



U.S. Department of Housing and Urban Development

Fair Housing - Equal Opportunity

Fair Housing Initiative Program - Education and Outreach Initiative

FR-6200-N-21A

Application Due Date: 12/19/2018

Fair Housing Initiative Program - Education and Outreach Initiative
FR-6200-N-21A
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U.S. Department of Housing and Urban Development

Program Office:	Fair Housing - Equal Opportunity
Funding Opportunity Title:	Fair Housing Initiative Program - Education and Outreach Initiative
Announcement Type:	Initial
Funding Opportunity Number:	FR-6200-N-21A
Primary CFDA Number:	14.416
Due Date for Applications:	12/19/2018

Overview

Prospective applicants should carefully read all instructions in all sections to avoid sending an incomplete or ineligible application. HUD funding is highly competitive. Failure to respond accurately to any submission requirement could result in an incomplete or noncompetitive proposal.

For Further Information Regarding this NOFA: Please direct questions regarding the specific program requirements of this Program Notice of Funding Availability (NOFA) to the office contact identified in Section VII.

OMB Approval Number(s): 2529-0033

I. Funding Opportunity Description.

A. Program Description.

1. Purpose

The Fair Housing Initiatives Program (FHIP) funds fair housing organizations and other non-profits that assist individuals who believe that they have been victims of housing discrimination. Currently FHIP provides funds to eligible organizations through competitive grants under three initiatives to carry out enforcement activities which prevent or eliminate discriminatory housing practices and inform individuals of their rights and responsibilities under the Fair Housing Act. The Initiatives are: the Fair Housing Organization Initiative (FHOI), Private Enforcement Initiative (PEI) and the Education and Outreach Initiative (EOI).

The Education and Outreach Initiative (EOI) provides funding for 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 the Fair Housing Act. Under the EOI NOFA, activities eligible for funding include but are not limited to: developing educational advertising campaigns, developing and distributing material, and conducting educational activities (workshops, conferences, seminars etc.) that inform people of their rights and responsibilities under the Fair Housing Act (see Section F.III.A for detailed eligible activities). This EOI NOFA includes funding for three components:

- \$1 million for a National Media Campaign for the FY2019 Fair Housing Month;
- \$6.2 million for general education and outreach activities aimed to inform people of their rights and responsibilities under the Fair Housing Act; and
- \$250,000 for training on the most up-to-date testing methodologies;

This NOFA will receive applications for the EOI NOFA only. Please see the specific FHOI and PEI NOFAs for the additional FHIP funding opportunities.

2. Changes from Previous NOFA.

1. **General Section.** For FY2018, the Department has eliminated the Notice of Funding Availability for Discretionary Programs (General Section).
2. **New Components for FY2018.** The Tester Training Component has been added to this year's NOFA.
3. **Funding Restrictions.** For FY2018, the NOFA adds a funding restriction under Section IV.F to establish administrative costs restrictions. A definition for administrative costs has also been added under Section I.A.4. Program Definitions.
4. **Fair Housing Assistance Program (FHAP) Performance.** A former Program Threshold which required specific FHAP performance eligibility requirements has been re-incorporated into this NOFA. Please see Section III.C.

3. Definitions.

a. Standard Definitions

Authorized Organization Representative (AOR) is the person authorized to submit applications on behalf of the organization via Grants.gov. The AOR is authorized by the E-Biz point of contact in the System for Award Management. The AOR is listed in item 21 on the SF-424. Award, as used in this NOFA means a federal, grant, cooperative agreement, loan, or loan guarantee.

Catalog of Federal Domestic Assistance (CFDA) is a directory of the various Federal listings, projects, services and activities offering financial and non-financial assistance and benefits to the American public. CFDA Number is the unique number assigned to each program, project, service or activity listed in the Catalog of Federal Domestic Assistance (CFDA).

Consolidated Plan is a document developed by states and local jurisdictions. This plan is completed by engaging in a participatory process to assess their affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions with funding from formula grant programs. (See 24 CFR part 91 for more information about the Consolidated Plan and related Annual Action Plan).

Contract means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. The term as used in this NOFA does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or subaward (See 2 CFR 200.22.)

Contractor means an entity receiving a contract.

Deficiency is information missing or omitted within a submitted application. Deficiencies typically involve missing documents, information on a form, or some other type of unsatisfied information requirement (e.g., an unsigned form, unchecked box, etc.). Depending on specific criteria, deficiencies may be either curable or non-curable.

- Curable Deficiency – Applicants may correct a curable deficiency with timely action.

To be curable the deficiency must:

Not be a threshold requirement, except for documentation of applicant eligibility;

Not influence how an applicant is ranked or scored versus other applicants; and

Be able to be remedied within the time frame specified in the notice of deficiency.

- Non-Curable Deficiency – An applicant cannot correct a non-curable deficiency after the submission deadline.

Non-curable deficiencies are deficiencies if corrected would change an applicant's score or rank versus other applicants.

Non-curable deficiencies may result in an application being marked ineligible, or otherwise adversely affect an application's score and final determination.

DUNS Number is the nine-digit identification number assigned to a business or organization by Dun & Bradstreet and provides a means of identifying business entities on a location-specific basis. Requests for a DUNS number can be made by visiting the Online DUNS Request Portal. Eligibility requirements are mandatory requirements for an application to be eligible for funding. Deficiencies in meeting an eligibility requirement may be categorized as either curable or non-curable.

Federal Awardee Performance and Integrity Information System (FAPIS) is a database that has been established to track contractor misconduct and performance.

Grants.gov is the website serving as the Federal government's central portal for searching and applying for federal financial assistance throughout the Federal government. Registration in Grants.gov is required for submission of applications to prospective agencies.

NOTE: Passwords expire every 60 days. Accounts inactive for 1 year or more result in removal of all account roles. For more account management information, review the [Applicant FAQs](#) contained on the grants.gov web page.

Non-Federal Entity means a state, local government, Indian tribe, institution of higher education (IHE), or non-profit organization carrying out a Federal award as a recipient or subrecipient.

Point of Contact (POC) is the person who may be contacted with questions about the application submitted by the AOR. The point of contact is listed in item 8F on the SF424.

Promise Zones are federally-designated, high-poverty urban, rural and tribal communities where the Federal government will partner with and invest in communities to accomplish these goals: create jobs, leverage private investment, increase economic activity, expand educational opportunities, and reduce violent crime.

Promotores/Promotoras are Spanish-speaking Community Health Workers who work in their communities to reduce barriers to health services and make health care systems more

responsive.

Recipient means a non-Federal entity receiving an award directly from HUD to carry out an activity under a HUD program.

Section 3 Business Concern means a business concern (1) 51 percent or more owned by Section 3 residents; or (2) of which at least 30 percent of permanent, full-time employees are currently Section 3 residents, or were Section 3 residents within three years of the date of first employment with the business concern; or (3) provides evidence of a commitment to subcontract over 25 percent of the dollar award of all subcontracts to be awarded to business concerns meeting the qualifications in this definition.

Section 3 Residents means: 1) Public housing residents; or 2) Low and very-low income persons, as defined in 24 CFR 135.5, who live in the metropolitan area or non-metropolitan county where Section 3 covered assistance is expended.

Standard Form 424 (SF424) Application for Federal Assistance Programs, required by discretionary grant programs.

Subaward means an award provided by a recipient to a subrecipient for the subrecipient to carry out part of a Federal award received by the recipient. It does not include payments to a contractor or payments to an individual's beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the recipient considers a contract.

Subrecipient means a non-Federal entity receiving a subaward from a recipient to carry out part of a HUD program; but does not include an individual's beneficiary of such program.

A subrecipient may also receive other Federal awards directly from a Federal awarding agency (including HUD).

System for Award Management (SAM), is an official website of the U.S. government. You can access the website at Sam.gov There is no cost to use SAM. SAM is the official U.S.

Government system that consolidated the capabilities of Central Contractor Registry (CCR), Excluded Parties List System (EPLS) and the Online Representations and Certifications Application (ORCA). Registration with Sam.gov is required for submission of applications via Grants.gov.

Threshold Requirement – Threshold requirements are a type of eligibility requirement.

Threshold requirements must be met for an application to be reviewed. Threshold requirements are not curable, except for documentation of applicant eligibility. Threshold requirements are listed in Section III.C. of this NOFA.

Applicants must ensure their application package addresses threshold requirements. Please check your application carefully!

4. Program Definitions

Administrative Costs are reasonable costs of overall program management, coordination, monitoring and evaluation. Such costs include, but are not necessarily 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. (2) Providing or securing legal services, providing or securing financial management services such as accountants, consultants, sub-contractors, or others retained by the organization.

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

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 FHAP agency as jurisdictional, or a complaint filed in a state or federal court alleging violations of the Fair Housing Act.

Fair Housing Act 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 are agencies, as described in 24 CFR 115, means 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.

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.

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.

Referral means referring an intake an intake to HUD or to a FHAP agency.

Regional/Local/Community-Based Activities are defined at 24 CFR 125.301(a) and (d).

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 inhabitants or less.
- 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 USDA 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, includes all the steps needed for good management control and specificity regarding work to be done and deliverables, and provides a basis for mutual understanding of the requirements and tasks.

Technical Evaluation Panel (TEP) is a panel whose mission is to accomplish sound, impartial, and comprehensive evaluation of proposals consistent with the Notice of Funding

Availability. TEP members are selected from a diverse pool of evaluators, including 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 and evaluation expertise, strong analytical and writing skill, or education and outreach, civil rights 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 for gathering 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 Fair Housing Initiatives Program or Fair Housing Assistance Program agencies and where either no public or private fair housing enforcement organizations exist or the jurisdiction is not sufficiently served by one or more public or private enforcement fair housing organizations and there is a need for service.

