

FREQUENTLY ASKED QUESTIONS (FAQ)
FY2023 Fair Housing Initiatives Program (FHIP)
Notices of Funding Opportunity (NOFO) Webinar Questions and Answers
Education and Outreach Initiative (EOI)
Education and Outreach Initiative Test Coordinator Training (EOI-TCT)
Fair Housing Organizations Initiative (FHOI)
Private Enforcement Initiative (PEI)

The information below is responsive to questions received from prospective applicants prior to and following the FY2023 Fair Housing Initiatives Program (FHIP) Notice of Funding Opportunity (NOFO) Training Webinar held on November 2, 2023. Duplicate and/or substantially similar questions submitted have been combined and answered as one question. The questions are grouped into categories: General Questions (all Initiatives); Education and Outreach Initiative; Education and Outreach Initiative – Test Coordinator Training Component; Fair Housing Organizations Initiative; and Private Enforcement Initiative.

Additional questions may be sent to AllAboutFHIP@hud.gov.

Interested parties may join the FHIP listserv at [Listserv Signup | HUD](#) to remain informed about funding opportunities and other FHIP information.

GENERAL QUESTIONS- ALL INITIATIVES

Q: What is the Fair Housing Initiatives Program?

A: HUD manages a grant program called the Fair Housing Initiative Program (FHIP). FHIP provides significant funding for non-profit and other fair housing organizations to engage in fair housing education and outreach activities and provide enforcement related services to individuals who believe they have been victims of housing discrimination.

Q: How do I apply for a grant to receive funding?

A: Applicants must register with [grants.gov](https://www.grants.gov) and create a profile.

Interested applicants may submit applications for FHIP Notices of Funding Opportunity (NOFOs) and search for other federal funding opportunities through [GRANTS.GOV](https://www.grants.gov). The FHIP NOFOs can be accessed directly through FHIP’s webpage [Fair Housing Initiatives Program \(FHIP\) | HUD](#) by clicking on the ‘Fiscal Year 2023 Funding Opportunities’ link.

Obtain a UEI - Applicants must provide a valid Unique Entity Identifier (UEI), registered and active at [SAM.gov](https://sam.gov) in their application to permit tracking of how federal funds are awarded and expended. For more information [Federal Awards | Advanced Search | USAspending](#).

Register with SAM - All applicants and grant recipients must maintain an active registration with the System For Award Management (SAM). All organizations must designate an E-Business Point of Contact (E-Biz POC) and Authorized Organization Representative (AOR) in SAM. Existing

registered entities can access their UEI at [view my Unique Entity ID](#). Please visit [SAM.gov](#) for more information or to register.

Q: Are there any resources available that can assist me in applying for a grant?

A: Answers to frequently asked application-related questions can be viewed on grants.gov at [Applicant FAQs | GRANTS.GOV](#).

You may also review customer support information at [Support|GRANTS.GOV](#) or contact Grants.gov customer support directly by phone at (800) 518-GRANTS (a toll-free number) or through email at support@grants.gov. The customer support center is open 24 hours a day, seven days per week, except Federal holidays. Phone support is available to individuals who require speech or hearing assistance, through the Federal Relay Service's teletype service at (800) 877-8339.

In addition, HUD's Office of Fair Housing and Equal Opportunity (FHEO) maintains an email listserv for organizations interested in FHIP and through which information related to grant opportunities is disseminated. If you would like to join the email listserv, please register here: [Listserv Signup | FHIP](#).

FHEO may host webinars to provide information about FHIP grant opportunities. Please join the email listserv to receive information about any upcoming webinars.

Specific questions about a FHIP Notice of Funding Opportunity may be emailed to AllAboutFHIP@hud.gov.

Q: My nonprofit would like to apply for this grant but when I click on 'View Grant Opportunity' an error message appears. Please provide the correct link.

A: You may use the links below to access the FY2023 FHIP Notices of Funding Opportunity (NOFO) in Grants.gov:

[Education and Outreach Initiative, FR-6700-N-21-A](#)

[Education and Outreach Initiative, Test Coordinator Training, FR-6700-N-71-A](#)

[Fair Housing Organizations Initiative, FR-6700-N-21-B](#)

[Private Enforcement Initiative, FR-6700-N-21-C](#)

The NOFOs can also be accessed by typing the Funding Opportunity Number in the search box on the Grants.gov 'Search Grants' screen, or from the HUD FHIP home page.

Q: What if I have technical questions about how to use grants.gov?

A: For technical questions about using Grants.gov, you may access the [Grants.gov Applicant Training](#) site and the [Grants.gov Online User Guide](#), two technical help reference items.

Q: What should I do if I experience difficulty submitting an application through grants.gov?

