



**U.S. Department of Housing and Urban Development**

Fair Housing and Equal Opportunity

Fair Housing Initiatives Program - Private Enforcement Initiative American Rescue Plan

FR-6500-N-78C

08/18/2021

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**Program Office:**

Fair Housing and Equal Opportunity

**Funding Opportunity Title:**

Fair Housing Initiatives Program - Private Enforcement Initiative American Rescue Plan

**Funding Opportunity Number:**

FR-6500-N-78C

**Primary CFDA Number:**

14.418

**Due Date for Applications:**

08/18/2021

**Overview**

The U.S. Department of Housing and Urban Development (HUD) issues this Notice of Funding Opportunity (NOFO) to invite applications from eligible applicants for the program and purpose described within this NOFO. 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.

During the selection process HUD is prohibited from disclosing 1) information regarding any applicant's relative standing, 2) the amount of assistance requested by an applicant, and 3) any information contained in the application. Prior to the application deadline, HUD may not disclose the identity of any applicant or the number of applicants that have applied for assistance.

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

***Paperwork Reduction Act Statement.*** *The information collection requirements in this notice have been approved by OMB under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid OMB control number. Each NOFO will identify its applicable OMB control number unless its collection of information is excluded from these requirements under 5 CFR part 1320.*

**OMB Approval Number(s):**

2529-0033

**I. FUNDING OPPORTUNITY DESCRIPTION.****A. Program Description.****1. Purpose**

The American Rescue Plan Act of 2021 (hereafter referred to as "the ARP") recognizes that fair housing enforcement and education and outreach services are an essential component of protecting persons from housing discrimination in the United States. The Act appropriated \$20 million in supplemental Fair Housing Initiatives Program funding to HUD to provide emergency

relief to fair housing organizations to address fair housing inquiries, complaints, investigations, education and outreach activities, and the costs of delivering or adapting services, during or relating to the coronavirus pandemic. In keeping with Congress's intent in enacting the American Rescue Plan, applicants may propose new fair housing projects relating to discrimination arising in connection with the pandemic or focus on sustaining core fair housing enforcement and education activities.

The American Rescue Plan: Fair Housing Initiatives Program-Private Enforcement Initiative (PEI) Component invites applications from eligible PEI organizations seeking support for fair housing enforcement activities that are connected to or adversely impacted by the coronavirus pandemic. Through this funding opportunity, HUD will award grants to Qualified Fair Housing Enforcement Organizations (QFHO) and Fair Housing Enforcement Organizations (FHO) to help them continue to advance their mission during the interruption of their operation due to the coronavirus pandemic. (See Eligibility Information).

The Department encourages projects that reflect on the organization's quest for a more just, inclusive, and sustainable society. The Department especially welcomes projects that ensure victims of housing discrimination who have been hit the hardest during or relating to the coronavirus pandemic are provided with the resources and support they need to emerge from the pandemic stronger. American Rescue Plan funds can be used by fair housing organizations to equitably expand housing activities for underserved populations who need their services the most, including victims or complainants from low-income backgrounds, African Americans, Hispanics, Asian Americans, Pacific Islanders, persons with disabilities and other members of minority groups as well as people experiencing or on the verge of housing instability or homelessness, including those that may face possible displacement due to the end of the eviction and foreclosure moratoriums, senior citizens and people with disabilities who are trying to leave the heightened risk of coronavirus associated with institutions or congregate settings, and people with inadequate access to technology.

HUD has designed a simplified application process including expedited review for the distribution of these critical emergency relief funds. Funds are available to support a wide range of fair housing activities (fair housing inquiries, complaints, and investigations) and the costs of delivering or adapting services during or relating to the coronavirus pandemic over a one-year period of performance.

## **2. Changes from Previous NOFO.**

- a. This is a new NOFO. There are no previous NOFO changes.

## **3. Definitions.**

- a. Standard Definitions

**Affirmatively Furthering Fair Housing (AFFH).** Affirmatively Furthering Fair Housing (AFFH) means taking meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics. Specifically, affirmatively furthering fair housing means taking meaningful actions that, taken together, address significant disparities in housing needs and in access to opportunity, replacing segregated living patterns with truly integrated and balanced living patterns, transforming racially and ethnically concentrated areas

of poverty into areas of opportunity, and fostering and maintaining compliance with civil rights and fair housing laws. The duty to affirmatively further fair housing extends to all of a program participant's activities and programs relating to housing and urban development.

**Assistance Listings** means a unique number assigned to identify a Federal Assistance Listing, formerly known as the CFDA Number.