Underserved Populations means groups of individuals who are:

- a. Of an immigrant population (especially racial and ethnic minorities who are non- English-speaking or have limited English proficiency);
- b. Living in a rural area;
- c. Homeless;
- d. Persons with disabilities (physical or mental); or
- e. Persons in areas where there is inadequate protection and ability to provide fair housing service from a State or local government or private fair housing organization.

5. Web Resources

The resources indicated provide details for the application process

- [Affirmatively Furthering Fair Housing](#)
- [Code of Conduct list](#)
- [Do Not Pay](#)
- [Dun & Bradstreet](#)
- [Request a DUNS Number](#)
- [Equal Participation of Faith-Based Organizations](#)

- [Federal Awardee Performance and Integrity Information System](#)
- [Federal Subaward Reporting System\) FSRS](#)
- [Grants.gov](#)
- [Grants.gov support](#)
- [Healthy Homes Strategic Plan](#)
- [Healthy Housing Reference Manual](#)
- [HUD Funds available](#)
- [HUD's Strategic Plan](#)
- [HUD Grants](#)
- [NOFA webcasts](#)
- [Procurement of recovered materials](#)
- [Promise Zones](#)
- [Section 3 Business Registry](#)
- [State Point of Contact List](#)
- [System for Award Management \(SAM\)](#)
- [Real Property Acquisition and Relocation](#)
- [USASpending](#)

B. Authority.

1. Section 561 of the Housing and Community Development Act of 1987, as amended (42 U.S.C. 3616), established FHIP. The implementing regulations are found at 24 CFR Part 125.
2. Consolidated Appropriations Act, 2018 (Public Law 115-141), approved March 23, 2018.

II. Award Information.

A. Available Funds

Funding of up to **\$7,450,000** is available through this NOFA.

Additional funds may become available for award under this NOFA as a result of HUD's efforts to recapture unused funds, use carryover funds, or because of the availability of additional appropriated funds. Use of these funds is subject to statutory constraints. All awards are subject to the applicable funding restrictions contained in this NOFA.

B. Number of Awards.

HUD expects to make approximately 56 awards from the funds available under this NOFA. The number of awards made from funds available under this NOFA depends on the number of eligible applicants, and other factors. The FY2018 appropriation for this NOFA is enacted. For information on the methodology used to make award determinations under this NOFA, please

see Section V.B. Review and Selection Process below.

C. Minimum/Maximum Award Information

The maximum award possible under this solicitation varies. The specific maximum award amounts per component are listed under Section III. Eligibility Information.

Estimated Total Funding:	\$7,450,000
Minimum Award Amount:	\$125,000 Per Project Period
Maximum Award Amount:	\$1,000,000 Per Project Period

D. Period of Performance

The period of performance under this initiative is 12 months. Obligations should be made within six months of notice of award and all grants expended in the specified agreed upon timeframe(s) established in negotiations. However, expenditures should be no more than 18-24 months from award.

Estimated Project Start Date:	06/01/2019
Estimated Project End Date:	05/31/2020
Length of Project Periods:	12-month project period and budget period
Length of Project Periods Explanation of Other:	The period of performance varies based on the specific Component for which an applicant applies.

E. Type of Funding Instrument.

Funding Instrument Type: Grant

Grant or

Cooperative Agreement

HUD expects to award a fixed-price cooperative agreement or grant agreement to each applicant selected for award. HUD will set forth the relationship between HUD and an awardee using a grant or cooperative agreement, where the principal purpose is the transfer of funds, property, services, or anything of value to the awardee to accomplish an eligible public purpose.

The agreement will identify the eligible activities to be undertaken, financial controls, and special conditions, including sanctions for violations of the agreement, reporting requirements including sub-recipient reporting requirements under the Federal Funding Accountability and Transparency Act of 2006, and integrity requirements under Section 872 of the Duncan Hunter Defense Authorization Act of 2009. HUD will determine the type of instrument under which the award will be made and monitor progress to ensure that the awardee has achieved the objectives set out in the agreement. Failure to meet such objectives may be the basis for HUD determining the awardee to be in default of the grant or cooperative agreement and for exercising available sanctions, including suspension, termination, and/or recapture of funds. Also, HUD may refer violations or suspected violations to enforcement offices within HUD, the Department of Justice, or other enforcement authorities.

If funds are provided subject to a cooperative agreement, HUD will also exercise the right to

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 FHIP funds are awarded under grant agreements. However, national funds are awarded under cooperative agreements and remain in Headquarters since the grants have a nationwide impact, and therefore require more complex and frequent oversight as well as Departmental approval of deliverables, which is a higher level approval process than funds awarded under grant agreements.

F. Supplementation.

III. Eligibility Information.

A. Eligible Applicants.

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

Additional Information on Eligibility:
 Eligible applicants may be 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). All applicants are required to complete Appendix B, EOI Eligibility Certification and submit as a part of your application. All EOI project periods are 12-18 months.

HUD does not award grants to individuals. HUD will not evaluate applications from ineligible applicants.

The following chart details the EOI Component(s), the approximate available funding, and the eligible applicants and activities:

Component	Amount Available	Applicant Eligibility	Award Caps	Eligible Activities
<u>National Media Campaign Component</u>	\$1,000,000	QFHOs, other FHOs, and other nonprofit organizations representing groups of persons protected under Title VIII of the	Up to \$1,000,000	Eligible activities shall include development of a creative and innovative education and advertising campaign designated for the FY2019 Fair Housing Month that will: 1. Provide education and outreach activities that have a connection to the Fair Housing Act including activities prohibited by, and rights protected under the Act. 2. The materials, including their

		<p>Civil Rights Act of 1968. 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, media, or public relations organization.</p>		<p>production and availability in languages other than English must be connected by a Fair Housing common theme or graphic design approved by HUD. It may also include updating or modifying a previously used theme under a prior FHIP grant. 3. The applicant must identify gaps in the existing materials, including their production and availability in languages other than English. 4. Based on the aforementioned analysis, the applicant may propose up to ten (10) new activities to expand existing materials or develop new materials. 5. The applicant must develop a plan to publish and distribute to fair housing groups and other organizations serving members of the Fair Housing Act's protected classes. 6. Eligible activities include, but are not limited to the development of TV, radio and print public service advertisements; educational brochures; training materials including Powerpoint presentations, and social media advertisements and other materials designed to educate individuals, organizations and housing providers about the Fair Housing Act that can be used for multiple distribution. Delivery systems may include printing hard copy materials, production of user friendly materials on disc or electronically, and the use of social media strategies, including but not limited to Facebook, Instagram, and YouTube. 7. The above activities must be developed for national distribution with appropriate number of copies, and all materials created must demonstrate a connection to furthering the nondiscrimination provisions of the Fair Housing Act. More than one award may be made.</p>
<p><u>General Component</u> (EOI-G)</p>	<p>\$6,200,000</p>	<p>QFHOs, other FHOs, and other nonprofit organizations representing</p>	<p>Up to \$125,000</p>	<p>Eligible activities are those that inform people of their rights or responsibilities under the Fair Housing Act that may include, but are not limited to: developing and distributing fair housing material (i.e. brochures, webinars, and social media</p>

		groups of persons protected under Title VIII of the Civil Rights Act of 1968, agencies of State or local governments and agencies certified by the Secretary under section 810(f) of the Fair Housing Act or other public or private entities that are formulating or carrying out programs to prevent or eliminate discriminatory housing practices.		<p>advertising); conducting educational symposia or other training; and providing fair housing information outreach through printed and electronic media into languages applicable to communities in the proposed project area (i.e. Public Service Announcements for radio, television, and newspaper advertisements.</p> <p>Applicants should look to a common theme in the development of all fair housing material. Materials may come from previous national fair housing ad campaigns that are customizable at the local level or other sources as determined by HUD. All activities must have a direct connection to the Fair Housing Act or issues that may violate the Act. Housing Counseling Services are not eligible activities.</p>
<u>Tester Training Component</u>	\$250,000	QFHOs, FHOs, other nonprofit organizations representing groups of persons protected under Title VIII of the Civil Rights Act of 1968. Applicants must have at least a minimum of two years of testing experience and expertise.	Up to \$250,000	Applicant must propose training activities that include, providing tester coordinator participants with the most “up-to-date” testing methodologies, and providing tools (information and material) which can, in turn be further used by participants to train their testers and other organization staff. Activities should also include: (a) developing methods for testing based on data from prior FHIP tester training results and providing continued technical assistance with existing materials, and updating materials for FHIP applicants who have participated in training under the national testing training program and to include others to attend the same training or training similar in scope and complexity; (b) sharing methodologies for rental and sales tests, lending and insurance tests, and internet/email testing based on race, color,

				religion, sex, national origin, familial status and disability; (c) collecting information on accomplishments and successful cases as a result of the training; (d) review of tester profiles, test assignments, preparation of testers, and costs of tests, and (e) tracking the number of trainings completed for new and existing testing coordinators. Training must address strategies to uncover violations of the Fair Housing Act and substantially equivalent fair housing laws.
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B. Cost Sharing

This Program does not require cost sharing, matching or leveraging. There is no statutory requirement for applicants to leverage resources; however, under Factor 4 applicants may receive points for leveraging resources.

C. Threshold Requirements.

Applicants who fail to meet any of the following threshold eligibility requirements will be deemed ineligible. Applications from ineligible applicants will not be evaluated.

1. **Timely Submission of Applications** – Applications submitted after the deadline stated within this NOFA that do not meet the requirements of the grace period policy will be marked late. Late applications are ineligible and will not be considered for funding. See also Section IV Application and Submission Information, part D. Application Submission Dates and Times
2. **Minimum Score.** Applicants must receive a minimum Technical Evaluation Panel (TEP) score of 75 points to be considered for funding.
3. **Eligible Activities.** When the majority of the proposed activities are ineligible (more than 50%) HUD will not fund the application.
4. **Suits Against the United States.** An application is ineligible for funding if, as a current recipient of FHIP funds (within the last three years), the organization used any funds provided by HUD for the payment of expenses in connection with litigation against the United States (24 CFR 125.104(f)).
5. **Other Litigation.** An application is ineligible for funding if the organization proposes in its current application, or used funds provided by HUD (within the last three years) under this Program to fund or support the settlement of a claim, satisfy a judgment, or fulfill a court order in any defensive litigation (42 U.S.C. 3616 note Sec. 561 (i)).