A: Grants.gov provides customer support information on its website at [Support | GRANTS.GOV](#). Applicants who have difficulty accessing the application and instructions or have technical

problems can call (800) 518-GRANTS (a toll-free number) for customer support or send an email to support@grants.gov. The customer support center is open 24 hours a day, seven days per week, except Federal holidays. Customer support may also be reached by individuals who require hearing or speech assistance, through the Federal Relay Service's teletype service at (800) 877-8339.

Q: Does HUD provide help developing our application?

A: HUD does not provide direct guidance or instruction in the development of an applicant's project design or in writing their applications. Applicants should use their best judgement to determine whether they are able to meet the requirements contained in the NOFO and develop an application that addresses these requirements.

Applications will be reviewed and evaluated by an objective Technical Evaluation Panel (TEP) using the criteria described in Section V. of the NOFO. When reviewing and scoring applications, the TEP reviewers use the NOFO as their principal guidance, just as the NOFO is the principal guidance for applicants in developing their applications.

Q: Can I speak to a HUD staff person about applying for a FHIP grant?

A: Questions about applying for a FHIP grant can be directed to HUD staff at AllAboutFHIP@hud.gov or by calling Stephanie Thomas at 202-402-6938.

Q: Our organization is in a state that does not have a Fair Housing Law and our statute is not substantially similar to the federal Fair Housing Act. Are we able to apply for a grant?

A: An applicant is not required to be located in or serve a jurisdiction that currently has a fair housing statute/ordinance or a statute/ordinance that is substantially equivalent to the federal Fair Housing Act to apply for a grant. However, the specific eligibility requirements are detailed in the specific Notice of Funding Opportunity (NOFO) for which your organization is interested in applying. Accordingly, please review each NOFO carefully.

Q: Our city is interested in applying for EOI, FR-6700-N-21-A. Could you please let me know which regulations would govern this program (24 CFR 100)?

A: The regulations that govern all initiatives [e. g., Education and Outreach Initiative (EOI), Private Enforcement Initiative (PEI), and Fair Housing Organization Initiative (FHOI)] under the Fair Housing Initiatives Program (FHIP) can be found at 24 CFR 125. Additional information can also be found on the FHIP home page [Fair Housing Initiatives Program \(FHIP\) | HUD](#).

Q: Is there any planning/movement of HUD and FHIP to multi-year funding?

A: HUD has considered multiyear funding in the past. Currently, the Private Enforcement Initiative (PEI) offers multiyear (three year) funding to grantees, and the Fair Housing Organizations Initiative (FHOI) Establishing New Organizations Component is a multiyear grant as well.

Q: Can you explain about the affirmative marketing requirement in the NOFO?

A: Applicants must demonstrate in their application that the housing, services, or other benefits provided under the grant will be affirmatively marketed broadly throughout the local area and nearby areas to any demographic groups that would be unlikely or least likely to apply absent such

efforts. Refer to Section III.F. of the NOFOs for further explanation of the requirement. Additionally, the requirement must be addressed by applicants in Rating Factor 2.

Q: I see a new requirement for a separate narrative for advancing racial equity. Can I incorporate the Advancing Racial Equity narrative into my application?

A: The FY2023 NOFOs include a requirement that all applicants submit a separate one page Advancing Racial Equity narrative with each application describing how the project advances racial equity in accordance with Section III.F. of the NOFO. The Narrative must be submitted as an attachment to the application.

Q: For the AFFH requirement, is HUD simply seeking additional explanations as to how the proposed activities will advance AFFH? Because of the nature of our work and the deliverables, EVERY deliverable is a form of AFFH which the community and entitlement jurisdictions can benefit from.

A: Applicants are to explain how their project advances AFFH; however, a fuller discussion for this requirement is found in the following sections of the NOFOs:

Section IV.G.1. of the NOFO states, “Applicants may propose activities that are consistent with their jurisdiction’s Analysis of Impediments (AI), an Assessment of Fair Housing (AFH), or other means of fair housing planning that meaningfully supports their AFFH certification. If the applicant will carry out proposed activities in a jurisdiction with an AFH, the proposed activities should be consistent with the AFH’s fair housing goals and with fair housing strategies specified in the jurisdiction’s Consolidated Plan or Public Housing Agency Plan.”

Rating Factor 2 (2) states in pertinent part, “In compliance with Section IV. G. 1. above, applicant must describe how the proposed NOFO activities are aligned with AFFH requirements, including how its proposed activities will work towards one or more of the following: (1) address significant disparities in housing needs for protected groups, (2) address disparities in access to opportunity for protected groups, (3) address segregation and promote integration, (4) transform racially or ethnically concentrated areas of poverty into areas of opportunity, and (5) foster and maintain compliance with civil rights and fair housing.”