**Federal Financial Assistance** means assistance that entities received or administer in the form of:

- 1) Grant;
  2. Cooperative agreements (which does not include a cooperative research and development agreement pursuant to the Federal Technology Transfer Act of 1986, as amended (15 U.S.C. 3710a));
  3. Loans;
  4. Loan guarantees;
  5. Subsidies;
  6. Insurance;
  7. Food commodities;
  8. Direct appropriations;
  9. Assessed or voluntary contributions; or
  10. Any other financial assistance transaction that authorizes the non-Federal entity's expenditure of Federal funds.
- b. Federal Financial Assistance does not include:
1. Technical assistance, which provides services in lieu of money; and
  2. A transfer of title to federally owned property provided in lieu of money, even if the award is called a grant.

**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.

**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 HUD's requirements regarding the Consolidated Plan and related Action Plan).

**Contract** means, [for the purpose of Federal financial assistance](#), a legal instrument by which a recipient or subrecipient purchases property or services needed to carry out the project or program under a Federal award. For additional information on contractor and subrecipient determinations see 2 CFR 200.331.

**Contractor** means an entity that receives a contract as defined in 2 CFR 200.1.

**Deficiency** is information missing or omitted within a submitted application. Examples of deficiencies include missing documents, information on a form, or some other type of unsatisfied

information requirement (e.g., an unsigned form, unchecked box.). Depending on specific criteria, deficiencies may be either curable or non-curable.

- *Curable Deficiencies* may be corrected by the applicant 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 remedied within the time frame specified in the notice of deficiency.
- *Non-Curable Deficiencies* cannot be corrected by an applicant after the submission deadline.

Non-curable deficiencies are deficiencies that, 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 Dun and Bradstreet Data Universal Number

System identification number assigned to a business or organization by Dun & Bradstreet and provides a means of identifying business entities on a location-specific basis. OMB removed duplicate recipients based on recipient Data Universal Number System (DUNS) numbers, from Dun & Bradstreet (D&B). At this time all Federal financial assistance recipients are required to register for DUNS numbers.

**E-Business Point of Contact (E-Biz POC)** A user registered as an organization applicant who is responsible for the administration and management of grant activities for his or her organization. The E-Biz POC is likely to be an organization's chief financial officer or authorizing official. The E-Biz POC authorizes representatives of their organization to apply on behalf of the organization (see Standard AOR and Expanded AOR). There can only be one E-Biz POC per DUNS Number.)

**Eligibility requirements** are mandatory requirements for an application to be eligible for funding.

**Federal award**, has the meaning, depending on the context, in either paragraph (1) or (2) of this definition:

(1)(i) The Federal financial assistance that a recipient receives directly from a Federal awarding agency or a subrecipient receives indirectly from a pass-through entity, as described in 2 CFR §200.101; or

- ii. The cost-reimbursement contract under the Federal Acquisition Regulations that a non-Federal entity receives directly from a Federal awarding agency or indirectly from a pass-through entity, as described in 2 CFR §200.101.
2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (2) of the definitions of Federal financial assistance in 2 CFR §200.1, or the cost-reimbursement contract awarded under the Federal Acquisition Regulations.

3. Federal award does not include other contracts that a Federal agency uses to buy goods or services from a contractor or a contract to operate Federal Government owned, contractor operated facilities (GOCOs).
4. See also definitions of Federal financial assistance, grant agreement, and cooperative agreement.

**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 on Grants.gov is required for submission of applications to prospective agencies unless otherwise specified in this NOFO.

**Non-Federal Entity (NFE)** means a state, local government, Indian tribe, Institution of Higher Education (IHE), or non-profit organization that carries 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 POC is listed in item 8F on the SF-424.

**Promise Zones (PZs)** are high poverty communities where the federal government partners with local leaders to increase economic activity, improve educational opportunities, leverage private investment, reduce violent crime, enhance public health and address other priorities identified by the community.

**Recipient** means an entity, usually but not limited to non-Federal entities, that receives a Federal award directly from HUD. The term recipient does not include subrecipients or individuals that are beneficiaries of the award.

**Small business** is defined as a privately-owned corporation, partnership, or sole proprietorship that has fewer employees and less annual revenue than a corporation or regular-sized business. The definition of "small"—in terms of being able to apply for government support and qualify for preferential tax policy—varies by country and industry. The U.S. Small Business Administration defines a small business according to a set of standards based on specific industries. {[e-CFR Title 13-Chapter I – Part 121](#)}

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

**Subrecipient** means an entity, usually but not limited to non-Federal entities, that receives a subaward from a pass-through entity to carry out part of a Federal award but does not include an individual that is a beneficiary of such award. A subrecipient may also be a recipient of other Federal awards directly for a Federal awarding agency.

**System for Award Management (SAM)** means the Federal Repository into which an entity must provide information required for the conduct of business as a recipient. Registration with SAM is required for submission of applications via Grants.gov. You can access the website at <https://www.sam.gov/SAM/>. There is no cost to use SAM.



**Threshold Requirements** are an eligibility requirement that must be met for an application to be reviewed. Threshold requirements are not curable, except for documentation of applicant eligibility and are listed in Section III.D Threshold Eligibility Requirements. Similarly, there are eligibility requirements under Section III.E, Statutory and Regulatory Requirements Affecting Eligibility.