Only applicants deemed eligible will be ranked and rated. Applicants that do not meet one or more of the threshold requirements will not be eligible for funding.

D. Statutory and Regulatory Requirements Affecting Eligibility

Eligibility Requirements for Applicants of HUD's Grants Programs

The following requirements affect applicant eligibility. Detailed information on each requirement is posted on HUD's Funding Opportunities Page ([click here](#)).

Resolution of Civil Rights Matters

Outstanding Delinquent Federal Debts

Debarments and/or Suspensions

Pre-selection Review of Performance

Sufficiency of Financial Management System

False Statements

Mandatory Disclosure Requirement

Prohibition Against Lobbying Activities

Equal Participation of Faith-Based Organizations in HUD Programs and Activities

E. Program Specific Requirements.

1. Fair Housing Related Activities. All program activities/tasks and costs within the Statement of Work (SOW) and budget must be fair housing related activities, and must demonstrate an explicit connection to furthering the non-discrimination provisions of the Fair Housing Act. 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 NOFA. Only the eligible portions of a successful application will be funded.
2. Fair Housing Act/Protected Classes. All FHIP-funded projects must address housing discrimination based on race, color, religion, sex, disability, familial status, and/or national origin and further the non-discrimination provisions of the Fair Housing Act. HUD is determined to ensure equal opportunity and access to housing in all communities across the nation. All services and activities must be available to all protected class members. The application's description of proposed activities must reflect the commitment to address housing discrimination affecting all the protected classes listed above, or the applicant will be ineligible.
3. For EOI-G Applicants only. Applicants must describe a referral process that will result in referral of fair housing complaints to HUD or Fair Housing Assistance Program (FHAP) substantially equivalent agencies. If funded, the grantee will have to develop and implement the complaint referral process referenced in the application.
4. For EOI-G Applicants only. If the application has income restrictions for services, the application must identify the restriction, and describe how individuals who fall outside of the restrictions will be equally served and how that service is provided. If not provided, the applicant will be deemed ineligible. HUD reserves the right to request proof if the organization is selected for funding.
5. 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 and will not fund both a parent organization and its affiliate/subsidiary organization under this NOFA for the same component. In addition, HUD will not allow affiliate and parent organization staff sharing protocols whereby the parent organization shares key staff with an affiliate(s). All funded organizations must be fully independent functional enforcement organizations, 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.

6. Co-applicants or members of a consortium must each meet the eligibility requirements of this NOFA or the application will be deemed ineligible.
7. Amount exceeding the Maximum Amount. Applicants are ineligible for funding if they request funding over the maximum amount allowed under the initiative or component for which they have apply.
8. Inconsistencies in the Requested Amount or Miscalculations. Inconsistencies in the requested amount and/or miscalculations that result in amounts over the maximum award amount will be considered excessive and the application will be considered ineligible.
9. Performance. An organization is deemed ineligible for funding under this NOFA if the organization received a “poor” rating on its last performance assessment on a prior FHIP grant for any initiative/component. The organization will remain ineligible for a period of 2 years after the NOFA closure date unless the organization provides evidence that the rating was overturned through an appeal or that another resolution was accepted by the General Technical Representative/General Technical Monitor (GTR/GTM) to improve future performance.

In addition, if a “poor” performance rating on another FHIP grant is received after being selected and receipt of funding under this NOFA, all remaining FHIP grant funds received under this NOFA will be rescinded and the organization will be deemed ineligible. The organization will remain ineligible for a period of 2 years after receipt of the “poor” performance rating unless the organization provides evidence that the rating was overturned through an appeal or that another resolution was accepted by the GTR/GTM to improve future performance.

FHAP agencies under a suspension or performance improvement plan, as designated under 24 CFR Part 115.210(a) and (b) at the time of application submission are ineligible for funding unless the performance issues are resolved to HUD’s satisfaction before the application deadline.

10. Research/survey Activities. Applicants are ineligible for funding if their project is aimed solely at research or data gathering (such as Audit Testing). If a successful application contains research and other data gathering activities, only the eligible portions of the application will be funded. Proposed surveys or data gathering must be approved by HUD or OMB under the Paperwork Reduction Act before the application submission, or the activity is deemed ineligible.

This program requires a certification of Consistency with the Consolidated Plan under 24 CFR 91.2. This certification means the proposed activities in the application are consistent with the jurisdiction's strategic plan, and the location of the proposed activities is consistent with the geographic areas specified in the Consolidated Plan. The Consolidated Plan also includes the jurisdiction's certification to affirmatively further fair housing, which means: (1) that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with 24 CFR 5.150 through 5.180, and that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing; or (2) for

jurisdictions that are not yet required to submit an AFH, they must continue complying with the regulations that existed prior to August 17, 2015, with respect to conducting Analyses of Impediments to Fair Housing Choice, as applicable. Under 24 CFR 91.510, for competitive programs, a certification of consistency of the application with the approved consolidated plan for the jurisdiction may be required, whether the applicant is the jurisdiction or another applicant. If you fail to provide the certification, and you do not cure the omission as a curable deficiency, HUD will not fund the application.

Participative Planning and Implementation: Applicants must identify the steps they will take to ensure that traditionally marginalized populations (such as racial and ethnic minorities and persons with disabilities) will be able to meaningfully participate in the planning process. The applicant must identify the specific populations that it will include, identify community organizations that represent these populations, and describe how these populations will be included in the planning process. For capital investment projects, grantees should commit to and demonstrate plans to employ low-income and very low-income persons and/or utilize Section 3 businesses at levels beyond those required by Section 3. In seeking public participation, applicants and recipients must ensure that all communications are provided in a manner that is effective for persons with hearing, visual, and other communication-related disabilities consistent with Section 504 of the Rehabilitation Act of 1973 and, as applicable, the Americans with Disabilities Act. In addition, Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d and Executive Order 13166 require that grantees take reasonable steps to ensure meaningful access to services, programs, and activities by persons with Limited English Proficiency (LEP persons).

F. Criteria for Beneficiaries.

This program has eligibility criteria for beneficiaries.

- 1. Single Audit Requirement.** All applicants who have expended \$750,000 or more in Federal financial assistance within a single year (this can be a program or fiscal year) must be audited in accordance with the requirements as established in 2 CFR Part 200.501. If an applicant receives \$750,000 or more in Federal financial assistance, the applicant's application must set aside funds to complete the audit.
- 2. Dun and Bradstreet Numbering System.** (DUNS) Numbering Requirement. Refer to the Sam.gov website. The DUNS number used in the application must be for the applicant organization identified in Box 8a on the HUD424, Application for Federal Financial Assistance.
- 3. Independence of Awards.** The application submitted must be independent and capable of being implemented without reliance of other applications, or other grantees(s), including staff sharing protocols of key staff. Applicants applying under one of the FHIP Initiatives may not use the performance (e.g., performance review rating or successfully completed activities) of another organization to meet the requirements of Rating Factor 1, Staffing and Organization Experience.
- 4. Training Funds.** The applicant's proposed budget must set aside \$5,000 annually 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.

5. Grant Closeouts. Closeouts should be undertaken as specified in 2 CFR 200.343 "Closeouts".

IV. Application and Submission Information.

A. Obtaining an Application Package.

Instructions for Applicants.

You must download both the Application Instruction and the Application Package from Grants.gov. To ensure you are using the correct Application Package and Application Instructions, you must verify the CFDA Number and CFDA Description on the first page of the Application Package, and the Opportunity Title and the Funding Opportunity Number match the Program and NOFA to which you are applying.

The Application Package contains the Adobe forms created by Grants.gov. The Instruction Download contains official copies of the NOFA, and forms necessary for a complete application. The Instruction Download may include Microsoft Word, Microsoft Excel and additional documents.

An applicant demonstrating good cause may request a waiver from the requirement for electronic submission. For example, a lack of available Internet access in the geographic area in which your business offices are located. Lack of SAM registration or valid DUNS is not deemed good cause. If you cannot submit your application electronically, you must ask in writing for a waiver of the electronic grant submission requirements. HUD will not grant a waiver if HUD does not receive your written request at least 15 days before the application deadline or if you do not demonstrate good cause. An email request sent 15 days before the application will also be considered. If HUD waives the requirement, HUD must receive your paper application or email request before the deadline of this NOFA. To request a waiver and receive a paper copy of the application materials, you must contact:

Myron Newry

Email: Myron.P.Newry@hud.gov

Office of Fair Housing and Equal Opportunity

451 7Th Street S W Room 5222

Washington, DC 20410

All waiver requests will be submitted to FHEO's Assistant Secretary for a final determination.

If you are granted a waiver, the notification will provide instructions on where to submit the application and how many copies are required. If you receive a waiver of the electronic application submission requirement, your paper copy application must be received by HUD in room 5222B no later than 4:30 pm eastern time on the application deadline date. HUD applications are scanned. The scanning facility at HUD Headquarters closes at 5:00 pm eastern time. Applicants must allow adequate time for the application to be scanned through this facility. Applications not received in 5222B by the 4:30 pm Eastern Time deadline date shall be deemed ineligible. There is no grace period for paper application submissions.

HUD will not accept a paper application without a waiver being granted and such paper applications will be returned to sender.

We advise you send your application via a carrier that provides a receipt of delivery. In addition, you will receive a confirmation (via HUD 2993 Form) confirming HUD’s receipt. This HUD receipt may not come before the submission deadline.