Q: As of today, we do not have an approved Indirect Cost Rate, though we intend to negotiate one with HUD prior to the start date of our project. What rate should we use in the application?

A: Applicants that do not have an approved Indirect Cost Rate (including provisional rate) may either use a direct cost rate for all items in their budget or elect to use the 10% de minimis rate. Refer to Section IV.F. of the NOFO for further discussion regarding Indirect Cost Rates.

We encourage current FHIP organizations to submit their Indirect Cost Rate proposals to Sherry Fobear, FHIP HQ Grant Officer, at sherry.r.fobear@hud.gov.

Q: If I have an intern from an HBCU would that count for extra points on the grant?

A: There are three preference point categories in the FY2023 FHIP Notices of Funding Opportunity: Promise Zones (PZ), Minority Serving Institutions (MSI) and Environmental Justice (EJ). Please note that HUD does not provide direct guidance or instruction in the development of

an applicant's project design or in writing their applications. This includes instructing applicants how to meet the requirements for preference points on applications submitted for FHIP Notices of Funding Opportunity (NOFO). Applicants should use their best judgement to determine whether they meet the requirements contained in the NOFO. Generally, an applicant seeking MSI preference points that is partnering with an HBCU, Hispanic Serving Institution, Tribal controlled post-secondary institution, Alaskan Native-serving or Native-Hawaiian-serving institution, Predominantly Black Institution, Asian and Pacific Islander-serving institution, or Native American-serving nontribal institution will receive up to two (2) Preference Points when the application includes a Letter of Commitment certifying that a partnership is in place and signed by an authorizing official of the MSI, and documentation of the college or university's status. For complete information about the requirements for MSI Preference Points and other Preference Points categories, please refer to Section V. A.2. in the Notice of Funding Opportunity.

Q: What does my organization need to submit to be considered for MSI Preference Points?

A: Information about Preference Points requirements is in NOFO Section V.A.2. Applicants may be considered for MSI Preference Points if they are designated as a minority-serving institution (MSI) or propose one or more partnerships with minority-serving educational institutions that have been historically underserved. An applicant designated by the U.S. Department of Education as an MSI will receive up to two (2) preference points when the application includes documentation of the applicant's status; an applicant partnering with an MSI must include with their application a Letter of Commitment certifying that a partnership is in place and signed by an authorizing official of the MSI, and documentation of the college or university's status.

Q: I cannot find a Promise Zone certificate to submit with my application. Is there one on grants.gov?

A: Yes. The Promise Zone Certification form is part of the instructions zip file for the NOFO. You can find that form and other required forms as part of the NOFO package. From the NOFO page on grants.gov, click on the PACKAGE tab, then click on the 'Preview' link under 'Actions.' You will see several links for required forms on that page. When you click on the 'Download Instructions' radio button, a zip file that includes instructions, the HUD 50153 Promise Zone Certification, and other forms, will be downloaded. Once you open the zip file you will be able to access the Promise Zone Certification form.

Q: Where do I find the attachment documents I must submit with the application?

A: From the NOFO page on grants.gov, click on the 'Package' tab. Click on the 'Preview' link on that page, and you will see several forms that can be downloaded. There is also a 'Download Instructions' radio button that contains additional forms in a zip file. If you have trouble finding a specific form, you may send an email to AllAboutFHIP@hud.gov.

Q: In schedule C does 'name of applicant' refer to the individual or the organization?

A: It refers to the applicant organization. Individuals are not eligible applicants for FHIP grants.

Q: Is there a "Certification Regarding Lobbying" in addition to the "Disclosure of Lobbying Form SFLLL?"

A: Yes. In grants.gov, if you click on the 'Package' tab on the FHIP NOFO homepage, and then on the 'Preview' link, it will bring you to the 'Preview Opportunity Package Details' page that

shows a list of forms. Included in those forms is the grants.gov Lobbying Form, Certificate Regarding Lobbying.

Q: How do you fill out the HUD-27061 for EOI grants since it involves ads, brochures, etc.? When must it be submitted?

A: Applicants should follow the instructions included in form HUD-27061, which reference total population served. See NOFO Section VI.C.2., which includes information about the requirement for race and ethnicity data reporting, Form HUD-27061. Successful applicants will have the opportunity to and must submit the form post award. The Race and Ethnicity Data Reporting form may be submitted post-award only, or with the application and post- award; it is not required to be submitted with the application.

Q: Our organization has multiple addresses. How do I fill out Question 5 on the applicant disclosure report?

