must provide a list or chart of all HUD FHIP grants received since 2020, including the grant number, dollar amount awarded, the amount expended and obligated as of 30 days prior to the date the application is submitted, and a brief description of the activities and results (outcomes) achieved in the previous FHIP grant(s).

**3.2.b. HUD-424-CBW Grant Application Detailed Budget Worksheet** (Up to 7 Points) You must provide a Grant Application Detailed Budget Worksheet, HUD-424-CBW. The HUD-424-CBW budget line items must relate to the tasks in the SOW, and there must be a line item for mandatory HUD sponsored or approved training. A separate HUD-424-CBW must be provided for each sub-recipient or subcontractor whose budget amount equals \$5,000 or more.

All Factor 3 criteria are exempt from the 10-page limit. You may receive up to seven (7) points for the Budget Narrative and up to seven (7) points for the HUD-424-CBW Grant Application Detailed Budget Worksheet. There will be an automatic five (5) point deduction (in addition to any other point deductions) from applicant's Rating Factor 3, Subfactor 2 score if you submit Form HUD-424-CB only instead of the required detailed HUD-424-CBW.

Rating Factor 3 – Soundness of Approach

30 max points

GENERAL COMPONENT

Your response to Rating Factor 3 is exempt from the 10-page limit.

This factor addresses the soundness, quality, and effectiveness of the proposed work plan and budget and the commitment of the applicant to sustain the proposed project activities. Two sub-factor requirements make up the total possible points (Up to 30 points) for Rating Factor 3: SOW and Budget and Cost Estimates. If funded, the grantee is responsible for completing the SOW activities agreed upon during negotiations.

**Subfactor 3.1. Proposed SOW and Information Requirements (Up to 16 points).**

This sub-factor will be evaluated on the extent to which the applicant provides a clear detailed description of the proposed project activities and tasks and where applicable, proposed outcome measures. Applicants must submit a SOW Narrative and a SOW Chart (see Appendix A). Each SOW Narrative and Chart must be based on the specific EOI activities proposed in the organization's application.

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

**3.1.b. SOW Chart** (Appendix A) (Up to 10 points). Use the format provided in Appendix A as an example to describe the organization's specific SOW tasks. The Administrative Tasks listed in Appendix A are standard tasks; the applicant may edit this section to conform to the organization's specific tasks and activities, including adding additional tasks specific to the proposed project. Under the Program Tasks section, each applicant should complete a detailed SOW Chart based on the specific EOI activities proposed in the organization's

application, including activities, tasks, time frames, deliverables and proposed outcomes where applicable.

The SOW Chart must describe in detail:

- all proposed project activities and major tasks (Up to 3 points);
- a list of staff members and partners as identified in Factor 1 who will be responsible and accountable for completing the tasks (Up to 3 points);
- the steps required to successfully implement the proposed project (Up to 2 points); and
- the proposed outcomes where applicable. (Up to 2 points)

### **Subfactor 3.2. Budget and Cost Estimates (Up to 14 Points)**

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

**3.2.a. Budget Narrative (Up to 7 Points).** The applicant's Budget Narrative must relate to the tasks in the SOW, including identifying key team members/staff and partners, consistent with the list provided as a response to Rating Factor 1, who will be responsible and accountable for completing major tasks. In addition, the Budget Narrative must describe the organization's Financial Management Capacity, including the organization's financial management system and its Board's role in financial management or oversight. The applicant's budget narrative must describe the organization's capabilities in handling financial resources, disseminating payments to third parties, e.g., contractors/ consultants, and maintaining adequate accounting and internal control procedures. In addition, if you have current or prior FHIP grants you must provide a list or chart of all HUD FHIP grants received since 2020, including the grant number, dollar amount awarded, the amount expended and obligated as of 30 days prior to the date the application is submitted, and a brief description of the activities and results (outcomes) achieved in the previous FHIP grant(s).

**3.2.b. HUD-424-CBW Grant Application Detailed Budget Worksheet (Up to 7 Points)** You must provide a Grant Application Detailed Budget Worksheet, HUD-424-CBW. The HUD-424-CBW budget line items must relate to the tasks in the SOW, and there must be a line item for mandatory HUD sponsored or approved training. A separate HUD-424-CBW must be provided for each sub-recipient or subcontractor whose budget amount equals or exceeds \$5,000.