B. Content and Form of Application Submission.

You must verify boxes 11, 12, and 13 on the SF424 match the NOFA for which you are applying. If they do not match, you have downloaded the wrong Application Instruction and Application Package.

Submission of an application that is otherwise sufficient, under the wrong CFDA and Funding Opportunity Number is not a curable deficiency and will result in your application being declared ineligible for funding.

1. Content.

Forms for your package include the forms outlined below:

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
Application for Federal Assistance and Assurances - Non-Construction Programs	Form SF424 & 424B. Applicants must include the nine digit zip code (ZIP code plus four digits) associated to the applicant’s address in box 8d of the SF424. Also, in Box 15, along with the Initiative, an applicant should include the Component to which you are applying.	Both forms are required. 424B Covers compliance with Federal legal requirements such as age and sex discrimination, environment standards and the Uniform Relocation Act.
Disclosure of Lobbying Activities	SFLLL if applicable.	Submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, or officer or employee of an agency, Member of Congress, an officer or employee of Congress, or an employee or Member of Congress for this commitment of the United States to enter into an award or cooperative agreement.
Applicant-Recipient Disclosure Update Report	HUD2880 ("HUD Applicant Recipient Disclosure Report");	Required form.
Certification of	HUD2991	If applicable.

Consistency with the Consolidated Plan		
Survey for Ensuring Equal Opportunity for Applicants	HUD424 Supplement (“Faith Based EEO Survey (HUD424SUPP); (per required form). Non-profit private organizations (not including private universities) are encouraged to submit the survey with their application. Applicants applying electronically, may submit this survey along with the application as part of the appendix or as a separate document.	Encouraged form.
Certification of Consistency with Promise Zone Goals and Implementation, if applicable Communities, if applicable	Form HUD 50153, if applicable	This form is required if applicant would like to apply for Promise Zone Preference points.
Race and Ethnic Data Reporting Form	HUD27061	Required form - post award
Budget Information	Form HUD424CBW ("HUD Detailed Budget Form and Worksheet)	Required form.
Acknowledgment of Application Receipt (HUD2993), if applicable	This form is applicable only to applications submitted on paper, following receipt of a waiver of electronic submission.	This form is not required but is available for applicants who want confirmation that their hard-copy application was received by HUD. The form must be submitted with the application, in accordance with the application submission instructions included in the waiver of electronic submission.

<p>Certification Regarding Lobbying</p>	<p>All applicants (except as noted below) must submit with their application the signed Certification Regarding Lobbying included in the download from Grants.gov.</p> <p>must submit with their application the signed Certification Regarding Lobbying included in the Application download from Grants.gov.</p> <p>Federally-recognized Indian tribes and tribally designated housing entities (TDHEs) established by federally-recognized Indian tribes are excluded from coverage of the Byrd Amendment.</p>	<p>The Byrd Amendment and 24 CFR part 87 prohibit recipients of federal awards from using appropriated funds for lobbying the executive or legislative branches of the Federal government in connection with a specific award.</p>
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Additionally, your complete application must include the following narratives and non-form attachments.

- Provide separate narrative responses to the Factor 1-5 criteria for each factor as described in Section V, "Application Review Information"
- Project Abstract (one-page summary including Initiative and component applied, amount of funding requested, general description of project activities, areas of concentration, and issues pending resolution, if any)
- Statement of Work (SOW) Narrative and SOW chart (see Appendix A for sample chart)
- Budget Work Plan Narrative and Form Grant Application Detailed Worksheet (HUD424CBW)
- Any Factor charts required under this NOFA
- Complete Appendix B, EOI Eligibility Certification and submit as a part of your application

Further, all applicants must read and adhere to Initiative and Component specific submission requirements under Section III, Eligibility. Applicants must submit a separate completed electronic application for each Initiative and component for which the applicant applies. All applications must be submitted on or before the deadline date.

2. Format and Form.

Narratives and other attachments to your application must follow the following format guidelines.

a. All Applicants. The maximum length of the narrative response is ten (10) pages per each factor. Applicants may submit fewer pages if desired. The narrative pages must be double-spaced. This includes all text, titles and headings. Applicants must use 12 point font, and respond fully to each rating factor to obtain maximum points. Failure to provide narrative responses to rating factors 1-5 or omitting requested information will result in less than the maximum points available being awarded for the rating factor or sub-factor. The following items do not count towards the ten page maximum: Statement of Work and Budget, Factor 1 Organization Experience chart(s).

b. If an applicant cannot access the toll-free number or experience problems, please call (215) 825-8798 (this is not a toll-free number).

C. System for Award Management (SAM) and Dun and Bradstreet Universal Numbering System (DUNS) Number.

1. SAM Registration Requirement

Applicants must be registered with SAM before submitting their application. In addition, applicants must maintain an active SAM registration with current information while they have an active Federal award or an application or plan under consideration by HUD.

2. DUNS Number Requirement.

Applicants must provide a valid DUNS number, registered and active at SAM, in the application. DUNS numbers may be obtained for free from [Dun & Bradstreet](#).

3. Requirement to Register with Grants.gov.

Anyone planning to submit applications on behalf of an organization must register at Grants.gov and be approved by the EBiz Point of Contact in SAM to submit applications for the organization.

Registration for SAM and Grants.gov is a multi-step process and can take four (4) weeks or longer to complete if data issues arise. Applicants without a valid registration cannot submit an application through Grants.gov. Complete registration instructions and guidance are provided at Grants.gov. See also Section IV.B for necessary form and content information.

D. Application Submission Dates and Times.

The application deadline is 11:59:59 p.m. Eastern time on **12/19/2018**. Applications must be received no later than the deadline.

Submit your application to Grants.gov unless a waiver has been issued allowing you to submit your application in paper form. Instructions for submitting your paper application will be contained in the waiver of electronic submission.

“Received by Grants.gov” means the applicant received a confirmation of receipt and an application tracking number from Grants.gov. Then Grants.gov assigns an application tracking number and **date-and time-stamps** each application upon successful receipt by the

Grants.gov system. A submission attempt not resulting in confirmation of receipt and an application tracking number is not considered received by Grants.gov.

Applications received by Grants.gov must be validated by Grants.gov to be received by HUD. “Validated by Grants.gov” means the application has been accepted and was not rejected with errors. You can track the status of your application by logging into Grants.gov, selecting “Applicants” from the top navigation, and selecting “Track my application” from the dropdown list. If the application status is “rejected with errors,” you must correct the error(s) and resubmit the application before the 24-hour grace period ends. Applications in “rejected with errors” status after the 24-hour grace period expires will not be received by HUD. Visit Grants.gov for a complete description of processing steps after submitting an application.

HUD strongly recommends applications be submitted at least **48 hours before the deadline** and during regular business hours to allow enough time to correct errors or overcome other problems.

You can verify the contents of your submitted application to confirm Grants.gov received everything you intended to submit. To verify the contents of your submitted application:

- Log in to Grants.gov.
- Click the Check Application Status link, which appears under the Grant Applications heading in the Applicant Center page. This will take you to the Check Application Status page.
- Enter search criteria and a date range to narrow your search results.
- Click the Search button. To review your search results in Microsoft Excel, click the Export Data button.
- Review the Status column.
- To view more detailed submission information, click the Details link in the Actions column.
- To download the submitted application, click the Download link in the Actions column.

Please make note of the Grants.gov tracking number as it will be needed by the Grants.gov Help Desk if you seek their assistance.

HUD may extend the application deadline for any program if Grants.gov is offline or not available to applicants for at least 24 hours immediately prior to the deadline date, or the system is down for 24 hours or longer and impacts the ability of applicants to cure a submission deficiency within the grace period.

HUD may also extend the application deadline upon request if there is a presidentially-declared disaster in the applicant’s area.

If these events occur, HUD will post a notice on its website establishing the new, extended deadline for the affected applicants. HUD will also include the fact of the extension in the

program's Notice of Funding Awards required to be published in the [Federal Register](#).

In determining whether to grant a request for an extension based on a presidentially-declared disaster, HUD will consider the totality of the circumstances including the date of an applicant's extension request (how closely it followed the basis for the extension), whether other applicants in the geographic area are similarly affected by the disaster, and how quickly power or services are restored to enable the applicant to submit its application.

PLEASE NOTE: Busy servers, slow processing, or large file sizes, improper registration or password issues are not valid circumstances to extend the deadline dates or the grace period.

1. Amending or Resubmitting an Application.

Before the submission deadline, you may amend a validated application through Grants.gov by resubmitting a revised application containing the new or changed material. The resubmitted application must be received and validated by Grants.gov by the applicable deadline. If HUD receives an original and a revised application for a single proposal, HUD will evaluate only the last submission received by Grants.gov before the deadline.

2. Grace Period for Grants.gov Submissions.

If your application is received by Grants.gov before the deadline, but is rejected with errors, you have a grace period of 24 hours after the application deadline to submit a corrected, received, and validated application through Grants.gov. The date and time stamp on the Grants.gov system determines the application receipt time. Any application submitted during the grace period not received and validated by Grants.gov will not be considered for funding. There is no grace period for paper applications.

3. Late Applications.

An application received after the NOFA deadline date that does not meet the Grace Period requirements will be marked late and will not be received by HUD for funding consideration. Improper or expired registration and password issues are not causes that allow HUD to accept applications after the deadline.

4. Corrections to Deficient Applications.

HUD will not consider information from applicants after the application deadline. HUD may contact the applicant to clarify other items in its application. HUD will uniformly notify applicants of each curable deficiency. A curable deficiency is an error or oversight that if **corrected** it would not alter, in a positive or negative fashion, the review and rating of the application. See curable deficiency in definitions section. Examples of curable (correctable) deficiencies include inconsistencies in the funding request and failure to submit required certifications. These examples are non-exhaustive.