A: HUD does not provide direct guidance or instruction in the development of an applicant's project design or in writing their applications. This includes instructing applicants how to complete forms and documents required to be submitted with applications for FHIP Notices of Funding Opportunity (NOFO). There are instructions on the Applicant/Recipient Disclosure/Update Report, Form HUD-2880. Specifically for Question 5 the instructions are: 5. Applicants enter the name and full address of the project or activity for which HUD assistance is sought. Recipients enter the name and full address of the HUD-assisted project or activity to which the update report relates. The most appropriate government identifying number must be used (e.g., RFP No.; IFB No.; grant announcement No.; or contract, grant, or loan No.) Include prefixes.

Q: I thought I saw a page limit and I heard that on the call today. Would you please direct me to that section of the NOFO? Are the page limits for certain sections or for the entire submission—outside of budget?

A: Section V. A. of the Notice of Funding Opportunity (NOFO) states that each factor has a maximum ten (10) page narrative limit unless otherwise specified in that NOFO. Rating Factor 3 is excluded from the ten-page limit, as are other sections of the rating factors which permit the applicant to respond in the form of a list or chart; the exemptions are clearly stated in the NOFO.

Q: As our team prepares for the FY2023 FHIP NOFO process, we were wondering if we could get the scoring sheet for our FY2022 EOI application so that we can review any weak points from our application.

A: HUD cannot provide debriefings during an open competition. We may only provide prior applicants with the Summary of Common Errors document that was sent to non-funded applicants at the conclusion of the FY2022 FHIP funding opportunity application process.

Q: I want to know more about Section 3 (Fair Housing Act 1968)?

A: FHIP NOFOs do not offer points for Section 3. For information about Section 3 you may visit [Section 3 - Economic Opportunities |HUD](#) or send an email to Section3@hud.gov.

Q: What elevates an organization in the line to receive funding?

A: The Fair Housing Initiatives Program (FHIP) has four open Notices of Funding Opportunity (NOFOs). FHIP typically publishes NOFOs under the Education and Outreach, Fair Housing

Organizations and Private Enforcement Initiatives, some with multiple components. A separate NOFO under the Education and Outreach Initiative is published for the Test Coordinator Training Component.

The Rating Factors, Preference Points, and other scoring information and requirements are clearly stated in each of the NOFOs. To receive maximum points available under a particular NOFO, an application must meet all criteria contained in the NOFO. Eligible applications will be reviewed, evaluated, and scored by an objective Technical Evaluation Panel (TEP) using the criteria in the NOFO.

Please note that HUD does not provide direct guidance or instruction in the development of an applicant's project design or in writing their applications. Applicants should use their best judgement to determine whether they meet the requirements contained in the NOFO and are able to develop an application that addresses these requirements.

Q: Can we submit applications for multiple FHIP NOFOS- Different Initiatives?

A: Yes, applicants may submit more than one application, and it is possible for an applicant to apply for and receive more than one or two awards. Please note that a separate complete application is required for each initiative and/or component.

IMPORTANT: Carefully review the specific information in each NOFO for restrictions on certain multiple awards. For example, if an applicant submits applications for both PEI and FHOI-CDC and is selected for both, funding for the FHOI-CDC will be rescinded if a determination is made by HUD that the activities for both awards are the same or substantially similar.

Please note a separate complete application is required for each NOFO component.

Q: What is the due date for applications?

A: Applications for all FY2023 FHIP NOFOs must be submitted and received by 11:59 PM on November 30, 2023. Applicants are encouraged to submit their application 48 hours before the deadline to allow time to correct any submission errors that may arise.

Q: Should I include resumes/position descriptions as part of my Rating Factors response?

A: No, do not include resumes and position descriptions for staff. In most cases providing that information will exceed the 10-page Rating Factor limit, resulting in points being deducted from the application. Any pages exceeding the 10-page limit will not be reviewed.

Q: Are we required to budget for training funds of \$5,000 in the application?

A: Subject to certain limitations in the FY2023 FHIP NOFOs, the amount required to be set aside in each application's budget for HUD sponsored or approved training is \$7,500 per annual period of performance (raised from \$5,000 in the FY2022 NOFOs). The \$7,500 must be included in the total amount of funding requested by the applicant. Please see NOFO Section III.G. for complete information about training funds.

Q: If we get two FHIP awards, can we cap the training at \$7500. Or do we have to go to \$15000 if 2 FHIP grants are awarded?

A: The proposed budget of each separate application submitted must set aside \$7,500 annually to be utilized to participate in HUD sponsored mandatory or approved training. If your organization is selected for 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 your organization is selected for more than two grants, the amount for training will be capped at \$15,000; the amount and the allocation amongst the grants will be negotiated with the grant officer. Please see Section III.G. of the NOFO for complete information about training funds.

Q: The NOFO says that this program does not require leveraging or cost sharing or matching. Even though it is not required, can we still include letters of commitment from partners?