**Unique Entity Identifier** means the identifier required for SAM registration to uniquely identify business entities.

#### **4. Program Definitions**

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

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

**Allegation** is an intake where there are one or more claims of a violation of a fair housing law. Allegations are only applicable to those protected classes under fair housing laws that are in effect within the applicant's service area.

**Broad-based** means not limited to a single fair housing issue (such as insurance, mortgage lending, or advertising), but rather covering more than one issue related to discrimination in the provision of housing covered under the Fair Housing Act.

**Complaint** is a filed fair housing complaint accepted by HUD or a Fair Housing Assistance Program agency as jurisdictional, or a complaint filed in a state or federal court alleging violations of the Fair Housing Act.

**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- 3619).

**Fair Housing Assistance Program (FHAP) Agencies** as described in 24 CFR 115 are State and local fair housing enforcement government agencies that receive FHAP funds to administer laws deemed substantially equivalent to the Fair Housing Act.

**Fair Housing Enforcement Organization (FHO)** is an organization engaged in fair housing activities as defined in 24 CFR 125.103.

**Fair Housing Initiatives Program (FHIP)** is the Fair Housing Initiatives Program authorized by Section 561 of the Housing and Community Development Act of 1987 (42 U.S.C. 3616 note).

**Full-service Projects** must provide services to members of all protected classes and include these enforcement-related activities in the project application: interviewing potential victims of

discrimination; taking complaints; testing; evaluating testing results; conducting preliminary investigations; conducting mediation; conciliating; enforcing meritorious claims through litigation or referral to administrative enforcement agencies; and disseminating information about fair housing laws.

**Intake** is a fair housing allegation contact/query received by a fair housing organization. Intake does not include inquiries unrelated to fair housing including general housing, landlord/tenant or others. Intakes may be in-person or by phone, mail or email contact and documented through the fair housing organization's standard intake form or database entry. Information gathered at intake starts the fair housing process. Repetitive contacts from a single individual may not be counted as an additional intake unless the contact contains a new allegation or relates to a new respondent. Intakes do not include someone returning a non-enforcement related telephone call, a telemarketer calling the office, or incoming personal telephone calls.

**Jurisdiction** under the Fair Housing Act is established when: the complaint is filed in a timely manner; the complainant has apparent standing; the respondent and the dwelling involved (where the complaint involves a provision or denial of a dwelling) appear to be covered by the Fair Housing Act; and the subject matter and the basis of the alleged discrimination may constitute illegal practices as defined by the Fair Housing Act.

**Lending discrimination** means discriminatory practices against persons protected under the Fair Housing Act, in the mortgage process and includes actions that may violate the Fair Housing Act in the making, servicing, or purchasing of home loans or loans secured by a home. For instance, it includes – but is not limited to – the use of deceptive, misleading or discriminatory practices to sell services that promise foreclosure relief to homeowners, and the failure to deliver those services.

**Meritorious Claims** are enforcement activities by an organization that resulted in lawsuits, judgments, consent decrees, legal settlements, HUD or substantially equivalent agency (under 25 CFR 115.6) conciliations, or organization-initiated settlements, with the outcome of monetary awards for compensatory and/or punitive damages to plaintiffs or complaining parties, or other affirmative relief, including the provision of housing (24 CFR 125.103), for complaints that are jurisdictional under the Fair Housing Act.

**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.

**Private Enforcement Initiative (PEI)** provides funding on a single-year or multi-year basis, to investigate violations and obtain enforcement of the rights granted under the Fair Housing Act or State or local laws that provide rights and remedies for discriminatory housing practices that are

substantially equivalent to the rights and remedies provided in the Fair Housing Act.

**Qualified Fair Housing Enforcement Organization (QFHO)** is an organization engaged in fair housing activities as defined in 24 CFR 125.103.

**Referral** means referring to HUD or to a FHAP agency an intake, alleging possible violations of fair housing laws.

**Regional/Local/Community-Based Activities** are 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 United States Department of Agriculture describes "open country" as a site separated by open space from any adjacent densely populated urban area. Open space includes undeveloped land, agricultural land, or sparsely settled areas, but does not include physical barriers (such as rivers and canals), public parks, commercial and industrial developments, small areas reserved for recreational purposes, or open space set aside for future development.
- e. Any place in whole or in part, not located in a Metropolitan Statistical Area.

**Statement of Work (SOW)** is a document that describes all the tasks necessary to do the work, 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.