When HUD identifies a curable deficiency, HUD will notify the authorized representative. The email is the official notification of a curable deficiency. Each applicant must provide accurate email addresses for receipt of these notifications and must monitor their email accounts to determine whether a deficiency notification has been received. The applicant must carefully review the request for cure of deficiency and must provide the response in accordance with the

instructions contained in the deficiency notification.

Applicants must email corrections of curable deficiencies to applicationsupport@hud.gov within the time limits specified in the notification. The time allowed to correct deficiencies will not exceed 14 calendar days or be less than 48 hours from the date of the email notification. The start of the cure period will be the date stamp on the email sent from HUD. If the deficiency cure deadline date falls on a Saturday, Sunday, Federal holiday, or on a day when HUD's Headquarters are closed, then the applicant's correction must be received on the next business day HUD Headquarters offices in Washington, DC are open.

The subject line of the email sent to applicationsupport@hud.gov must state: **Technical Cure** and include the Grants.gov application tracking number (e.g., Subject: Technical Cure - GRANT123456). If this information is not included, HUD cannot match the response with the application under review and the application may be rejected due to the deficiency. This only applies to certain programs and responses should be sent to the NOFA specific program.

Corrections to a paper application must be sent in accordance with and to the address indicated in the notification of deficiency. HUD will treat a paper application submitted in accordance with a waiver of electronic application containing the wrong DUNS number as having a curable deficiency. Failure to correct the deficiency and meet the requirement to have a DUNS number and active registration in SAM will render the application ineligible for funding.

5. Authoritative Versions of HUD NOFAs. The version of these NOFAs as posted on Grants.gov are the official documents HUD uses to solicit applications.

E. Intergovernmental Review.

This program is not subject to Executive Order 12372, Intergovernmental Review of Federal Programs.

F. Funding Restrictions.

1. **Retainer Fees.** FHIP recipients are under specific restrictions regarding establishment of retainer agreements and recovery of legal fees from HUD-funded cases. Data on fees, settlements, and verdicts are matters of public record. Awardees must provide this information to HUD annually. Neither the grantee nor the individual(s) on whose behalf any action is filed can request that HUD waive these provisions.
2. **Number of Awards.** An organization may not receive more than one award under a single component. This restriction includes two organizations with separate EIN's that apply separately for 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). FHIP 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 to 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.

3. **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.
4. **Administrative Costs.** Salaries, fringe benefits and other administrative costs charged against the project or am program element for the sole purpose of administering the grant/cooperative agreements shall not exceed 10% of the annual grant award (Federal and cost share). One hundred percent of the salaries and fringe benefits related to these functions are considered administrative costs. Examples of administrative costs include, but are not limited to: preparation and submission of grant applications, fiscal tracking of grants funds, maintaining project files and performance measures, collection and submission of deliverables accounting staff wages and benefits, building rent, consulting expenses, management wages and benefits (such as Executive Director and support staff), depreciation of office equipment, insurance, legal staff wages and benefits, office supplies. Building rent is eligible only under the following conditions: the rent must be for existing facilities not requiring rehabilitation or construction except for minimal alterations to make the facilities accessible for a person with disabilities; no repairs or renovations of the property may be undertaken with funds under this NOFA; and 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.

Non-administrative Costs. Salaries and fringe benefits related to the implementation of the project or program element of the grant/cooperative agreement are not considered administrative costs. 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.

Indirect Cost Rate.

Normal indirect cost rules apply. If you intend to charge indirect costs to your award, your application must clearly state the rate and distribution base you intend to use. If you have a Federally negotiated indirect cost rate, your application must also include a letter or other documentation from the cognizant agency showing the approved rate.

Nongovernmental organizations and Indian tribal governments. If you have a Federally negotiated indirect cost rate, your application must clearly state the approved rate and distribution base and must include a letter or other documentation from the cognizant agency showing the approved rate. If you have never received a Federally negotiated indirect cost rate and elect to use the de minimis rate, your application must clearly state you intend to use the de minimis rate of 10% of Modified Total Direct Costs (MTDC). As described in 2 CFR 200.403, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. Once an organization elects to use the de minimis rate, the organization must apply this methodology consistently for all Federal awards until the organization chooses to negotiate for a rate, which the organization may apply to do at any time. Documentation of the decision to use the de minimis rate must be retained on file for audit.

State and local governments. If your department or agency unit has a Federally negotiated

indirect cost rate, your application must include that rate, the applicable distribution base, and a letter or other documentation from the cognizant agency showing the negotiated rate. If your department or agency unit receives more than \$35 million in federal funding, you may not claim indirect costs until you receive a negotiated rate from your cognizant agency for indirect costs as provided in Appendix VII to 2 CFR part 200.

If your department or agency unit receives no more than \$35 million in federal funding and your department or agency unit has prepared and maintains documentation supporting an indirect rate proposal in accordance with 2 CFR part 200, appendix VII, you may use the rate and distribution base specified in your indirect cost rate proposal. Alternatively, if your department or agency unit receives no more than \$35 million in federal funding and has never received a Federally negotiated indirect cost rate, you may elect to use the de minimis rate of 10% of MTDC. As described in 2 CFR 200.403, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. Once elected, the de minimis rate must be applied consistently for all Federal awards until you choose to negotiate for a rate, which you may apply to do at any time. Documentation of the decision to use the de minimis rate must be retained on file for audit.

G. Other Submission Requirements.

1. Application Certifications and Assurances

By signing the SF424 either through electronic submission or in paper copy submission (for those granted a waiver), applicant affirms certifications and assurances associated with the application are material representations of the facts upon which HUD will rely when making an award to the applicant. If it is later determined the signatory to the application submission knowingly made a false certification or assurance or did not have the authority to make a legally binding commitment for the applicant, the applicant may be subject to criminal prosecution, and HUD may terminate the award to the applicant organization or pursue other available remedies. Each applicant is responsible for including the correct certifications and assurances with its application submission, including those applicable to all applicants, those applicable only to federally-recognized Indian tribes, and those applicable to applicants other than federally-recognized Indian tribes. All program-specific certifications and assurances are included in the program Instructions Download on Grants.gov.

2. Lead Based Paint Requirements

When providing education or counseling on buying or renting housing that may include pre-1978 housing, when required by regulation or policy, inform clients of their rights under the Lead Disclosure Rule (24 CFR part 35, subpart A), and, if the focus of the education or counseling is on rental or purchase of HUD-assisted pre-1978 housing, the Lead Safe Housing Rule (subparts B, R, and, as applicable, F - M).

V. Application Review Information.

A. Review Criteria.

1. Rating Factors.

a. The criteria for rating and ranking applications, and the maximum points for each Rating Factor are provided below. Applicants must address all five rating factors. The maximum number of Rating Factor points awarded under this NOFA is 100. Each factor has a maximum 10-page narrative limit unless otherwise specified by this NOFA.

Rating Factors Summary	Points
Capacity of Applicant and Relevant Organization Experience	
Description and expertise of staff	20
Organization Experience*	16
Need/Distress/Extent of the Problem*	16
Soundness of Approach	
Proposed Statement of Work and Information Requirements*	16
Budget and Cost Estimates	14
Leveraging Resources/Developing Partnerships	3
Achieving Results and Program Evaluation	
Measurement	5
Accountability	5
Implementation	5
TOTAL	100
Preference Points – Promise Zone Designation	+2

**Rating factors include questions or point distributions unique to EOI components.*

Rating Factor 1: Maximum Points: 36

Capacity of Applicant and Relevant Organizational Experience (up to 36 points).

This factor addresses the extent to which the organization has the staff experience and

organizational capacity necessary to successfully complete the proposed project by the end of the grant performance period. HUD will consider the extent to which the applicant clearly addresses:

1) Description and expertise of staff (up to 20)

The applicant must describe staff expertise showing that the applicant organization will have both sufficient and qualified staff available to complete the proposed activities, including new hires and contractors or consultants. The applicant must:

(a) Describe the applicant organization staffing plan including a proposal to add staff (employees) or contractors. To receive full points under this factor, the staffing plan must:

1. Demonstrate that the applicant organization has more than one current staff with fair housing related experience at the time that the application is submitted, and describe the organization's proposal to add staff and/or contractors to complete the proposed project. If the applicant organization or applicant staff is sharing activities with other FHIP funded organizations, then the applicant must list the role and time staff devotes to all FHIP related activities that the organization/staff is undertaking, including as a grantee, sub-grantee, contractor, consultant, Historically Black Colleges and Universities or any other capacity. This information may be provided in a chart and will not be included within the 10-page limit. (up to 6 points). The applicant must have current key staff on hand to receive points under this factor. If the organization does not demonstrate sufficient current key staff to complete the proposed project, the applicant will receive a “0” score for Factor 1 staffing and organization experience (36 point reduction).
2. The applicant staffing plan must demonstrate: a) if the application proposes using contractors or educational partnerships, provide a statement describing how the applicant will evaluate and provide oversight for each contractor; b) the identity of each staff person(s) assigned to the proposed project by name and position, and the percentage of estimated time that each will devote to the proposed project; and c) that there is sufficient current organization staff besides its proposed plan to add staff and/or contractors/partnerships to complete the proposed project. The NOFA requires that Project Manager devote at least 30 percentage of time to the proposed project.

In addition, if applicable, the applicant must identify FY2015, FY2016 and FY2017 grant awards, and identify each staff person assigned to the projects, including staff 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. Applicants who are applying for, or currently have multiple open FHIP grants must describe how the applicant will manage, operate, and maintain activities, performance requirements and timetables for these multiple grants. The applicant’s listing or chart does not count towards the ten (10) page limit for Factor 1. Applicants will not be deducted points for not identifying these grant awards and sub-grantee projects if this section is not applicable.