A: An applicant may choose to propose matching in their application submission; however, the inclusion of matching funds does not have a point value associated with it during the evaluation process. If an applicant proposes cost sharing or matching as part of their project and is awarded a grant, the applicant will be required to include the matching funds for the associated project.

Q: Have the procedures for providing certifying information regarding qualification for Environmental Justice points changed?

A: To receive Environmental Justice preference points under the FY2023 FHIP NOFO, your application must describe in detail how your proposed activities will advance environmental justice (as defined in Section I.A.4.a. of the NOFO) for environmentally underserved or overburdened communities in at least one of the following ways, and also clearly describe how your activities will be informed by input from affected communities:

- Reducing or mitigating exposure to environmental and health hazards (e.g., industrial facilities, EPA superfund sites, legacy pollution, heat islands);
- Improving protection from and resilience to environmental harms (e.g., fire-resistant materials, floodproofing);
- Expanding environmental benefits (e.g., clean air and water, public transportation, bike and walking paths, clean energy, green technology, biodiversity);
- Overcoming prior disinvestment in environmental infrastructure (e.g., drainage systems, green spaces, pollution controls).

Please see Section V.A.2. of the NOFO for complete details and requirements.

Q: If an organization applies for a FHIP PEI-MY and an EOI-G, do they also qualify to submit an application and obtain awards for other EOI and FHOI components?

A: It is possible for an organization to qualify for and receive more than one or two awards. Each NOFO contains its own eligibility requirements and limitations on awards; therefore, it is extremely important to carefully read each NOFO before applying.

NOTE: A separate complete application is required for each component and/or Initiative.

Q: When will HUD publish the award amounts?

A: HUD will publish a list of awardees and grant amounts either through the Federal Register and/or a press release following the completion of the Technical Evaluation Panel review and the subsequent embargo period.

Q: How should we cite our sources? Are we permitted to use footnotes?

A: Rating Factor 2 of the FY2023 FHIP NOFOs includes instructions to applicants to reference supporting data/evidence demonstrating identified need, and to reference any reports, statistics or other data used by providing links to and/or appropriate websites where the data is found. A presentation format that satisfies these requirements should be used. Applicants should use their best judgement in following those instructions and providing the information requested.

There is no prohibition in the NOFOs preventing applicants from utilizing footnotes in their application; please keep in mind that the format in which the materials are submitted must be within the stated page limits.

Q: I am not an existing FHIP grantee. Can I still attend the webinar?

A: HUD invites all eligible applicants to participate in the FHIP process. New potential applicants and existing FHIP grantees are equally encouraged to attend the webinar training session, and to review the Notice of Funding Opportunity (NOFO) in which they are interested to determine if they are an eligible applicant. Questions about the NOFOs may be submitted to AllAboutFHIP@hud.gov.

Q: Can you explain more about administrative costs?

A: Administrative Costs are reasonable costs of overall program management, coordination, monitoring, and evaluation. Such costs include, but are not limited to, necessary expenditures for the following: (1) Salaries, wages, and related costs of the recipient's staff or other staff engaged in program administration; and (2) Providing or securing legal services, providing, or securing financial management services such as accountants, consultants, sub-contractors, or others retained by the organization. [NOFO Section I.A.4.b.]

Salaries, fringe benefits and other administrative costs charged against the project or program element for the sole purpose of administering the grant/cooperative agreements shall not exceed 10% of the annual grant award. Non-administrative costs: Salaries and fringe benefits related to the implementation of the project or program element of the cooperative agreement are not considered administrative costs. For example: the salaries and fringe benefits for technical staff to conduct work to accomplish specific Fair Housing goals as outlined in the program or project elements are not administrative costs. [NOFO Section IV.F.].

Q: On grants.gov for each initiative, there is a Form SF424-A in the Application Forms section as an "Optional" document. I can find no reference to this document in the NOFO, including the list of Required Content. Please confirm that Form SF-424A is not required for any of the FHIP initiatives?

A: The SF-424A is not a required form. The SF-424 and the SF-424B are both required for all four current FHIP NOFOs and are included in grants.gov in the list of Mandatory Forms. The SF-

424A does appear in grants.gov as an Optional Form, but it is not mentioned in the NOFOs. FHIP will request removal of this form from future published NOFOs to avoid confusion.

EDUCATION AND OUTREACH INITIATIVE (EOI)

Q: What is the Education and Outreach Initiative?

A: FHIP is comprised of several different initiatives, including the Education and Outreach Initiative (EOI) which promotes fair housing laws and equal opportunity awareness. The EOI offers a comprehensive range of support for eligible organizations to develop and implement education and outreach programs designed to inform members of the public and housing providers about their rights and obligations under fair housing laws. The [Education and Outreach Initiative, FR-6700-N-21-A](#) is now open for submission of applications. HUD encourages potential applicants interested in this opportunity to read the full NOFO for more details.