All Factor 3 criteria are exempt from the 10-page limit. You may receive up to seven (7) points for the Budget Narrative and up to seven (7) points for the HUD-424-CBW Grant Application Detailed Budget Worksheet. There will be an automatic five (5) point deduction (in addition to any other point deductions) from applicant's Rating Factor 3, Subfactor 2 score



if you submit Form HUD-424-CB only instead of the required detailed HUD-424-CBW.

Rating Factor 4 – Achieving Results and Program Evaluation NATIONAL MEDIA CAMPAIGN AND GENERAL COMPONENTS

15 max points

Outline your strategy for measuring, evaluating and improving (as needed) your program performance against proposed goals during the grant period of performance, and for implementing modifications and improvements as applicable during the period of performance, when you have identified the need, based upon the results tracking and analysis. HUD will award higher points to applicants that utilize a variety of methods and techniques.

To receive maximum points, fully explain your organization's effective plan for:

**4.1 Measurement (Up to 5 points)** – the strategies the organization will utilize to measure its outputs and outcomes for the program activities in the Applicant's SOW. Applicants must propose outputs, outcomes, and measurement methods that can result in reliable, valid data. This description should include but is not limited to:

- quantifiable outputs and outcomes that measure progress on the goals identified in

the Factor 3, SOW;

- data collection methods used to measure outputs and outcomes and the frequency of data collection;
- technological tools in place to capture, maintain, analyze and share data; and
- an explanation of how the applicant's data will be validated.

Applicant outcomes should 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. An example of an output is the number of people expected to participate in education and outreach efforts, or the number of people reached through such efforts.

**4.2 Evaluation Plan (Up to 10 points)** - the plan that will be put in place to evaluate the proposed project and ensure the applicant makes progress on the stated objectives and goals. This description should include:

- thresholds for the output and outcome data that will be used to determine progress toward meeting

objectives and goals and what, if any, improvements are necessary;

- timelines for continuous evaluation and adjustments as needed; and
- a description of how the results of regular periodic evaluation results will be used to improve progress, increase efficiency and effectiveness of the program, including achievement of goals, and/or implement modifications or adjustments if expectations are not on track to be met.

Based on activities outlined in the proposed Statement of Work, applicants should explain the impact of the grantee's education and outreach efforts. Applicants should express how outputs achieve the desired outcomes or the intended impact of outputs on the desired outcomes.

If selected for funding, quarterly reports will capture the following information:

- How many new clients you served compared with your proposed number because of your education and outreach efforts?
- How many clients you

reached from methods, including: conferences/presentations, mailings, internet ready materials, meetings/workshops, PSAs, publications, social networks/websites, trainings, etc.	
<b>Preference Points</b>	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.

A documented HBCU is an MSI.

### 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.

## 2. Other Factors3. Other Factors

Your application must respond to the following other additional criteria.

### a. Budget

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

## C. Risk Review

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

- OMB-designated repositories of governmentwide data, as noted in [2 CFR 200.206\(a\)](#)
- Other public sources such as newspapers, Inspector General or Government Accountability Office reports or findings, or other complaints that have been proven to have merit
- Financial stability
- Quality of management systems and ability to meet the management standards prescribed in 2 CFR part 200
- History of performance. The applicant's record in managing Federal awards, if it is a prior recipient of Federal awards, including timeliness of compliance with applicable reporting requirements, failing to make significant progress in a timely manner, failing to meet planned activities in a timely manner, conformance to the terms and conditions of previous Federal awards, and, if applicable, the extent to which any previously awarded amounts will be expended prior to future awards
- Reports and findings from audits performed under 2 CFR part 200, subpart F—Audit Requirements or the reports and findings of any other available audits
- The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities
- Capacity of the applicant, including staffing structures and capabilities
- History of timely completion of activities and receipt and expenditure of promised matching or leveraged funds

- Ability to promote self-sufficiency and economic independence
- Ability to produce positive outcomes and results

### FHIP Applicant Risk

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. GTR Final Performance Assessment Reports 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 your 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.

