

FAIR HOUSING INITIATIVES PROGRAM

Fiscal Year 2024

Notices of Funding Opportunity

Training For Applicants

FHIP FY2024 NOFO TRAINING AGENDA

Introduction

Important Dates

2024 NOFO Significant Changes

Award Amounts

Eligibility

Rating Factors

Other Requirements

Application Submission Info

Helpful Hints

Additional Information

Education and Outreach Initiative (EOI) - FR-6800-N-21-A

Education and Outreach Initiative - Test Coordinator
Training (EOI TCT) - FR-6800-N-71-A

Fair Housing Organizations Initiative (FHOI)-FR-6800-N-21-B

Private Enforcement Initiative (PEI) - FR-6800-N-21-C

INTRODUCTION
FY2024 FHIP NOFOs

2024 FHIP NOFOs - Due Dates



DEADLINE
FOR
SUBMISSION:



EOI, EOI-TCT & FHOI

NOVEMBER 19, 2024

11:59 PM

2024 FHIP NOFOs - Due Dates



DEADLINE
FOR SUBMISSION:



PEI

NOVEMBER 25, 2024

11:59 PM

2024 FHIP NOFOs - Project Dates

Estimated Project Start
Dates

EOI - April 30, 2025
PEI - April 30, 2025
FHOI - April 30, 2025

WHAT'S
NEW:
2024 NOFO
Significant
Changes

- FY2024 NOFO Template Change
- PEI - Four Year Grant

WHAT'S
NEW:
2024 NOFO
Significant
Changes

- [Link to Program Definitions on FHIP Web Page](#)
- [Experience Promoting Racial Equity Narrative](#)

WHAT'S NEW: 2024 NOFO Significant Changes

- Rating Factor 1
- The project manager for all initiatives must devote at *least* 25% of their time to the proposed project.

WHAT'S NEW: 2024 NOFO Significant Changes

- 24 CFR 125.107 Criminal Background for Testers
- Organizations that employ fair housing testers are no longer *required* to conduct a criminal background check of potential testers.

FY 2024 AWARD AMOUNTS



EOI TOTAL FUNDING AVAILABLE:

Education and Outreach Initiative -
\$8,350,000

- National Media Campaign Component - **\$1,300,000**
- General Component- **\$5,500,000**
- Sexual Orientation and Gender Identity - **\$450,000**
- Advancing Racial Equity - **\$600,000**
- Targeted Fair Housing - **\$500,000**

**EOI TOTAL
FUNDING
AVAILABLE:**

Education and Outreach Initiative
- TEST COORDINATOR TRAINING

\$500,000

AWARD CAP AMOUNTS -EOI

NATIONAL MEDIA CAMPAIGN COMPONENT

Award Cap - \$1,300,000

GENERAL COMPONENT

Award Cap - \$125,000

SEXUAL ORIENTATION AND GENDER IDENTITY COMPONENT

Award Cap - \$75,000

ADVANCING RACIAL EQUITY COMPONENT

Award Cap - \$100,000

TARGETED FAIR HOUSING COMPONENT

Award Cap - \$125,000

TESTER COORDINATOR TRAINING COMPONENT

Award Cap - \$500,000

NOTE: The project period for all components is 12 to 18 months.

FHOI TOTAL FUNDING AVAILABLE:

FHOI Total Funding Available

Fair Housing Organizations Initiative -
\$3,700,000

- Continuing Development Component (CDC) -
\$1,820,000
- Establishing New Organizations Component - **\$1,880,000**

AWARD AMOUNTS-FHOI

- **Continued Development Component (CDC)** -funding for continued development of existing Fair Housing organizations
- AWARD CAP - \$260,000
- MINIMUM AWARD - \$100,000

AWARD AMOUNTS-FHOI (cont.)

- FAIR HOUSING ORGANIZATION INITIATIVE (FHOI)
 - **Establishment of New Organizations Component (ENOC)** -funding for establishment of new Fair Housing enforcement organizations
 - AWARD CAP - \$1,880,000
 - Minimum award - \$250,000

**PEI TOTAL
FUNDING
AVAILABLE:**

**Private Enforcement Initiative-
\$19,691,793**

Funding for new FY2024
applicants- up to \$425,000 per
grantee per year for a FOUR year
duration, subject to future
appropriations

AWARD AMOUNTS - PEI

- PRIVATE ENFORCEMENT INITIATIVE
MULTI-YEAR (PEI -MY)
 - AWARD CAP - \$425,000
 - Minimum Award - \$100,000

FY2024 NOFO Award Caps

- VERIFY Minimum and Maximum Award Amounts.
- Applications will be deemed ineligible if the requested award amount exceeds the award cap.
- Applicants may request an amount less than the award cap amount.