**Systemic Housing Investigation** is an investigation of alleged discrimination that is pervasive or institutional in nature, or where the collection and analysis of data to develop a complaint will involve complex issues, novel questions of fact or law, or will potentially affect large numbers of persons. Systemic investigations may focus not only on documenting facts involved in the alleged discriminatory housing practice that is the subject of the complaint; they may also involve the identification of additional victims or the reviewing of policies and procedures related to matters under investigation to make sure that they also comply with the nondiscrimination requirements of the Fair Housing Act . Systemic investigations may include investigation of discrimination in rental, sales, lending, or homeowner’s insurance practices and may include investigations into whether a HUD-funded entity has engaged in discriminatory practices or has failed to affirmatively further fair housing. Systemic investigations may be local, regional, or national in scope.

**Technical Evaluation Panel (TEP)** is a panel whose mission is to accomplish sound, impartial, and comprehensive evaluation of proposals consistent with the NOFO. 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 to gather information about housing policies, treatment and/or practices to compare with the requirements of fair housing laws or other civil rights laws. A test may involve comparing how persons similarly situated except for a protected characteristic are being treated.

**Underserved Populations** means groups of individuals who are:

- a. Persons of an immigrant population (especially racial and ethnic minorities who are non-English-speaking or have limited English proficiency);
- b. Persons living in a rural area, particularly minority groups in such areas;
- c. Persons who are homeless or otherwise experiencing housing instability;
- d. Persons with disabilities (physical or mental), particularly persons living in housing with one or more qualities of an institutional setting, persons leaving institutions, or persons at-risk of institutionalization;
- e. Persons in areas where there is inadequate protection and ability to provide fair housing services from a State or local government or private fair housing organization;
- f. Persons living in impoverished areas or experiencing persistent poverty or inequality, including historical wealth disparities as compared to majority groups;
- g. Lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons, and particularly LGBTQ+ youth;
- h. Indigenous and Native American persons; and
- i. Persons, experiencing housing instability and/or whose access to opportunity has been exacerbated, due to the coronavirus pandemic.

## **B. Authority.**

1. Congress authorized the FHIP in 1987 under the Section 561 of the Housing and Community Development Act of 1987 as amended (42 U.S.C. 3616a). Program Regulations can be found at 24 CFR Part 125, which are incorporated by references in the Notice. FHIP funds fair housing organizations and other non-profits that assist individuals who believe that they have been victims of housing discrimination. FHIP provides funds to eligible organizations through competitive grants under several initiatives to carry out enforcement activities to 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 Organizations Initiative (FHOI), the Private Enforcement Initiative (PEI), and the Education and Outreach Initiative (EOI).

2. Funding for this NOFO is provided by the American Rescue Plan Act of 2021 (the ARP) (Public Law 117-2, approved March 11, 2021), which makes available \$19,400,000 in grant funding through HUD's FHIP for additional relief to fair housing organizations to address the continued impact during and relating to the coronavirus pandemic. The remaining appropriated amount of \$600,000 was directly transferred to HUD Salaries and Expenses as authorized by the ARP.

## **II. Award Information.**

### **A. Available Funds**

Funding of approximately **\$ 19,400,000** is available through this NOFO. Additional funds may become available for award under this NOFO, because of HUD's efforts to recapture 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 funding restrictions contained in this NOFO.

### **B. Number of Awards.**

HUD expects to make approximately 98 awards from the funds available under this NOFO.

### **C. Minimum/Maximum Award Information**

Applicants may apply for an amount based on the total operating costs for an average of the three most recently completed fiscal years as follows:

Level I. Organizations with an average annual operating budget of less than \$500,000 may request up to \$75,000.

Level II. Organizations with an average annual operating budget of between \$500,000 and \$700,000 may request up to \$125,000.

Level III. Organizations with an average annual operating budget of greater than \$700,000 may request up to \$350,000.

The maximum award possible under this solicitation is \$350,000. Specific maximum PEI award amount(s) and other eligibility information is listed under Section III. Eligibility Information.

Estimated Total Funding:

\$ 19,400,000

Minimum Award Amount:

\$ 75,000

Per Project Period

Maximum Award Amount:

\$ 350,000

Per Project Period

### **D. Period of Performance**

Estimated Project Start Date:

10/28/2021

Estimated Project End Date:

10/28/2023

Length of Project Periods:

24-month project period and budget period

Length of Periods Explanation of Other:

The period of performance under this NOFO is 24 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 24 months from award.

### **E. Type of Funding Instrument.**

Funding Instrument Type:

G (Grant)

HUD will award a grant agreement to each applicant selected for an award. The grant agreement will set forth the relationship between HUD and the awardee, 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 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 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.

HUD will conduct monitoring reviews, request quarterly reports, and approve all proposed deliverables as documented in the applicant's Work Plan or SOW.