## **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

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

## E. Award Notices

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

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

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

### 1. Notification

Information about the review and award process will not be available during the HUD evaluation period, which begins on the application deadline date for this NOFO and lasts for approximately 90 days thereafter. However, you will be advised, in writing or by telephone, if HUD determines that your application is ineligible, or has technical deficiencies 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/or GTR will determine on a case-by-case basis if technical assistance or special conditions are required.

After HUD has made selections, HUD will finalize specific terms of the award and budget in consultation with the selected applicant. If HUD and the selected applicant do not finalize the terms and conditions of the award in a timely manner, or the selected applicant fails to provide requested information, an award will not be made to that applicant. In this case, HUD may select another eligible applicant. HUD may also impose specific conditions on an award



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as provided under 2 CFR 200.208.

### 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 lost 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

## 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.**

Waiver requests received timely will be submitted to FHEO's Assistant Secretary or designee for a final determination. If HUD grants you a waiver, the notification will provide instructions on where and how to submit the application.

NOTE: HUD HQ must receive paper copy applications 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](mailto:applicationsupport@hud.gov). The subject line of the email to [applicationsupport@hud.gov](mailto:applicationsupport@hud.gov) must state "Technical Fix" and include the [Grants.gov](#) application tracking number (e.g., Subject: Technical Fix - GRANT123456). If you do not email [applicationsupport@hud.gov](mailto:applicationsupport@hud.gov) or if you do not include the appropriate subject line, HUD may mark your application as ineligible.

HUD allows no less than 48 hours and no more than 14 calendar days from the date of the HUD notice to fix an error. If the due date to fix an error falls on a Saturday, Sunday, Federal holiday, or on a day when HUD's Headquarters office in Washington, DC is closed, then the due date is the next business day.

## b. Fix Errors in Paper Applications

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

## D. False Statements

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

# VII. POST - AWARD REQUIREMENTS AND ADMINISTRATION

## VII. Post-Award Requirements and Administration

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

## VII. POST-AWARD REQUIREMENTS AND ADMINISTRATION

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

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

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



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

## B. Environmental Requirements

### 1. Environmental Review

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

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

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

### 3. Lead-Based Paint Requirements

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

## C. Remedies for Noncompliance

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

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

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

## D. Reporting

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

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

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

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

Report	Description	When
	those risks	
Federal Financial Report, SF-425	<ul style="list-style-type: none"> <li>Summary of key financial data</li> <li>See <a href="#">2 CFR 200.328</a></li> </ul>	See <a href="#">2 CFR 200.328</a> or award terms
Race, Ethnicity, and Other Data Reporting	Recipients that provide HUD-funded program benefits to individuals or families, report data on the race, color, religion, sex, national origin, age, disability, and family characteristics of persons and households funded by this program	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

**Program-Specific Reporting Requirements** - HUD requires recipients to submit performance and financial reports under OMB guidance and program instructions.

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

b. **Quarterly Report/Final Report.** See Section V. A. 1. Rating Factor 4 (2) above for more information.

Quarterly Report/Final Report	<p>Reports should all identify their program's outputs and outcomes.</p> <p>Quarterly reports should contain answers to the following questions:</p> <p>1. How many persons does the organization propose to</p>	
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serve? How is the estimate derived?

2. How many clients have been served?
3. Of those served, how many resulted in cases?
4. How many cases were resolved?
5. How many cases were litigated?
6. What is the total amount of damages the organization received for victims of discrimination by case settlements and litigation?
7. Describe how many cases were resolved to the benefit of the client, and how those clients benefited.
8. How many jurisdictions developed policies to remove barriers to fair housing as a result of FHIP PEI engagement with local jurisdictions/regional organizations?

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

	<p>success, e.g., outputs and 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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## E. FHIP Education and Outreach Initiative Post-Award Requirements

### 1. Payments and Reimbursements

#### 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 its 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. 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.

No National Media Campaign products developed under the NMC grant may be released for publication without the prior written approval of HUD.