Award Amounts

PEI Question

- Question: Does the change to a four year PEI grant affect second and third year grantees? Will they still receive funding?

Award Amounts

PEI Question

Answer: 2nd (2023) and 3rd (2022) year PEI grantees will be funded outside of the NOFOs for the amount requested up to \$425,000 with PEI funds appropriated for FY2024.

The new four year PEI grant period of performance does not impact the funding for current ongoing PEI grants.

Award Amounts

PEI Question

- Question: Does the change to a four year PEI grant allow second (FY2023) and third year (FY2022) PEI grantees to receive funding for a fourth year?

Award Amounts

PEI Question

Answer: NO. 2nd (2023) and 3rd (2022) year PEI grantees will be funded for three years, consistent with their applications for funding.

The new four year PEI grant period of performance does not impact the funding for current ongoing PEI grants.

FY 2024 Eligibility Information



Eligibility - Organizations

Not all organizations are eligible to apply for every component or initiative.

Applicants must review the eligibility requirements for the specific Initiative and component they are applying for to determine if they qualify to apply.

General Eligibility - Organizations

- Qualified Fair Housing Enforcement Organizations (QFHOs)
- Fair Housing Enforcement Organizations (FHOs)

Agencies that participate
in the Fair Housing
Assistance Program (FHAP)

General Eligibility - Organizations

Agencies of State or local governments

Public or private nonprofit organizations that are formulating or carrying out programs to prevent or eliminate discriminatory housing practices

General Eligibility - Organizations

Other public or private entities that are formulating or carrying out programs to prevent or eliminate discriminatory housing practices

Common ineligible applicants

Individuals

PEI: Non QFHO or
FHO

Parent or affiliated
organizations that
share key staff

Common ineligible applications

No fair housing
activities/or
research only

NO narrative
responses to
Rating Factors

Funding request
exceeding the
funding cap

Eligibility - PEI FY2024

- **Question:** If I am a third year (2022) PEI grantee, am I eligible to apply for a new FY2024 PEI grant?

Eligibility - PEI FY2024

- **Answer:** No. Recipients of a FY2023 or FY2022 PEI-MY grant are not eligible to receive a FY2024 PEI-MY grant.

Eligibility - General FY2024

- **Question:** If I provide FHIP with a list of my organization's activities, will HUD tell me if my organization is eligible to apply for a FHIP grant?

Eligibility - PEI FY2024

- **Answer:** No. HUD does not assist organizations in determining eligibility prior to submission of an application, or in the drafting of their application.

Eligibility - EOI FY2024

- **Question:** If my organization has an open FY2023 EOI General Component grant whose period of performance ends July 31, 2025, can we apply for a FY2024 EOI General Component grant?

Eligibility - EOI FY2024

- **Answer:** Yes, your organization may apply. The start date of the Period of performance for projects of successful applicants will be negotiated with the Grant Officer or Government Technical Monitor.

Eligibility - EOI FY2024

- **Question:** Can my organization apply for and receive multiple EOI grants?

Eligibility - EOI FY2024

- **Answer:** Yes, an organization may be eligible to be selected for and receive more than one FY2024 EOI grant, but successful EOI applicants are not eligible to be selected for all components. See NOFO for more specific information.

Eligibility - All Components FY2024

- **Question:** Can my organization apply for grants under multiple initiatives?

Eligibility - All Components FY2024

- **Answer:** Yes. A separate complete application must be submitted for each initiative and component for which applicant wants to apply. There are some restrictions on awards from different initiatives.



Rating Factors Overview

Rating Factor 1 - STAFF and ORGANIZATIONAL EXPERIENCE



Rating Factors - EOI National Media Campaign

- The Rating Factors for the National Media Campaign are presented separately from the Rating Factors from the other EOI Components.

Rating Factor 1

Description and Expertise of Staff

Identify assigned staff and percentage of staff time.

Project Managers
Time Devoted to
Project:
25%

Rating Factor 1

Description and Expertise of Staff

Describe staff
expertise

Identify your
contractors or
subcontractors

Rating Factor 1

Description and Expertise of Staff

Identify all FHIP grants from 2020 to the present, if applicable, and staff assigned.

Include staff's time allocated to past/existing projects.