Q: How long are the project periods for FHIP EOI awards?

A: The project period of performance is 12-18 months for the FHIP EOI awards.

Q: What types of proposed project activities are eligible for a FHIP EOI award? What are the special focus areas?

A: Applicants should propose appropriate project activities for the components for which they are applying. See the EOI NOFO for eligible activities and requirements for each of the five EOI components:

National Media Campaign Component - will focus on advancing racial equity and access to housing opportunities, especially in underserved communities. The campaign will include addressing barriers that may arise when people exercise their fair housing rights to expand housing choice. The campaign will also focus on educating the public about the forms of inequities based on race and national origin that can occur in real estate related transactions, including in the residential lending and appraisal markets. The campaign must provide for meaningful language access for persons of Limited English Proficiency and alternative forms of communication for individuals with disabilities. The campaign will provide information on how to file a housing discrimination complaint through HUD.

Sexual Orientation and Gender Identity Component - provides funding for fair housing organizations to create and/or update and disseminate existing materials to reflect the clarification that after the U.S. Supreme Court's Bostock decision (Bostock v. Clayton County, 140 S. Ct. 1731 (2020)), the FHA bars discrimination based on sexual orientation and gender identity.

Advancing Racial Equity Component - will fund local and community-based education and outreach projects to promote racial desegregation and equity and justice in housing, and to address barriers that may arise when people protected under the FHA exercise their fair housing rights to expand their housing choice, consistent with the purpose of the FHA. These barriers include but are not limited to opposition to the creation and/or location of affordable housing, neighbor harassment based on race, and obstruction of persons who are seeking to enforce their fair housing rights.

General Component - provides funding for general fair housing education and outreach activities to inform people of their rights and responsibilities under the FHA. The

Department encourages proposals which target antisemitic and Islamophobic discrimination, among other forms of housing discrimination.

Targeted Fair Housing Component – provides funding to organizations that demonstrate a need in their geographic area to work directly with populations of persons with Limited English Proficiency (LEP) to ensure they are aware of and understand their rights under the FHA. Funding may also be used for targeted education and outreach activities including fair housing services to underserved communities and underserved populations.

Q: Can you provide examples of outcomes and outputs, as defined under EOI Factor 4?

A: Rating Factor 4 includes the statement that “outcomes measure progress made towards achieving the program goals, while outputs are the measurable organization activities.” The Education and Outreach Initiative (EOI) Notice of Funding Opportunity (NOFO) states in Section V. A. 1. Rating Factor 4, 1. (d) that “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.” HUD cannot provide examples other than what is stated in the NOFO.

Q: What education and outreach topics would HUD like to see in an EOI grant proposal?

A: HUD cannot propose topics other than what is stated in the NOFO.

Q: Can we submit more than one grant application for the EOI NOFO, that is apply for more than one component?

A: Yes; however, it is important to read the requirements of each NOFO carefully. For example, one organization may submit two separate applications for different components under the EOI Initiative **but** awardees of the EOI National Media Campaign and of the Targeted Fair Housing component are not eligible to receive other EOI grants. See Section III.F. of the EOI NOFO. Applicants that do submit applications for more than one component in a single initiative must ensure that the corresponding component is clearly stated on each application being submitted. Applicants must submit a separate complete application for each Initiative and Component for which the applicant applies. See EOI NOFO Section IV.B.1.

Q: Our organization has a current FHIP-EOI grant that runs until July 9, 2024. We would like to submit an application for a new EOI grant. The estimated project start date of the new funding opportunity is 4/30/2024. Considering this possible overlap, are we eligible for funding? We have staff capacity to manage both grants simultaneously, and we can demonstrate this in our proposal. We could also propose a later start date for the proposed project.

A: Generally, as a current grantee, your organization is not precluded from applying for other Education and Outreach Initiative (EOI) grants, or other FHIP grants, provided it meets the eligibility requirements for the specific Initiative and Component for which it applies.

There are five components in the [Education and Outreach Initiative, FR-6700-N-21-A](#) NOFO for which eligible organizations can apply. While there are restrictions on grants awarded to a single organization, (for example, the successful National Media Campaign applicant cannot receive another EOI grant but is eligible for grants from other FHIP Initiatives), there is no preclusion for current EOI grantees, who may apply for FY2023 EOI funding opportunities.

Additionally, please note that the period of performance of two grants with the same or substantially similar activities awarded to an organization may not overlap. However, the start and end dates of grants awarded through the FY2023 FHIP NOFO process may be negotiated as needed by the successful applicant and the Grant Officer or Grant Technical Monitor.