### **III. Eligibility Information.**

#### **A. Eligible Applicants.**

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

#### **Additional Information on Eligibility**

Under this NOFO, an eligible applicant must be: (1) a Qualified Fair Housing Enforcement Organization (QFHO) with at least two years of experience in complaint intake, complaint investigation, testing for fair housing violations, and enforcement related experience and meritorious claims in the three years prior to filing this application; or (2) a Fair Housing Enforcement Organization (FHO) with at least one year of experience in the enforcement-related activities listed above in the two years prior to the filing of the application. If the applicant is neither a QFHO nor FHO with the requisite experience, the organization is ineligible. Both FHOs and QFHOs must currently conduct these enforcement activities and operate a full-service program. Applicants must complete Appendix B, "Certification for PEI Applicants," to confirm QFHO or FHO status.

#### Eligible Activities

The novel coronavirus pandemic has adversely impacted housing stability for many Americans, including many who live in underserved communities. Eviction and foreclosure moratoriums are expected to end as the risk of coronavirus transmission decreases due to widespread vaccination

programs, and the resulting evictions and foreclosures are expected to implicate fair housing concerns, such as discriminatory eviction or foreclosure practices. People seeking to rent or buy housing will also face new forms of discrimination because of changing business practices in the housing, credit, and real estate-related services. Because of pandemic-related risks, housing providers and realtors have increased their use of virtual means of marketing housing that is for rent or sale. Business processes for screening applicants, potential homebuyers, and home mortgage applicants have also evolved as a result of the pandemic, and pandemic-related unemployment may have adversely affected the credit ratings of people who lost their jobs due to business closures or the need to stay home and care for family members. The ARP Act provides a one-time competitive FHIP funding for a 12-18 month period to ensure that fair housing organizations have additional resources to address fair housing inquiries, complaints, investigations, education and outreach activities, and costs of delivering or adapting services during or relating to the coronavirus pandemic.

The ARP funds may be used to address pandemic-related fair housing issues as well as the many impacts during or relating to the coronavirus pandemic on fair housing organizations, including, but not limited to the following eligible activities:

- Investing in resources to implement the Center for Disease Control and Prevention’s (CDC) operational strategy for in-person and/or remote operations to keep staff and the public safe; improving ventilation, purchasing protective equipment (PPE), and obtaining additional space to ensure social distancing in physical locations;
- Avoiding layoffs and hiring additional staff to address service needs, providing support to the public including complainants and existing staff, and providing sufficient staff to facilitate social distancing while addressing an increase in persons contacting the agency;
- Equitably expand housing opportunities for underserved populations and unserved communities who need these fair housing services the most because of the adverse impact of the coronavirus pandemic;
- Hiring additional personnel, such as custodial staff, to keep the office safe and healthy;
- Providing for social distancing and safety protocols on public transportation to carry out enforcement-related activities;
- Funding for Wi-Fi hotspots and other technological support and devices for staff without connectivity for remote working and supporting staff in the effective use of technology;
- Costs associated with providing reasonable accommodations for employees and members of the public with disabilities engaged or associated with the organization;
- Advocacy and support to assist individuals with disabilities who wish to leave or are at risk of entering institutional settings to return to or remain in community-based settings; and
- Conducting intake, testing, investigation, mediation and litigation activities.

## **B. Ineligible Applicants.**

HUD does not award grants to individuals. HUD will not evaluate applications from ineligible applicants, including those that do not meet the threshold, statutory and regulatory, or program eligibility requirements under III.D, E and F.

### **C. Cost Sharing or Matching.**

This Program does not require cost sharing or matching.

### **D. Threshold Eligibility 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. Resolution of Civil Rights Matters.** Outstanding civil rights matters must be resolved before the application deadline. Applicants, who after review are confirmed to have civil rights matters unresolved at the application deadline, will be deemed ineligible. Their applications will receive no further review, will not be rated and ranked, and they will not receive funding.

- a. Applicants having any of the charges, cause determinations, lawsuits, or letters of findings referenced in subparagraphs (1) – (5) that have not been resolved to HUD’s satisfaction before or on the application deadline date are ineligible for funding. Such matters include:
  1. Charges from HUD concerning a systemic violation of the Fair Housing Act or receipt of a cause determination from a substantially equivalent state or local fair housing agency concerning a systemic violation of a substantially equivalent state or local fair housing law proscribing discrimination because of race, color, religion, sex, national origin, disability or familial status;
  2. Status as a defendant in a Fair Housing Act lawsuit filed by the Department of Justice alleging a pattern or practice of discrimination or denial of rights to a group of persons raising an issue of general public importance under 42 U.S.C. 3614(a);
  3. Status as a defendant in any other lawsuit filed or joined by the Department of Justice, or in which the Department of Justice has intervened, or filed an amicus brief or statement of interest, alleging a pattern or practice or systemic violation of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Section 109 of the Housing and Community Development Act of 1974, the Americans with Disabilities Act or a claim under the False Claims Act related to fair housing, non-discrimination, or civil rights generally including an alleged failure to affirmatively further fair housing;
  4. Receipt of a letter of findings identifying systemic non-compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Section 109 of the Housing and Community Development Act of 1974; or the Americans with Disabilities Act; or
  5. Receipt of a cause determination from a substantially equivalent state or local fair housing agency concerning a systemic violation of provisions of a state or local law prohibiting discrimination in housing based on sexual orientation, gender identity, or lawful source of income.
- b. HUD will determine if actions to resolve the charge, cause determination, lawsuit, or letter of findings taken before the application deadline date will resolve the matter. Examples of actions that may be sufficient to resolve the matter include, but are not limited to:
  1. Current compliance with a voluntary compliance agreement signed by all the parties;
  2. Current compliance with a HUD-approved conciliation agreement signed by all the parties;