(up to 6 points)

3. Describe each key staff person's experience as it relates to the proposed project

position. This should include fair housing related experience for fair housing related professional. The staffing plan must describe how all key staff (fair housing or otherwise) experience contributes to the proposed project. Please do not include resumes. For proposed hires, the applicant must identify the position, percentage of time the proposed staff will devote to the project, and the position requirements that will assist the organization in successful project completion. For proposed consultants, contractors or partnerships, the applicant must describe experience that contributes to the organization completing the proposed activities, including any fair housing related experience, if applicable. (up to 4 points)

4. Describe specific applicant organization staff experience and expertise in providing fair housing or similar training or disseminating information to the community, college or university, public or large audiences. The applicant also must describe specific staff experience in developing or updating training material, or other effective methods for outreach or training to large audiences that will contribute to the proposed project. (up to 4 points)

2) Organizational Experience (up to 16 points). The applicant must describe the organization's ability to complete the proposed project within the grant period and show the effectiveness of the project:

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

b) Describe their organization's knowledge of and proximity to the targeted (service) area. (up to 2 points)

c) Describe the applicant organization's independent "Specialized Experience" (up to 10 points). Please respond to the requirements below for the specific component for which the applicant is applying.

EOI National Media Campaign Component Only.

1. Describe the organizational resources necessary to successfully implement the proposed activities in a timely manner, and the applicant's ability to develop and implement large information campaign projects as appropriate on a national level and a regional/local level. (up to 2 points)

2. Describe staff experience in production of written materials relating to fair housing education and experience in public relations, including experience in production of materials in languages other than English and in alternative formats for use by persons with disabilities. (up to 3 points)

3. Show the ability to develop, implement make modifications as necessary, and manage an interactive online and offline media campaign on a national and regional/local scale. 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). However, if the applicant fails to meet this requirement, there will be a 10-point reduction and no points will be given under this

section.

4. Demonstrate how the applicant organization represents groups of persons protected under the Fair Housing Act. (up to 2 points)

EOI General and Tester Review Components Only. Describe the organization specific targets set, target results and how results were measured in providing outreach or training to the community.

1. Describe the organization specific targets set, target results and how results were measured in providing outreach or training to the community (up to 5 points)
2. Describe experience in conducting educational symposia and/or training, including developing, printing and distributing material utilizing various methods which may include printed and electronic media to effectively reach and deliver information to groups with varying skill levels. (up to 5 points)

Rating Factor 2

Maximum Points: 16

Need/Distress/Extent of the Problem (up to 16 points)

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

Applicants must address the specific criteria for the component in which the applicant is applying.

A. EOI National Media Component Only.

(1) Problem Statement (up to 6 points). Applicants must describe and document national fair housing needs:

- a) Document gaps in placement of advertising addressed through this grant.
- b) Identify gaps in areas of high segregation, high concentration of Limited English Proficiency, or rural or underserved population and placement of materials in those areas to address the needs.

(2) Proposed Solution (up to 6 points). Applicants must describe how the proposed solution will meet the identified need:

- a) Show how the proposed project will be measured in relation to the need identified.
- b) Address how the project and distributing the material will increase the view and/or knowledge of fair housing for various targeted audiences and national audience, including those areas of high segregation, high concentration of Limited English Proficiency, or rural or underserved populations.
- c) Show how the proposal offers the most effective approach for meeting that national need.
- d) Describe how the organization will monitor and track the results of the national project.

(3) Continued Need (up to 4 points). The applicant must:

- a) Address the need for language assistance services in languages other than English that has been identified by your application. Print media must be in English and 7 other languages. All other material being disseminated to the public must be in English and one other language.

B. EOI General and Tester Training Components Only.

(1) Problem Statement (up to 6 points). The applicant should define the housing need that the applicant has identified through the use of data/evidence which may include but is not limited to Census data, Assessments of Fair Housing, Consolidated Plans or other, to support that a need exists. Applicants must:

- a) Describe the specific fair housing needs, including those areas of high segregation, high concentration of Limited English Proficiency, or rural or underserved populations of the community or communities that will be addressed under this application.

For the Tester Training Component, applicants must propose a plan to assess all the FHIP's receiving enforcement related funding and determine how many organizations need to have Tester Coordinators trained and/or what type of updated training is needed for those Tester Coordinators previously trained. In addition, the need will also be based on the success of previous Tester Coordinator trainings and the populations served by continued testing in those respective areas.

- b) Address the target area's impediments to fair housing choice.

(2) Proposed solution (up to 6 points). The applicant should describe their proposed solution to address the fair housing need identified above. Supporting evidence demonstrating the effectiveness of the proposed interventions is required, which may include but is not limited to case studies, evaluation of applicant best practices, etc. Applicants must address the following:

- a) Describe how the applicant plans to address the identified fair housing needs, and describe the link between the need and the applicant's proposed activities. For the EOI-G component, this should include the presence of systemic housing discrimination, high segregation indices, or evidence of discrimination prohibited by the Fair Housing Act within the project area.

- b) Describe why the proposed intervention will be effective.

c) EOI-G Only. Show how the use of any other relevant information from various studies done by HUD or any other reliable source (Consolidated Plan, Analysis of Impediments to Fair Housing Choice (AI)/Assessment of Fair Housing, statistics, etc.) are used to support need to the proposed target area. Applicants should not submit copies of reports, but reference any reports, statistics or other data used by providing appropriate websites where the data or reports may be found. Reference information should be current within the last 5 years or up to two points will be deducted.

d) EOI-G Only. Address the need for language assistance services in languages other than English by describing the target population's language need and action which will be taken to make the applicant's activities available to meet those needs. All printed material being disseminated to the public must be in English and two other language needs. The

application should briefly describe what added languages will be used based on the targeted population and how material in other languages will be translated and by whom.

e. Tester Coordinator Training Component Only. Describe how training participants and overall training will be evaluated to determine training success in increased fair housing testing knowledge and how updated training will increase or improve testing methods in the populations being served.

(3) Continued Need (up to 4 points)

a) Describe the urgency of the fair housing needs, including any imminent adverse consequences to persons in the protected classes covered under the Fair Housing Act if not selected for funding.

Rating Factor 3

Maximum Points: 30

Soundness of Approach (up to 30 points). This factor addresses the soundness, quality, and effectiveness of the proposed work plan 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: Statement of Work, and Budget and Cost Estimates.

a. Proposed Statement of Work (SOW) and Information Requirements (up to 16 points).

This sub-factor does not count toward the ten (10) page limit on the narrative. The sub-factor will be evaluated on the extent to which the applicant provides a clear detailed description of the proposed project activities, 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.

1) The SOW narrative should describe the proposed activities, the specific deliverables and the anticipated outcomes. (up to 6 points)

2) SOW Chart (Appendix A). All applicants should use the format outlined in Appendix A as an example to describe the organization's specific SOW tasks. The Administrative Tasks listed in Appendix A are standard tasks, however an applicant may edit the section to fit the applicant's specific tasks, including but not limited to adding additional tasks that fit the applicant's proposed project. 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. The SOW chart must describe in detail:

- a) all proposed project activities and major tasks (up to 3 points),
- b) a list of team members/staff and partners as identified in Factor 1 who will be responsible and accountable for completing the task (up to 3 points),
- c) the steps to successfully implement the proposed project (up to 2 points), and
- d) the proposed outcomes where applicable (up to 2 points).

Applicants 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 SOW requirements above, applicants who apply under the component(s) below must also include the following activities in their SOW and budget:

(1) National Media Campaign Component Applicants. The applicant must propose activities that effectively demonstrate a coordinated, comprehensive and centralized educational and advertising campaign and a social media campaign targeting majority and minority markets. Social media campaign should be broad-based, utilizing the various social networking applications available. Applicants should only propose the development of new materials to address gaps, if any, identified under Factor 2 (the applicant should describe its ability to provide materials in a camera-ready format and in a form suitable for internet use and distribution for any new materials being developed under this project). All products developed under this campaign should have a common theme in regarding the Fair Housing Act. An applicant's proposed deliverables may be modified by the GTR during the negotiation process based on the GTR and grantee's agreed maximum benefits to specific geographical areas, proposed target populations or other factors.

b. Budget and Cost Estimates (up to 14 points).

For all applicants. 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 appropriateness of budget allocations and rationale for the proposed budget and narrative. The applicant's budget submission must include the applicant organization's Narrative Budget Work Plan and 424 CBW Budget Worksheet; a narrative budget work plan for all sub-contractors or sub-recipients; and a budget worksheet for sub-contractors or sub-recipients whose budget amounts exceeds \$5,000.

1) The applicant's budget narrative and 424 CBW worksheet must relate to the tasks in the SOW, including identifying key team members/staff and partners, as identified in Factor 1 who will be responsible and accountable for completing major tasks. In addition, the budget narrative should describe the organization's Financial Management Capacity, including the organization's financial management system and the Board's role in financial management or oversight.

2) The applicant budget narrative must describe their organization's capabilities in handling financial resources, disseminating payments to third parties, e.g. contractors, and maintaining adequate accounting and internal control procedures. In addition, applicants with current or prior FHIP grants should provide a listing or chart of all HUD FHIP grants received from 2015 to 2017, including the grant number, dollar amount awarded, the amount expended and obligated by the 30 days prior to the date the application is submitted and describe the applicant's activities and results (outcomes) achieved in the previous FHIP grant.

All Factor 3 criteria are exempt from the 10-page limit. Applicants may receive up to 7 points for the Narrative Budget Plan and up to 7 points for the 424 CBW worksheet. Under 424 CBW score, there will be an automatic 5 point reduction (in addition to any other point reduction(s)) if the applicant submits a 424 CB, but not the detailed 424 CBW.