#### b. 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 215.36.

#### c. Complaints Against Awardees

Each FHIP award is overseen by a HUD Grant Officer (See [www.hud.gov](http://www.hud.gov) for list of FHEO Regional Directors). Complaints from the public against FHIP grantees should be forwarded to the POC listed above in Section VII Agency Contact(s). If, after notice and consideration of relevant information, the Grant Officer concludes that there has been inappropriate conduct, such as a violation of FHIP requirements, terms or conditions of the grant agreement, or any other applicable requirement, HUD will take appropriate action under 24 CFR 84.62. Such action may include: written reprimand; consideration of past performance in awarding future FHIP applications; repayment to HUD of funds received under the grant; or temporary or permanent denial of participation in FHIP.

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



## VIII. CONTACT AND SUPPORT

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

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

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

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

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

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

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

## VIII. CONTACT AND SUPPORT

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

### A. Agency Contact

#### 1. Program and Application Requirements

Name: Katherine Vasilopoulos

Phone: 202-402-8701

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

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

#### 2. Paper Application Waiver Request

Name: Katherine Vasilopoulos

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

Phone: 202-402-8701

HUD Organization: FHEO

Street: 41 7th Street SW

City: Washington

DC DISTRICT OF COLUMBIA

20410

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

### B. Grants.gov

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

### C. SAM.gov

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

### D. Debriefing

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

### E. Applicant Experience Survey

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

## F. Other Online Resources

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

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

# APPENDIX

[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.

**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.

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

**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 same meaning as 2 CFR 200.1 "Indirect cost."

**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 same meaning as 2 CFR 200.1 "Recipient."

**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 same meaning as 2 CFR 200.1 "Subaward."

**Subrecipient** has the same meaning as 2 CFR 200.1 "Sub Recipient."

**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

FR-6900-N-21-A

FHIP- Education and Outreach Initiative (EOI)

**STATEMENT OF WORK- SAMPLE FORMAT** - All applicants should use the format outlined in this Appendix as an example and guidance to describe the organization's specific SOW tasks. The Administrative Tasks listed in Appendix A are standard tasks, however an applicant may edit the section to fit its specific tasks. Under the Program Tasks section, each applicant should complete a detailed SOW based on the specific EOI activities proposed in

the organization's application, including activities and tasks, and proposed outcomes where applicable.

## FY2024 NOFO

### Statement of Work for:

The recipient, \_\_\_\_\_, agrees to undertake the following activities in accordance with its FY2024 application for funding \_\_\_\_\_ under the \_\_\_\_\_ Initiative and \_\_\_\_\_ Component for a \_\_\_\_\_-month project commencing \_\_\_\_\_ in the geographic area of \_\_\_\_\_.

### STATEMENT OF WORK (SOW)

#### ADMINISTRATIVE TASKS

Activities	Tasks	Submitted By	Key person(s)
1. Assign staff to project	Submit assignment memo or other documentation assigning staff by name and number of hours to be spent on the project.	30 days	
2. Execute subcontract agreements (if any)	Submit draft contract for GTR approval. Submit copy of signed agreement.	30 days	
3. Submit evidence of compliance with 24 CFR 125.107 (if program activities include testing)	Submit copy of organization written conflict of interest policy, demonstrating 24 CFR 125.107 compliance including conflict of interest and other requirements.	TBD during negotiations	
4. Complete HUD-2880 Disclosure Statements	Submit Disclosure Statement. If no changes occur, submit 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 (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 (2) copies of SF-425 and Coy of Written Report.	Quarterly	
8. Voucher of Payment	Submit payment request to LOCCS.	Per payment schedule	
9. Complete listing of current or pending Grants/ Contracts/Other Financial Agreements	Submit listing for Recipient and any contractors.	45 days and at the end of grant	
10. Prepare summary of First Year (36-month grants)	Submit summary of first year accomplishments	395 days	
11. Prepare and submit draft of Final Report	Submit (2) copies of draft final report. Report summary should include <b>objectives, accomplishments and results (outcomes)</b> . 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.		
12. Complete final report and all program products produced under grant (with CD/flash drive, where feasible).	Submit (2) copies of the Final Report and all final products not previously submitted to GTR and GTM. Submit activities and database entry sheet(s) or detailed description of items to HUD.	Within 90 days after end of grant term.	