Rating Factor 1

Staff

- 1. Description and Expertise of Staff
 - Describe experience of staff including fair housing experience
 - Will the applicant hire contractors or subcontractors

Rating Factor 1

Staff

- 1. Description and Expertise of Staff
 - Applicant sharing staff with other organizations must list all FHIP activities and staff members names and percentage of time devoted to each activity.

Can be provided in a list or chart not part of 10 page limit for Rating Factor 1

Rating Factor 1

All Initiatives - Staff

- **Question:** I am applying for funding for a project under a FY2024 NOFO. Can I subcontract the Project Manager position?

Rating Factor 1

All Initiatives - Staff

- **Answer:** No. The Project Manager is an essential position; the Project Manager must be employed by the applicant organization.

Rating Factor 1

Organizational Experience

Describe:

- past projects similar in scope and complexity.
- experience in, knowledge of and proximity to the targeted area.
- ability to conduct the project within the time periods set in the NOFO.

Applicant must respond to the “specialized experience” requirement of each component for which the applicant applies. For example, National Media Campaign.

Rating Factor 1

Organizational Experience - EOI

- Respond to Specialized Experience for each component. Organization's experience in:
 - National Media Campaign - to develop a national traditional and digital campaign for fair housing protected classes and to advance racial equity and awareness of bias and discrimination that can arise in real estate related transactions.
 - Sexual Orientation and Gender Identity - to update existing materials to reflect that the Fair Housing Act bars discrimination based on sexual orientation and gender identity.

Rating Factor 1

Organizational Experience - EO1

- Describe applicant's component-specific capacity
 - Advancing Racial Equity - to address equity in housing and issues that arise when protected class members exercise their right to expand their housing choice.
 - Targeted Fair Housing - to develop and implement specific fair housing education and outreach projects for individuals of Limited English Proficiency as required by the NOFO.
 - General - to engage in fair housing education and outreach activities such as but not limited to those related to combatting housing related religious discrimination.

Rating Factor 1

Organizational Experience - EOI Test Coordinator Training

- Describe applicant's
 - Specific organizational experience within the past two years developing or updating test coordinator materials
 - Prior Test Coordinator grant program experience.

Rating Factor 1

Organizational Experience - FHOI

- Different requirements for the separate components. For example:
- **CDC** - describe enforcement activities within the past year including number of complaints processed.
- **ENOC** - there are separate requirements for the descriptions of the capacity of the sponsoring organization and the sponsored organization, as well as for the relationship between the two organizations.

Rating Factor 1

Organizational Experience - PEI

- Describe applicant's specific recent experience relative to
 - number of complaints received and processed
 - number of complaints referred to HUD
 - testing programs (individual and systemic discrimination)
 - Investigative experience
 - Complaint outcomes and awards
 - Other activities that further enforcement

Rating Factor 1

All Initiatives - Organizational Experience

- **Question:** How does my organization comply with the Experience Promoting Racial Equity requirement in the FY024 NOFOs?

Rating Factor 1

All Initiatives - Organizational Experience

- **Answer:** In the FY2024 NOFO the Experience Promoting Racial Equity requirement of NOFO Section III is satisfied through a separate narrative.

Rating Factor 2 NEED



Rating Factor 2 - Need

Rating Factor 2 criteria for applicants under ALL NOFOs - include a narrative response to:

- Problem Statement
- Proposed Solution

Rating Factor 2 - Need PEI and FHOI

Required Rating Factor 2 criteria for FHOI and PEI

- Immediacy of Need
- Application of Funding

Rating Factor 2 - Need - EOI

Each EOI component
has different specific
requirements

Rating Factor 2 - Need- EOI

Required Rating
Factor 2 criteria
specific to EOI
Initiative:
Continuing Need

Rating Factor 2 - Need AFFH - ALL Initiatives

- Applicants must discuss how they will carry out the proposed activities in a manner that affirmatively furthers fair housing in compliance with the Fair Housing Act and its implementing regulations, and how they will meet the requirements of the definition of AFFH at 24 CFR 5.151.

Rating Factor 2 - Need Affirmative Marketing - ALL Initiatives

- Applicants must demonstrate how their project will be affirmatively marketed to those groups least likely to apply absent such affirmative marketing. See NOFO Section III.F.

Rating Factor 2 - Supporting Data All Initiatives

- Question: Should I include copies of data sets or other supporting information with my application?

Rating Factor 2

All Initiatives

- **Answer:** No. But DO include references and/or links for websites for data sets and other supporting information in the Narrative Response.