3. Current compliance with a conciliation agreement signed by all the parties and approved by the state governmental or local administrative agency with jurisdiction over the matter;
4. Current compliance with a consent order or consent decree;
5. Current compliance with a final judicial ruling or administrative ruling or decision; or
6. Dismissal of charges.

**2. Timely Submission of Applications.** Applications submitted after the deadline stated within this NOFO 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 Section IV. D. Application Submission Dates and Times.

**3. Minimum Score.** Applicants must receive a minimum Technical Evaluation Panel (TEP) score of 75 points to be considered for funding, not including preference points.

**4. Eligible Activities.** When the majority of the proposed activities are ineligible (more than 50%) HUD will not fund the application. HUD has the right to request information or documentation to clarify or confirm that activities are eligible fair housing activities.

**5. 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)).

**6. 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) 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)

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

## **E. 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](#).

- Active Prime and Sub Recipient registration with SAM.gov
- 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

## **F. Program-Specific Requirements.**

Applicants who fail to meet the following Program Specific Eligibility will be deemed ineligible for funding.

1. Applicants must be a Qualified Fair Housing Organization (QFHO) or a Fair Housing Organization (FHO) under 24 CFR 125.103.
2. The application must demonstrate that the "applicant organization" is a broad-based and full-service project (as defined under section I.A.3, Program definitions), or the application will be deemed ineligible. If the application has income restrictions for services, the application must identify this restriction, and describe how individuals who fall outside of the restrictions are being equally served and how that service is provided. If not provided, the applicant will be deemed ineligible.
3. Fair Housing Related Activities. All of the program related tasks/activities and costs within the 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 NOFO. Only the eligible portions of a successful application will be funded.
4. 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. All services and activities must be available to all protected class members. The application's proposed activities must reflect the commitment to address housing discrimination affecting all of the above protected classes or the applicant is ineligible.
5. Only current FHIP PEI organizations may apply for funding under this NOFO. New PEI organizations are not eligible applicants for ARP funding.
6. HUD will not fund an organization if the parent or its affiliate/subsidiary organization has an open grant (previously funded) under this same PEI component and will not fund both a parent organization and its affiliate/subsidiary organization under this NOFO 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.
7. A parent organization that is a QFHO or an FHO with a separate EIN does not confer QFHO or FHO status upon an affiliate organization. To determine whether the affiliate organization meets eligibility requirements for this Initiative, HUD will review the independent enforcement-related experience of the affiliate organization (based upon the organization's EIN). The affiliate organization, under that EIN must establish in its application that it is a private, tax-exempt organization with the requisite years of enforcement related independent staff and organization experience from that of the parent organization for a QFHO or one-year of independent staff and organization experience for an FHO to be eligible for funding.
8. Co-applicants or members of a consortium are not eligible applicants under this NOFO.
9. All applicants must meet the eligibility requirements as defined in Section III A.

10. Applicants must be a 501(c)(3) tax-exempt organization as determined by the Internal Revenue Service (IRS) prior to the application deadline date to be eligible for funding. Applications must include an IRS report showing 501(c)(3) status. If an applicant's 501(c)(3) status has expired prior to application deadline date, the application must show that the organization has applied for renewal of tax-exempt status and that the application is pending. If 501(c)(3) status has expired and there is no information regarding the application for renewal in the organization's application at the deadline date, the applicant will be deemed ineligible. In addition, if an organization with a pending 501(c)(3) application is selected for a funding award based on the review and selection process, the applicant must provide proof that the 501(c)(3) renewal was approved prior to release of funding. If the applicant's pending application for renewal is subsequently denied, the applicant's organization will be deemed ineligible, and the award selection will be rescinded. Further, all applicants must maintain 501(c)(3) status throughout the grant period.
11. Fund Request exceeding the Maximum Amount. Applicants may not request funding over the maximum amount identified in Section II. C. Minimum/Maximum Award Information or the applicant will be deemed ineligible.
12. 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 deemed ineligible.
13. Prior Performance Rating. An organization is deemed ineligible for funding under this NOFO if it received a "poor" rating on its most recent performance assessment on a prior FHIP grant for any initiative/component. The organization will remain ineligible for a period of 2 years after the NOFO closure date unless the organization provides evidence that the rating was overturned through an appeal or that another resolution was accepted by the Government Technical Representative/Government Technical Monitor (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 NOFO, all remaining FHIP grant funds received under this NOFO 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.