Q: How do we apply for more than one component of the education and outreach NOFO in grants.gov?

A: Applicants who wish to apply for multiple components under one Notice of Funding Opportunity will have to apply more than once, submit separate complete applications, and specify on each application for which component the application is intended (for example, EOI-Sexual Orientation and Gender Identity or EOI-Targeted Fair Housing). However, though one organization may submit applications for multiple EOI components, successful applicants for the FY2023 EOI National Media Campaign component will not be awarded another FY2023 EOI grant. Similarly, successful applicants for the EOI Targeted Fair Housing Component will not be awarded another FY2023 EOI grant.

Q: I am trying to find out if my organization is eligible to apply for a FR-6700-N-21-A grant?

A: Eligible applicants for the Education and Outreach Initiative include: Qualified Fair Housing Enforcement Organizations (QFHOs) and Fair Housing Enforcement Organizations (FHOs), public or private not-for-profit organizations or institutions, and other public or private entities that are formulating or carrying out programs to prevent or eliminate discriminatory housing practices; agencies of State or local governments; and agencies that participate in the Fair Housing Assistance Program (FHAP). Please see NOFO Section III. for more information.

EDUCATION AND OUTREACH INITIATIVE (EOI) - TEST COORDINATOR TRAINING COMPONENT (TCT)

Q: One place in the NOFO states a Project Period of 12 months, while in another place the Project Period is 12-18 months. Which is accurate?

A: The 12-Month Project Period is a pre-populated field in the NOFO Announcement Module Template that FHIP is unable to change. Therefore, in Section II. D. the NOFO also states “For purposes of this NOFO, 12-month project and budget period mean 12-18-month project and budget period.” This information is also shared with the TEP; applicants will not be penalized for project periods between 12 to 18 months.

NOTE: The 12-to-18-month project and budget period is also acceptable in applications for all other EOI components.

FAIR HOUSING ORGANIZATIONS INITIATIVE

Q: How many components are there in the 2023 FHOI Initiative?

A: There are two components in the FY2023 FHIP FHOI NOFO: the Continuing Development Component (CDC) and the Establishing New Organizations Component (ENOC).

Q: How do I obtain an application for the FHOI grant? Please let me know how to apply.

A: Applicants may submit applications for FHIP NOFOs and search for other federal funding opportunities through [GRANTS.GOV](https://www.grants.gov). The FHIP Fair Housing Organizations Initiative (FHOI) NOFO can be accessed directly on grants.gov at [Fair Housing Organizations Initiative, FR-6700-N-21-B](#).

Q: I worked with our City Department of Civil Rights, who is responsible for investigating housing complaints, to find funding. The FHIP FR-6700-N-21-B or 21-C might be a good fit, but I want to make sure we are eligible to apply for either one as a city government.

A: City governments are not eligible applicants for FR-6700-N-21-B (FHOI) or FR-6700-N-21-C (PEI). Please see eligible applicant information below and refer to Section III. of each NOFO for more information.

Eligible applicants for the Fair Housing Organizations Initiative (FHOI) are: Qualified Fair Housing Enforcement Organizations (QFHOs), Fair Housing Enforcement Organizations (FHOs), and other private nonprofit organizations seeking to build their capacity to conduct fair housing enforcement activities.

Eligible applicants for the Private Enforcement Initiative (PEI) NOFO are: (1) Qualified Fair Housing Enforcement Organizations (QFHO) with at least two years of experience in complaint intake, complaint investigation, testing for fair housing violations, and enforcement related experience of meritorious claims in the three years prior to filing this application; or (2) Fair Housing Enforcement Organizations (FHO) with at least one year of experience in the enforcement-related activities listed above during the two years prior to the filing of the application. If the applicant is neither a QFHO nor a FHO with the requisite experience, the organization is ineligible for funding through this NOFO. Both FHOs and QFHOs must currently conduct all the enforcement activities listed above and operate a full-service program.

However, eligible applicants for the Education and Outreach Initiative include: Qualified Fair Housing Enforcement Organizations (QFHOs) and Fair Housing Enforcement Organizations (FHOs), public or private not-for-profit organizations or institutions, and other public or private entities that are formulating or carrying out programs to prevent or eliminate discriminatory housing practices; agencies of State or local governments; and agencies that participate in the Fair Housing Assistance Program (FHAP).

Q: Can you confirm the length of the grant period for the Establishing New Organizations Component (ENOC)?

A: Section II.D. of the FHOI NOFO states that the period of performance for the FHOI-ENOC is 36 months.

Q: Did I read correctly that only 25% of any funds granted can be used towards administrative expenses related to the grant program?