Rating Factor 3- Soundness of Approach



Rating Factor 3 - Soundness of Approach Statement of Work (SOW)

- Proposed Statement of Work (Appendix A) and Information Requirements - Describe in detail
 - proposed project activities
 - major tasks
 - team members, staff and partners
 - who is responsible for each task
 - activities required to successfully implement the proposed project
 - proposed outcomes

Rating Factor 3 - Soundness of Approach SOW

- Applicants must provide BOTH :
Statement of Work (SOW) Narrative and
Statement of Work Chart
(see Appendix A for example Chart)

Rating Factor 3 - Soundness of Approach SOW

- SOW Narrative should
 - identify quantifiable project goals
 - describe how those goals are related the specific Rating Factor 2 needs
 - correspond with the activities outlined in the SOW Chart

Rating Factor 3 - Soundness of Approach

All Initiatives

- Applicants with prior FHIP grants should provide a list/chart of all such grants since 2020

Rating Factor 3 - Soundness of Approach EOI -National Media Campaign

- Applicant must propose activities that demonstrate a centralized broad-based television, radio, digital and social media advertising campaign throughout the US with a common Fair Housing Act theme

Rating Factor 3 - Soundness of Approach EOI -SOGI

- Eligible activities and related costs may include the creation of new educational or advertising materials or updating existing materials to reflect the prohibition of discrimination based on sexual orientation and gender identity (SOGI)

Rating Factor 3 - Soundness of Approach

EOI - TEST COORDINATOR TRAINING

- The SOW narrative and budget must include:
 - Proposed curriculum
 - Proposed delivery method(s) for persons with disabilities
 - Training partners/subgrantees,
 - Management activities including monitoring and oversight
 - Proposed activities, deliverables and anticipated outcomes

Rating Factor 3 - Soundness of Approach FHOI - CDC/ ENOC

- The SOW narrative and budget must provide:
 - Description of new activities,
 - Continuation of existing activities, or
 - Expansion or creation of systemic investigation(s).
- ENOC ONLY: By Year 2, the SOW must include enforcement related activities that will ensure that the sponsored organization becomes a FHO by the end of the grant period.

Rating Factor 3 - Soundness of Approach Budget

- Budget and Cost Estimates - Provide a budget that will allow for the evaluation of quality of services, thoroughness of project activities, necessity of project, cost effectiveness, and reasonableness of costs to carry out the project activities

Rating Factor 3 - Soundness of Approach Budget- What is Required

- Budget Narrative
- HUD-424-CBW Grant Application
Detailed Budget Worksheet

Rating Factor 3 - Soundness of Approach Budget- What is Required

Budget Narrative is required for all
contractors and
sub-contractors

Rating Factor 3 - Soundness of Approach Budget- What is Required

- For Contractors whose Budget exceeds \$5000

a Separate HUD-424-CBW Grant
Application Detailed Budget
Worksheet is required

Rating Factor 3 - Soundness of Approach PEI Budget

- A separate budget narrative and HUD-424-CBW Budget Worksheet must be submitted for each year of the four-year grant period

Rating Factor 3 - Soundness of Approach FHOI - ENOC Budget

- A separate budget narrative and 424-CBW Budget Worksheet must be submitted for each year of the three-year grant period

Rating Factor 3 - Soundness of Approach FHOI and PEI

- When testing services are being performed, applicants no longer required to perform tester background investigations