14. 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 activities, only the eligible portions of the application will be funded. In addition, proposed surveys must be approved by HUD and OMB under the Paperwork Reduction Act before the application submission, or the activity is deemed ineligible.

15. Applicants and recipients are required to submit assurances of compliance with federal civil rights requirements. *See, e.g.*, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1967; *see also* 24 C.F.R. §§ 1.5; 3.115; 8.50; and 146.25. HUD accepts these assurances in the form of the SF-424B and SF-424D, which also require compliance with all general federal nondiscrimination requirements in the administration of the grant.

Only applicants deemed eligible will be ranked and rated.

**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).

#### **G. 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 General Section for information regarding the DUNS requirement referenced at IV.C. The DUNS number used in the application must be for the applicant organization identified in Box 8a on the SF-424, 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.
  
- 4. Testing Requirements.** If funded, during negotiations applicants must provide a copy of its organization's written policy demonstrating that the organization policy/policies comply with the FHIP Regulation at 24 CFR 125.107. In addition, applicants should be prepared to adopt policies and practices that include a criminal background check on potential testers; and require that potential testers certify under penalty of perjury that they meet the requirements under that section. Costs for all background checks should be included in the applicant's budget.
  
- 5. Review and Approval of Testing Training Materials.** If funded, during negotiations, HUD may require the applicant to submit copies of these documents to HUD for review:
  - (1) The training materials to be provided for tester training; and
  - (2) Other forms, protocols, cover letters, etc., used in the conduct of testing and reporting

of results.

6. **Closeout.** Closeout should be undertaken as specified in 2 CFR Part 200.344.

#### **IV. Application and Submission Information.**

##### **A. Obtaining an Application Package.**

###### **Instructions for Applicants.**

You must download both the Application Instructions and the Application Package from Grants.gov. You must verify that the Assistance Listing Number and Assistance Listing Description on the first page of the Application Package, and the Funding Opportunity Title and the Funding Opportunity Number match the Program and NOFO to which you are applying.

The Application Package contains the portable document forms (PDFs) available on Grants.gov, such as the SF-424 Family. The Instruction Download contains official copies of the NOFO 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 Number is not 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 mailed, shipped, or emailed request at least 15 calendar days before the application deadline and if you do not demonstrate good cause. If HUD waives the requirement, HUD must receive your paper application before the deadline of this NOFO. To request a waiver, you must contact:

Name:

Kimberly Harley

Email:

Kimberly.R.Harley@hud.gov

HUD Organization:

FHEO

Street:

451 7th Street, SW

City:

Washington

State:

DC DISTRICT OF COLUMBIA

Zip:

20410

All waiver requests will be submitted to the 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 that boxes 11, 12, and 13 on the SF-424 match the NOFO 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 Assistance Listing and Funding Opportunity Number is non curable unless otherwise stated in Threshold requirements.

**1. Content.**

<b>Forms/Assurances/Certifications</b>	<b>Submission Requirement</b>	<b>Notes/Description</b>
Application for Federal Assistance (SF424)	Submission is required for all applicants by the application due date.	
Disclosure of Lobbying Activities (SFLLL), if applicable	HUD will provide instructions to grantees on how the form is to be submitted.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to

<b>Forms/Assurances/Certifications</b>	<b>Submission Requirement</b>	<b>Notes/Description</b>
		Report Lobbying," in accordance with its instructions. Applicants must furnish an executed copy of the Certification Regarding Lobbying prior to award.
HUD Applicant Recipient Disclosure Report (HUD) 2880 Applicant/Recipient Disclosure/Update Report	HUD will provide instructions to grantees on how the form is to be submitted.	HUD instructions to grantees are provided by webcast, To view the webcast, click here.
Certificate Regarding Lobbying	All applicants (except as noted below) must submit with their application the signed Certification Regarding Lobbying included in the Application download from Grants.gov. Federally-recognized Indian tribes and tribally designated housing entities (TDHEs) established by federally-recognized Indian Tribes are excluded from coverage of the Byrd Amendments.	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
Application for Federal Assistance and Assurances- Non-Construction Programs	Form SF-424 and SF-424B. Applicants must include the nine digit zip code (ZIP code plus four	Both are required forms. Form SF-424B covers compliance with Federal legal requirements such as age and sex discrimination, environmental standards, and the Uniform