Rating Factor 4	Maximum Points: 3
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Leveraging Resources/ Developing Partnership (up to 3 points). This factor addresses the ability of the applicant to increase capacity by developing partnerships and securing resources that can be combined with HUD's FHIP funds to assist the organization in successfully achieving the proposed project. HUD expects that these resources may also help organizations establish long-term partnerships and resources that may be maintained after funds have

expired. While there is no statutory requirement for applicants to leverage resources applicants may receive points for leveraging resources under this Factor.

a. Firm Commitment of Leveraging or Collaboration. To receive points under this factor, HUD requires applicants to secure resources from sources other than what is requested under this FHIP NOFA. Leveraging of community resources may include funding or in-kind contributions, such as workspace, services or equipment, allocated to facilitate proposed project activities. Contributions or cash from the applicant, affiliates, subsidiaries, divisions, or employees of the applicant do not qualify as in-kind contributions. Nor may an applicant request the waiver of fees to be collected as leveraged funds. Cash or funds from an applicant's previously established investment account(s) may qualify as in-kind resources; however, support documentation must be provided. Resources may be provided by governmental entities (including FHAPs and HUD programs if such costs are allowed by statute), public or private non-profit organizations, faith based organizations, for profit or civic private organizations, or other entities' planned contributions. Under this initiative, Community Development Block Grant (CDBG) funds may qualify as leveraging.

To obtain points for leveraging third party resources the application must provide signed letters of firm commitment or signed agreements/statements from the organizations and/or individuals that will provide financial or in-kind support for your project on the respective organization's letterhead.

(1) Each letter of firm commitment or documents must:

- (a) State definitively a commitment to provide funding or in-kind resources (although the commitment may be on the condition that your organization receives a FHIP award);
- (b) Identify the organization and/or individual committing resources to the project and state the timeline for these funds in relation to the project. The letter should identify any affiliation with the applicant;
- (c) Identify the sources and amounts of the leveraged resources (the total FHIP and non FHIP amounts must match those in your proposed budget submitted under Rating Factor 3); and
- (d) Describe how these resources will be used for the proposed project; and
- (e) Be dated and signed by the individual or organization official legally able to make commitments for the organizations on the organization's official letterhead.

If applicants fail to meet these requirements, they will not receive points under this Rating Factor.

If the resources are in-kind or donated goods, the firm commitment letter must indicate the fair market value of those resources and describe how this fair market value was determined. Do not include indirect costs as a part of any in-kind resources. In-kind leveraging contributions, as well as Program Income (income derived from fund raising, investment income, or interest generated on FHIP funding) must comply with 24 CFR Part 200 requirements. Goods and services secured with FHIP funds cannot be used for any in-kind or donated services (for example, services of a current staff person on a FHIP funded project). If after award leveraged resources are subsequently withdrawn or modified from the approved amount, the Government Technical Representative may deem the grantee ineligible to receive any remaining FHIP funds

under this award.

There will be no points awarded for general letters of support endorsing the project from organizations, including elected officials at the local, State, or national levels, and/or individuals in your community. If at least 10% of your project is not supported by non-FHIP resources, then you will not receive any points under this factor. Points will be assigned for each Initiative based on the following scale:

Points Awarded	Leveraging Resources
Two	From 10 percent to less than 30 percent of total project costs from non FHIP resources
Three	Less than 30 percent of total project costs from non-FHIP resources AND a letter of firm commitment from a FHAP which when combined together exceeds 30 percent of the total project cost OR 30 percent or more of total project costs from non-FHIP resources

Rating Factor 5 **Maximum Points: 15**

Achieving Results and Program Evaluation (15 Points)

This factor reflects HUD’s goal to embrace high standards of management, accountability, and effectiveness. Applicants will be reviewed on the organization's plan to assess the organization's plan to achieve the project proposed objectives and goals.

Based on the narrative statements (staff, proposed activities etc.) that the applicant provided in Factors 1 through 3, HUD will assess the extent to which the applicant demonstrates how results of the project will be measured, accountable and transparent to ensure effective program management.

The applicant must describe –

1. Measurement (up to 5 points) – What strategy or strategies will the organization utilize to measure its outputs and outcomes? Points will be given to organizations that propose performance indicators that evaluate outcomes and/or outputs and that can result in reliable, valid data. This description should include but is not limited to describing:
 - a) data collection methods to measure outputs and outcomes; and
 - b) technological tools in place to capture, maintain, and share data
2. Accountability (up to 5 points) - What strategies will be developed to assure applicant accountability to the stated outputs and outcomes? This description should include but is not

limited to describing:

- a) factors/indicators used to determine specific outputs to be measured.
- b) whether these specific outputs are successful.
- c) timelines for continuous evaluation and adjustments if necessary.

Based on activities outlined in Appendix A, applicants should explain the impact of the grantee's activities on education and outreach efforts. Applicants should express how outputs achieved the outcomes desired on each activity (where applicable) and how the organization's measurements are validated. Applicants should state the intended impact and results of outputs to achieve outcomes. For example, applicants should state the number of people expected to participate in education and outreach efforts or the number of people reached through such efforts. Applicants should develop and submit a report that captures the following information. Please provide information on previous grants or activities that show in the past year:

How many persons do you propose to serve based on past experience? How is this estimate derived?

How many new clients were served based on your proposed number because of your education and outreach efforts?

How many clients were reached from methods, including but not limited to conferences/presentations, mailings, internet ready materials, meetings/workshops, PSAs, publications, social network/websites, training etc.? (EOI-G and EOI-NMCC only)

3. Implementation (up to 5 points) Applicants must also describe specific, actionable evidence that your proposed performance indicators (strategies) are likely to be implemented.

- a) High Standards – How will the organization track and evaluate implementation of the proposed measurement and accountability strategies, including success through improved efficiency and effective program management.

2. Preference Points.

HUD encourages activities in Promise Zones (PZ) communities. HUD will award two (2) points for qualified activities within a designated zone or area.

To receive Promise Zones Preference Points, applicants must submit form HUD 50153, Certification of Consistency with Promise Zone Goals and Implementation, signed by the Promise Zone Official authorized to certify the project meets the criteria to receive preference points. To view the list of designated Promise Zones and persons authorized to certify, please see the Promise Zone pages on [HUD's website](#).

B. Review and Selection Process.

1. Past Performance

In evaluating applications for funding, HUD will take into account an applicant's past performance in managing funds. Items HUD may consider include, but are not limited to:

- a. The ability to account for funds appropriately;
- b. Timely use of funds received from HUD;
- c. Timely submission and quality of reports submitted to HUD;
- d. Meeting program requirements;
- e. Meeting performance targets as established in the grant agreement;
- f. The applicant's organizational capacity, including staffing structures and capabilities;
- g. Time-lines for completion of activities and receipt of promised matching or leveraged funds; and
- h. The number of persons to be served or targeted for assistance.

HUD may reduce scores as specified under V.A. Review Criteria. Each NOFA will specify how past performance will be rated or otherwise used in the determination of award amounts.

Whenever possible, HUD will obtain past performance information from staff with the greatest knowledge and understanding of each applicant's performance. If this evaluation results in an adverse finding related to integrity or performance, HUD reserves the right to take any of the remedies provided in Section III.D 1. Pre-selection Review of Performance, above.

2. Assessing Applicant Risk

HUD may impose special conditions on an award as provided under 2 CFR 200.207:

1. Based on HUD's review of the applicant's risk under 2 CFR 200.205;
2. When the applicant or recipient has a history of failure to comply with the general or specific terms and conditions of a Federal Award;
3. When the applicant or recipient fails to meet expected performance goals; and
4. When the applicant or recipient is not otherwise responsible.

This section incorporates past performance with the assessment of an applicant's risk. For current FHIP grantees, past performance will be based on the applicant's most recent FHIP Government Technical Representative (GTR) Final Performance Assessment Report received from the applicant HUD GTR. 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 3 points will be deducted from an applicant's overall rating score based on that assessment, as follows:

1 point if the applicant received less than an "Excellent"

1 point if the applicant received less than a "Good"

1 point if the applicant is deemed "High Risk"

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

In addition, HUD evaluates the integrity of the applicant as reflected in government-wide websites, information in HUD's files, the federal Do Not Pay portal, public information and information received during HUD's Name Check Review process. If this integrity evaluation results in an adverse finding, HUD reserves the right to take any of the remedies provided in Section III.C.4.a.5, Do Not Pay website Review.

3. Rating and Ranking. Applicants may be funded under these **Education and Outreach**

Initiative (EOI) Components:

(1) National-Based Programs

(a) National Media Campaign Component (EOI-NMCC) - \$1,000,000

(2) Regional/Local/Community Based Program

(a) General Component (EOI-G) - \$6,200,000

(b) Tester Review Component - \$250,000

4. The maximum number of points to be awarded under this NOFA for the Rating Factors is 100. Applicants may also be awarded up to two (2) preference points for Promise Zones. Applicants may receive a total of 102 points including the rating factor and Preference points.

5. Ineligible Applications. Ineligible applications will not be rated or ranked.

6. Minimum Score to be Funded. Only applications with a rating of 75 points or more will be considered of sufficient quality for funding.

7. Tie Breaking. When two or more applications have the same total overall 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, then the tie will be broken by the Rating Factor 3 score. And if a tie still remains, the application committing the greatest Leveraged funds under Rating Factor 4 will be selected.

8. 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 24 CFR 84.14 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; or
- e. An applicant has not reserved the required FHIP training fund allocation in the budget, HUD will modify the applicant's budget, reallocating the appropriate training amount.
- f. An applicant is awarded more than one grant, HUD reserves the right to examine the requested training needs and transfer funds back to fair housing activities during negotiations if additional training funds are not needed.

9. Reallocation of Funds. After all applications within funding range have been selected or obligations are completed in the EOI Initiative, if funds are still available, the Selecting Official or designee will have the discretion to reallocate those remaining funds among Initiatives. First, funds from any EOI component will be reallocated first within the EOI Initiative, then if additional funds will remain, those funds shall be reallocated to PEI.

C. Anticipated Announcement and Award Dates.

HUD expects to announce the award of funds by March 2019 and anticipates a start date of June 2019.