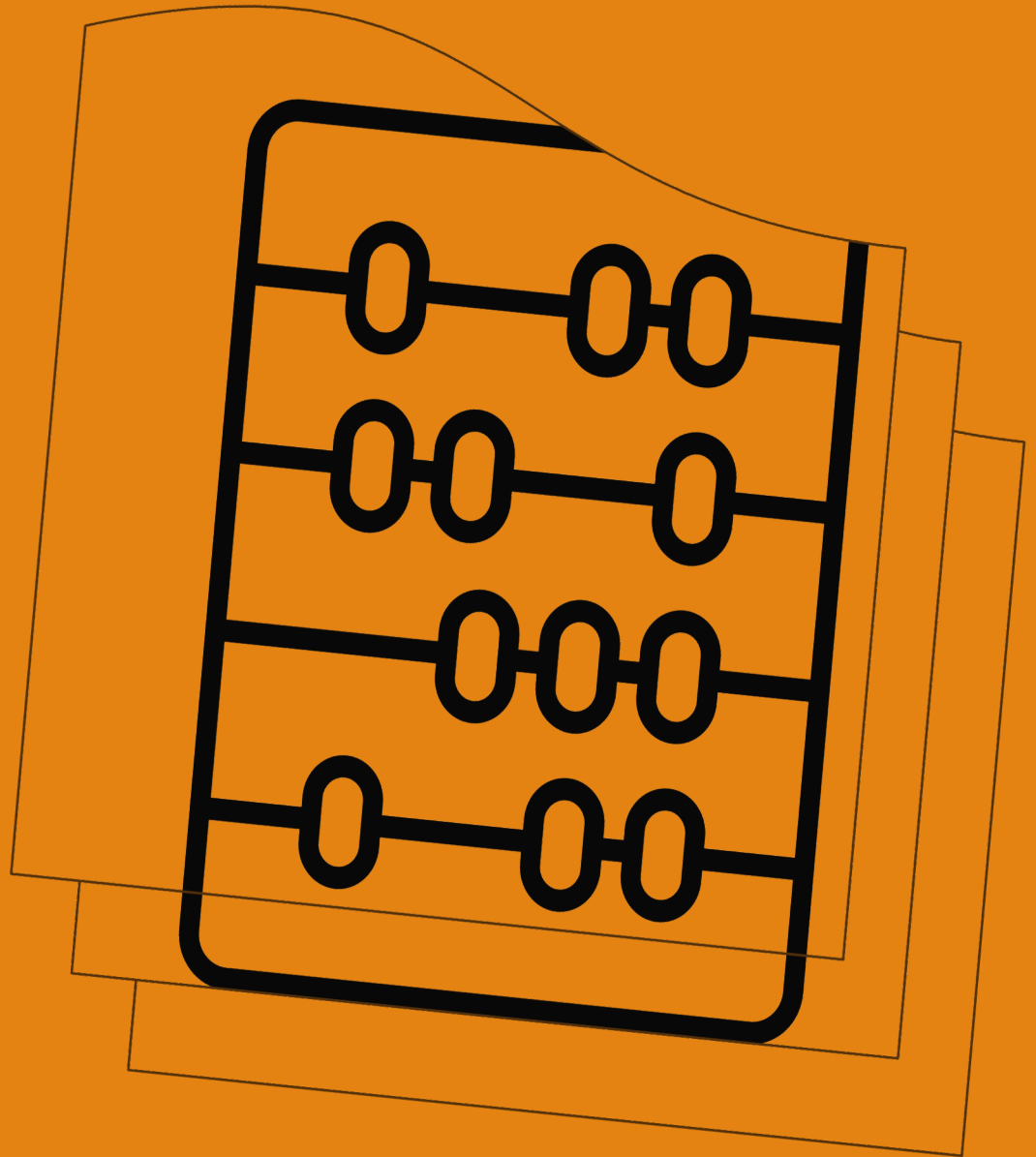
Rating Factor 3 - Soundness of Approach PEI

- Question: Are education and outreach expenses allowed to be a part of PEI proposed project costs?

Rating Factor 3 - Soundness of Approach PEI


- **Answer:** Yes. Funding for PEI grants may be used for education and outreach costs, up to a limit of 15% of the funding amount.

Rating Factor 4 - RESULTS



Rating Factor 4 - Achieving Results and Program Evaluation

Applicant narrative responses require:

- 
1. Measurement - a description of the strategy or strategies the organization will use to measure its outputs and outcomes

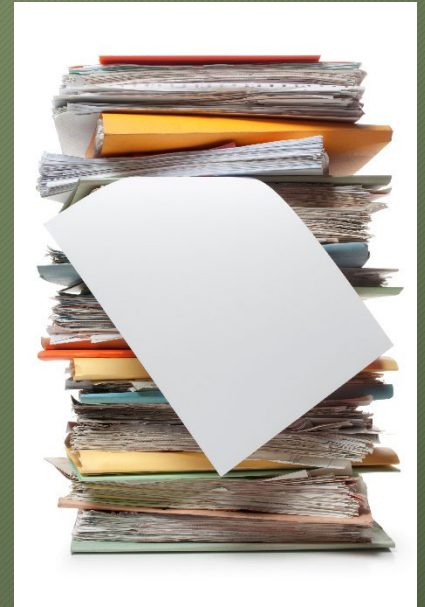
Rating Factor 4 - Achieving Results and Program Evaluation

2. Evaluation Plan - applicant's plan to evaluate progress towards meeting its stated objectives and goals

Preference Points

- Minority Serving Institutions (MSI)
 - Promise Zones (PZ)
 - Environmental Justice (EJ)
-
- Two points for each preference category up to four points per application

FY2024 Other Requirements



Other Requirements

- IV.B. Content and Form of Application
- Applicant Certification
- Every application must include a Certification; there is a distinct corresponding Certification for each Initiative.
- See **Appendix B** for the format of the Certification, which is required with each application submitted.