## PROGRAM TASKS

**\*Activities/task below are a sample ONLY. Your list of Program Tasks must be based on your organization's individual proposed activities and tasks.**

Activities/Tasks	Outcome(s)	Submitted By	Key Person
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 fair housing		45 days	

agency, or a private attorney. Task: Copy of referral process. All audit-based enforcement actions should be referred to HUD.			
3. Intake and process complaints, including testing and referral. Complete Enforcement Log which details complaints received; dates; the protected basis of complaints; the issue, test type, and number of tests utilized in the investigation of each allegation; the respondent type and testing results; the time for case processing; including administrative or judicial 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.		Quarterly	
4. Submit training and other forms for review/approval.		60 days	
5. Train staff on fair housing. Task:			

number of hours spent in training.			
6. Conduct at least ____ trainings for landlords, lenders, insurers or real estate agents.			
7. Conduct at least ____ trainings for potential victims of discrimination.			
8. Make at least ____ referrals of non-fair housing issues.			
9. Evaluate at least ____ potential complaints for enforcement.			
10. Distribute fair housing PSA to ____ media outlets.			
11. Conduct ____ meetings with housing industry and/or government officials.			
12. Provide fair housing information to local/state officials on obligations to AFFH.			
13. Develop partnership with local university (or others) to develop and execute innovative approaches for the creation of diverse			



communities.			
14. Conduct ____ fair housing workshops for members of protected classes and housing industry professionals.			

## APPENDIX B

### Education and Outreach Application CERTIFICATION

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

In accordance with 24 CFR 125.103 (definitions) and 125.301 (Education and Outreach Initiative), which states:

§ 125.301 Education and Outreach Initiative.

(a) The Education and Outreach Initiative provides funding for the purpose of developing, implementing carrying out, or coordinating education and outreach programs designed to inform members of the public concerning their rights and obligations under the provisions of fair housing laws.

I \_\_\_\_\_, certify under penalty of perjury that

*AOR Applicant name as it appears on SF-424*

\_\_\_\_\_ is \_\_\_\_/is not \_\_\_\_ a private, tax-exempt,

*Applicant Organization name as it appears on SF-424*

nonprofit charitable organization with an IRS letter of determination confirming 501(c)(3) status,

### AND

I certify under penalty of perjury that \_\_\_\_\_ is

*Applicant Organization name as it appears on SF-424*

(select one)

\_\_\_\_\_ a QFHO as defined by 24 CFR Part 125.103

\_\_\_\_\_ an FHO as defined by 24 CFR Part 125.103

\_\_\_\_\_ a Nonprofit organization representing groups of persons protected under Title VIII of the Civil Rights Act of 1968

\_\_\_\_\_ an agency of State or local government certified by the Secretary under section 810(f) of the Fair Housing Act

\_\_\_\_\_ or other public or private entity formulating or carrying out programs to prevent or eliminate discriminatory housing practices.

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

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**\*\*Additional Certification for National Media Campaign Component Only.** Applicants must have at least five years of experience as an advertising, media or public relations organization or must partner with an advertising and media services organization with at least five years of experience as an advertising public relations organization.

I \_\_\_\_\_ certify under penalty of perjury that applicant organization

*Applicant AOR Named on the SF-424*

\_\_\_\_\_ has at least five years of experience as an advertising, media or public relations organization **OR**

will partner for the proposed project with \_\_\_\_\_, an advertising and media services organization with at least five years of experience as an advertising public relations organization.

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

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

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

## APPENDIX C

**REQUIRED ABSTRACT – SAMPLE FORMAT** - All applicants should use the format outlined in this Appendix as an example and as guidance to describe the organization's project. Please refrain from including charts and graphs in the abstract.

**FY2024 NOFO ABSTRACT for:**

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

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

Award Description:

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

**b. Activities to be Performed** (up to 4,900 character limit)

**c. Expected Outcomes** (up to 4,900 character limit)

**d. Intended Beneficiaries** (up to 3,600 character limit)

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