VI. Award Administration Information.

A. Award Notices.

Following the evaluation process, HUD will notify successful applicants of their selection for funding. HUD will also notify other applicants, whose applications were received by the deadline, but have not been chosen for award. Notifications will be sent by email to the person listed as the AOR in item 21 of the SF-424.

1. Applicant Notification and Award Procedures.

a. 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 NOFA 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 SF424 in the application. HUD will not provide information about the application to any third party such as contractors.

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

c. Applicant Scores. After awards are announced, applicants will receive a copy of their final score. HUD will not release the names of applicants or their scores to any third party.

B. Administrative, National and Department Policy Requirements for HUD recipients

For this NOFA, the following General Administrative Requirements and Terms for HUD Financial Assistance Awards apply. Please [[click here](#)] to read the detailed description of each applicable requirement.

1. Compliance with Non-discrimination and Other Requirements.

Unless otherwise specified, these non-discrimination and equal opportunity authorities and other requirements apply to all NOFAs. Please read the following requirements carefully as the requirements are different among HUD's programs.

- Compliance with Fair Housing and Civil Rights Laws.
- Affirmatively Furthering Fair Housing.
- Economic Opportunities for Low-and Very Low-income Persons (Section 3).

- Improving Access to Services for Persons with Limited English Proficiency (LEP).
 - Accessible Technology.
2. Ensuring the Participation of Small Disadvantaged Business, and Women-Owned Business.
 3. Equal Participation of Faith-Based Organizations in HUD Programs and Activities.
 4. Participation in HUD-Sponsored Program Evaluation.
 5. OMB Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
 6. Drug-Free Workplace.
 7. Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L.109-282) (Transparency Act), as amended.
 8. Accessibility for persons with Disabilities.

C. Reporting.

HUD requires recipients to submit performance and financial reports under OMB guidance and program instructions.

1. Reporting Requirements and Frequency of Reporting. Applicants should be aware that if the total Federal share of your Federal award includes more than \$ 500,000 over the period of performance, you may be subject to post award reporting requirements reflected in Appendix XII to Part 200-Award Term and Condition for Recipient Integrity and Performance Matters.

2. Race, Ethnicity and Other Data Reporting. HUD requires recipients that provide HUD-funded program benefits to individuals or families to report data on the race, color, religion, sex, national origin, age, disability, and family characteristics of persons and households who are applicants for, participants in, or beneficiaries or potential beneficiaries of HUD programs in order to carry out the Department's responsibilities under the Fair Housing Act, Executive Order 11063, Title VI of the Civil Rights Act of 1964, and Section 562 of the Housing and Community Development Act of 1987. NOFAs may specify the data collection and reporting requirements. Many programs use the Race and Ethnic Data U.S. Department of Housing OMB Approval No. 2535-0113 Reporting Form HUD-27061.

In view of these requirements, you should use Form HUD-27061, Racial and Ethnic Data Reporting Form (and instructions for its use), found on [www .HUDcl ips .org](http://www.HUDclips.org).

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

4. Quarterly Reporting. All grant recipients under this NOFA are required to submit quarterly and a final report which must include meaningful data derived from client feedback on how they benefited from the organization's project activities. Reports must also include outcomes and evidence of continued project success in quarterly and final performance reports, which may include but are not limited to: (1) positive customer experience; (2) efficient and effective administrative costs; (3) High ethical standards; (4) Overall positive community/target area changes; (5) Innovative strategies that contribute to cost effectiveness and other program improvements and success stories (give an enforcement success, for example e.g., settlement

outputs and outcomes, systemic investigation outcomes and outputs).

D. Debriefing.

For a period of at least 120 days, beginning 30 days after the public announcement of awards under this NOFA, HUD will provide a debriefing related to their application to requesting applicants. A request for debriefing must be made in writing or by email by the authorized official whose signature appears on the SF424 or by his or her successor in office, and be submitted to the point of contact in Section VII Agency Contact(s), below. Information provided during a debriefing may include the final score the applicant received for each rating factor, final evaluator comments for each rating factor, and the final assessment indicating the basis upon which funding was approved or denied.

VII. Agency Contacts.

HUD staff will be available to provide clarification on the content of this NOFA. Questions regarding specific program requirements for this NOFA should be directed to the point of contact listed below.

Myron Newry
(202) 402-7095

Myron.P.Newry@hud.gov

Persons with hearing or speech impairments may access this number via TTY by calling the toll-free Federal Relay Service at 800-877-8339. Please note that HUD staff cannot assist applicants in preparing their applications.

VIII. Other Information.

1. National Environmental Policy Act.

This NOFA provides funding under the Fair Housing Initiatives program (FHIP) at 24 C.F.R. part 125, which does not contain environmental review provisions because it concerns activities that are listed in 24 C.F.R. 50.19(b)(2), (3), (4), (9), (12), (13).

Accordingly, under 24 CFR 50.19(c)(5), this NOFA is categorically excluded from environmental review under the National Environmental Policy Act of 1969 (42 U.S.C. 4321).

2. Additional Program Requirements include:

a. Product Information. Press releases and any other product intended to be disseminated to the public must be submitted to the Government Technical Representative (GTR) four days before release for approval and acceptance. The GTR will work with the Office of Education and Outreach for information clearance and approval.

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

c. Copyright Materials. You may copyright any work that is 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.

d. Complaints Against Awardees. Each FHIP award is overseen by a HUD Grant Officer (See hud.gov for list of FHEO Regional Directors). Complaints from the public against FHIP grantees should be forwarded to the Grant Officer. The Grant Officer's name and contact information is provided in the grant agreement. 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, or any other applicable statute, regulation or other 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 the FHIP under 24 CFR part 24.

e. Double Payments. If you are awarded funds under this NOFA, you (and any contractor or consultant) may not charge or claim credit for the activities performed under this project under any other Federally assisted project.

g. Performance Sanctions. A grantee or contractor violating the requirements set forth in its grant or cooperative agreement will be liable for such sanctions as may be 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.

h. 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 which correct deficiencies which are in whole or part of a rating factor. Applicants will have five business days from date of notification to submit the required documents to HUD. Applicants will be notified by e-mail and telephone about corrections to ensure notification. The applicants must submit the corrections by using the form HUD90611 found in their downloaded application to submit the technical cures to HUD.

Appendix.

APPENDIX A

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 the applicant's specific tasks, including but not limited to additional tasks, when tasks are submitted or other necessary actions. 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.

FY2018 NOFA

Statement of Work for:

The recipient, _____, agrees to undertake the following activities in accordance with its FY 2018 application for funding under the Initiative-- _____ Project (if applicable) for a _____-month project commencing _____ 2018/19 in the geographic area of _____.

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	Submit (2) copies of SF-425 and Copy of Written Report	Quarterly	

Financial Status Report and Written Quarterly Status Reports on All Activities			
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 objectives, accomplishments and results (outcomes) . Complaint and testing activities should summarize data on complaints received and test conducted by basis and issue and outcomes should include number of credible, legitimate complaints filed with HUD, State and local Fair Housing Agency, Department of Justice or Private Litigator; and Types of Relief/Results.	One month before end of grant term.	
12. Complete final report and all program products produced under the grant (with CD/ flash drive, where feasible) to HUD.	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)

PROGRAM TASKS

***Activities (sample only) activities and tasks are based on an 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 referral process to refer potential victims to HUD, DOJ, a state or local agency, or a private attorney. Task: Copy of referral process. All audit-based enforcement actions should be referred to HUD.		45 days	
3. Intake and process complaints, including testing and referral. Complete Enforcement Log which details complaints received; dates; the protected basis of complaints; the issue, test type, and number of tests utilized in the investigation of 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 tester training and other forms for review/approval.		60 days	
5. Train staff on fair housing. Task: number of hours spent in training.			
6. Conduct at least ____ training for landlords, lenders, insurers or real estate agents.			
7. Conduct at least ____ 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 the protected classes and housing industry personnel.			

APPENDIX B

Education & Outreach Application CERTIFICATION

Applicant Name: _____
Applicant name as it appears on SF 424

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.

1. Fair Housing Enforcement & Qualified Fair Housing Enforcement Organizations

I _____ certify that
Applicant name as it appears on SF 424
_____ is a private,
Applicant Organization name as it appears on SF 424
tax-exempt, nonprofit, charitable organization and has a “letter of determination” from the IRS
confirming 501(c)(3).

AND

I _____ certify that
Applicant name as it appears on SF 424
_____ is a is a Qualified Fair
Applicant Organization name as it appears on SF 424

Housing Organization (QFHO) or a Fair Housing Enforcement Organization (FHO) with
at least one year’s experience in complaint intake, complaint investigation, testing for
fair housing violations, and meritorious claims?

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

__ QFHO (entity has at least 2 years of enforcement-related experience); and organization is
currently engaged in each of the activities at the time this application is submitted: Complaint
intake; Complaint investigation; Testing for fair housing violations; and Enforcement of
meritorious claims.

OR

__ FHO (entity has at least 1 year of enforcement-related experience); and is currently engaged
in each of the activities and upon receipt of funds will continue to be engaged in each
enforcement-related activity: Complaint intake; Complaint investigation; Testing for fair
housing violations; and Enforcement of meritorious claims

OR

2. Other

__ Nonprofit organization representing groups of persons protected under Title VIII of the Civil
Rights Act of 1968.

__ Agency of State or local governments and agencies certified by the Secretary under section
810(f) of the Fair Housing Act.

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

AND

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 that _____ did not, is not, Applicant name as it appears on SF 424 nor will not use contractors/sub-contracts, or sub-grantees services to meet the above eligibility requirements.

I _____ certify (1) to the Authorized Organization Representative (print/signature) statements I have checked above and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with the resulting terms and conditions if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may be subject to criminal or civil or administrative penalties. (US Code Title 218 Section 1001)

NOTE: The Technical Evaluation Panel will verify this certification through the organization's response to Factor1.