A: The Administrative costs of up to 25% of grant funding pertains to the Establishing New Organizations Component (ENOC) only. The application must outline the agreement between the

sponsoring organization and the sponsored organization and the amount of administrative expenses, if any, the sponsoring organization will receive.

Section III. A. of the FHOI NOFO includes the following restriction: the sponsoring organization will receive administrative funds **not to exceed 25% of the grant funding** per year to sponsor the new organization. The sponsoring organization may only expend up to that amount for its administrative purposes outlined in the Statement of Work. All other funds must be used for the purpose of establishing the new organization.

Generally, for FHIP grants other than the FHOI-ENOC, administrative costs are limited to 10% of grant funding per 12-month project period.

Q: Should we include administrative activities such as creating the organization when we apply for FHOI- ENOC? For example, does the entity need to be created before we apply?

A: The Statement of Work (SOW) should include the associated administrative and program tasks needed to establish the new organization. FHIP cannot advise an applicant on what activities need to be performed in the SOW outside of what is stated in the NOFO. ENOC Rating Factor 3(a) 1. b. provides that the SOW narrative should reflect enforcement related activities by year two of the grant. Therefore, year one activities may include organization creation activities.

Q: Are there specific requirements for the type of sponsoring organization that can submit an application for the FHOI- ENOC component?

A: The sponsoring organization applicant must be a QFHO [Section III.A. of NOFO]. In addition, see the FHOI NOFO for all specific requirements pertaining to the sponsoring and the sponsored organization.

Q: In the FHOI-CDC NOFO, is intake a requirement as a deliverable? See page 42. For instance, a project that is more systemic in nature, but includes testing and investigations, may not have many people calling us to complain given we would be investigating the market outside of typical public complaints.

A: Yes, intake is a requirement. Rating Factor 3(1)b on page 43, states, “The SOW program tasks must include **complaint intake**, complaint investigation, testing for fair housing violations and enforcement of meritorious claims...” (*emphasis added*)

PRIVATE ENFORCEMENT INITIATIVE (PEI)

Q: If our PEI application is selected, will we receive funds for all three years?

A: The PEI grant is a multiyear grant. The grant period of performance is 36 months (3 years). It is expected that the PEI grant will be funded one year at a time for three years, subject to future appropriations.

Q: Will a FHIP in its Year 2 of a 3 Year PEI Grant be considered under the 2023 NOFO?

A: No. Applicants that received FY2022 (second year) or FY2021 (third year) PEI-MY grants are ineligible to receive a new FY2023 PEI-MY award. Ineligible PEI-MY applicants may apply for

and receive funding under other FHIP initiatives if all funding restrictions are met. See PEI NOFO Section III. F.6.

Q: Are FHAPs eligible for Private Enforcement Initiative funds?

A: FHAPs are not eligible for PEI funding. Eligible applicants for the PEI NOFO are: (1) Qualified Fair Housing Enforcement Organizations (QFHO) with at least two years of experience in complaint intake, complaint investigation, testing for fair housing violations, and enforcement related experience of meritorious claims in the three years prior to filing this application; or (2) Fair Housing Enforcement Organizations (FHO) with at least one year of experience in the enforcement-related activities listed above during the two years prior to the filing of the application. If the applicant is neither a QFHO nor a FHO with the requisite experience, the organization is ineligible for funding through this NOFO. Please see PEI NOFO Section III.A for information about eligible applicants.

Q: The estimated start date for the PEI NOFO is April 30, 2024. Can the start date be sooner?

A: After they are notified of their award, successful applicants may negotiate their start date, which may be sooner or later than the estimated start date in the NOFO. However, the project must be completed within the length of the project period stated in the NOFO.

Q: Can we include education and outreach activities in our PEI grant proposal?

A: Under the PEI NOFO, there is a limit of 15 percent of the total dollar amount awarded allowed for education and outreach related activities that support PEI. If the limit is exceeded, points will be deducted in the rating process and if awarded, funds will be adjusted to comply with the required limitation.

Q: Does the statement located on page 42 of the PEI NOFO mean that Factor 3 should include 3 SOW narratives and 3 SOW charts?

A: Yes, for the PEI three-year grant three separate Narratives and three separate Charts are required, one for each year of grant period of performance.

Q: In the PEI MY component, for the charts referred to on Page 39, Rating Factor 1(2)d—should the data we provide on complaints, tests, etc relate only to our PEI grant? Should this type of information from our FHOI grant be included?

A: Applicants must provide information that describes and demonstrates their current experience (e. g., within the past two years) in all of the fair housing enforcement activities listed on page 39, Rating Factor 1(2)d., whether accomplished with FHIP funds or not. This would include experience attained from administering all FHIP funded projects and is not limited to experience attained through PEI grants only.