Other Requirements

- IV.B. Content and Form of Application
- Project Abstract Requirements
- Every application must include a Project Abstract.
- See **Appendix C** for the format of the Project Abstract, which is an Office of Management and Budget (OMB) requirement to improve the quality of award descriptions and standardize data collection.

Other Requirements

- Requirement for FY2024 NOFO applications: One Page Narrative each for:
 - Advancing Racial Equity
 - Experience Promoting Racial Equity
- see Section III.F. of the NOFO for additional details

Other Requirements

- Be aware of updates to 2 CFR 200:
 - Projects commencing after October 1, 2024
- the default non-negotiated indirect cost rate is now 15% instead of 10%

Assessing Applicant Risk

- Up to 7 Points will be deducted from the total score if within the past year on its last performance review the applicant
 - Received less than Excellent - 1 point
 - Received less than Good - 5 points
 - Deemed high risk - 1 point

Whistleblower Protections

- NOFO Section VI. B. 41 U.S.C. § 4712
- All grantees must provide whistleblower protection information to their employees in writing
- Protections extend to employees of contractors and subcontractors
- Prevent against fraud waste and abuse of government funds

FY2024 NOFO Application Submission Information



EOI, EOI-TCT and FHOI

- Applications must be submitted electronically via www.grants.gov by 11:59 PM on November 19, 2024

PEI

- Applications must be submitted electronically via www.grants.gov by 11:59 PM on November 25, 2024


All Applications

- Fax submissions are **NOT** acceptable.
- Paper submissions are **ONLY** accepted if a waiver has been granted.

All Applications

- Application must be submitted and successfully received.
- Check submission status!

- 
- Contact Grants.gov M-F EDT 9 AM to 5 PM at 800-518-4726 for technical assistance with application submission.

- 
- The links to all 4 FY2024 FHIP NOFOs on grants.gov are on HUD's FHIP Home Page and HUD Funding Opportunity page

Additional Documents

- Section IV of the NOFO lists the additional documents.
- Required forms are included in the application package on [Grants.gov](https://www.Grants.gov)
- Ensure all required forms and documents are attached to your application.

FY 2024 NOFO HELPFUL HINTS



HELPFUL HINTS -Eligibility



Review FHIP
NOFO Program
Area. Select
appropriate
component.



Review
threshold
and
eligibility
Requirements

.

HELPFUL HINTS - Choose Component

Include the number and Initiative and component you are applying for on the SF-424, Line 12 and on your Abstract to avoid a technical deficiency.



HELPFUL HINTS - Submission Status

Ensure attachments are uploaded and transmitted. An applicant can not add application materials after the NOFO deadline date, unless FHIP identifies a technical issue.



HELPFUL HINTS



Submit HUD 424-
CBW



Respond to ALL
Rating Factors.

HELPFUL HINTS



Ensure your proposed activities are fair housing related (and not solely research, for example).



If possible, submit application 48 hours early in case it is rejected.

HELPFUL HINTS - Registration



Active SAM Registration
and Grants.gov access

HELPFUL HINTS



Be sure you included the required Narratives.

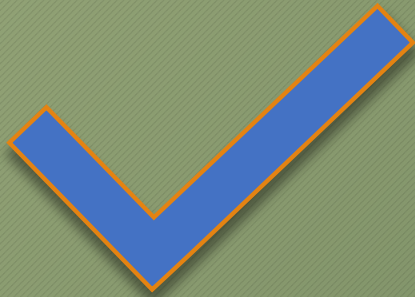


Ensure all applicable Rating Factor lists and charts are submitted with your application.

Additional Information



FHIP APPLICANT QUESTIONS AND ANSWERS



- If you have a question that was not answered today, please send it via email to AllAboutFHIP@hud.gov and we will reply via email.
- FAQs will also be uploaded to our FHIP website and can be accessed at www.hud.gov/fairhousing.



Thank You!

Please email questions to AllAboutFHIP@hud.gov

IMPORTANT:

This material is for guidance/training purposes only. Please carefully review the NOFO for specific application information regarding changes, specific criteria, eligibility and requirements for submission.