<b>Forms/Assurances/Certifications</b>	<b>Submission Requirement</b>	<b>Notes/Description</b>
	<p>digits) associated with the applicant’s address in Box 8d of the SF-424.</p> <p>Also, in Box 15, along with the Initiative, an applicant should include the Component to which you are applying.</p>	<p>Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA).</p>
<p>Certification of Consistency with Promise Zone Goals and Implementation, if applicable.</p>	<p>HUD Form 50153. Promise Zone Certification.</p>	<p>This form is required if the applicant would like to apply for Promise Zone preference points.</p>
<p>Survey for Ensuring Equal Opportunity for Applicants</p>	<p>HUD Form SF-424 Supplement (“Faith Based EEO Survey - HUD-424SUP). 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.</p>	<p>Encouraged form.</p>
<p>Race and Ethnic Data Reporting Form</p>	<p>HUD Form-27061</p>	<p>Required form - post award.</p>



Forms/Assurances/Certifications	Submission Requirement	Notes/Description
Budget Information	HUD Form SF424-CBW ("HUD Detailed Budget Form and Worksheet)	Required form.

Additionally, your complete application must include the following narratives and non-form attachments.

- Submit separate narrative responses to Rating Factors 1-4 criteria for each factor as described in Section V, "Application Review Information".
- Project Abstract (one-page summary – must include Initiative applied, amount of funding requested, general description of coronavirus pandemic-related project activities, areas of concentration, and issues pending resolution, if any).
- SOW Narrative and SOW chart (see Appendix A for sample chart), and Narrative Budget Work Plan and Form Grant Application Detailed Worksheet (HUD 424-CBW).
- Any Rating Factor charts required under Section V of this NOFO.
- Complete Appendix B, PEI Eligibility Certification and submit as a part of your application.

Further, all applicants must read and adhere to the 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.

3-5 Pages maximum length of narratives

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

3 Page maximum length of narratives is applying as a Level I or II applicant.

5 Page maximum length of narratives if applying as a Level III applicant.

a. The maximum length of the narrative response is 3 pages if applying as a Level I or Level II applicant. The maximum length of the narrative response is 5 pages if applying as a Level III applicant for each separate factor. Applicants may submit fewer pages if desired. The narrative pages must be double-spaced (do not include single-spaced text within double-spaced text required narrative pages or there will be a 1-point score reduction). This includes all text, titles and headings. Applicants are required to use 12-point font. You must respond fully to each rating

factor to obtain maximum points. Failure to provide narrative responses to rating factors 1-4 or omitting requested information will result in less than the maximum points available for the given rating factor or sub-factor. The following items do not count towards the 3 or 5 page maximum: SOW and Budget chart or other information, and 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 <https://www.sam.gov/> before submitting their application. Applicants must maintain current information in SAM on immediate and highest-level owner and subsidiaries, as well as on all predecessors that have been awarded a Federal contract or grant within the last three years, if applicable. Information in SAM must be current for all times during which the applicant has 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 <https://www.sam.gov/> 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](https://www.grants.gov/) and be approved by the E-Biz POC in SAM to submit applications for the organization. Registration for SAM and [grants.gov](https://www.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 apply through [grants.gov](https://www.grants.gov/). Complete registration instructions and guidance are provided on [grants.gov](https://www.grants.gov/).

### **D. Application Submission Dates and Times.**

#### **Application Due Date Explanation**

The application deadline is 11:59:59 PM Eastern Standard time on 08/18/2021

Applications must be received no later than the deadline, or, if HUD has issued you a waiver allowing you to submit your application in paper form, by HUD no later than the deadline.

Submit your application to [Grants.gov](https://www.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](https://www.grants.gov/)" means the applicant received a confirmation of receipt and an application tracking number from [Grants.gov](https://www.grants.gov/). [Grants.gov](https://www.grants.gov/) then assigns an application tracking number and date-and timestamps each application upon successful receipt by the [Grants.gov](https://www.grants.gov/) system. A submission attempt not resulting in confirmation of receipt and an application tracking number is not considered received by [Grants.gov](https://www.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 applying.

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

**Grants.gov Customer Support.** Grants.gov provides customer support information on its website at <https://www.grants.gov/web/grants/support.html>. Applicants having difficulty accessing the application and instructions or having technical problems can receive customer support from Grants.gov by calling (800) 518-GRANTS (this is a toll-free number) or by sending an email to [support@grants.gov](mailto:support@grants.gov). The customer support center is open 24 hours a day, seven days per week, except Federal holidays. The phone number above may also be reached by individuals who are deaf or hard of hearing, or who have speech disabilities, through the Federal Relay Service's teletype service at 800-877-8339.

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, 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 NOFO 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 will uniformly notify applicants of each curable deficiency. See curable deficiency in the definitions section (Section I.A.3). 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 organization representative identified on the SF 424 Application for Federal Assistance via email. This email is the official notification of a curable deficiency.

Applicants must email corrections of curable deficiencies to [applicationsupport@hud.gov](mailto:applicationsupport@hud.gov) within the time limits specified in the notification. The time allowed to correct deficiencies will be no less than 48 hours and no more than 14 calendar days 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](mailto:applicationsupport@hud.gov) must state: Technical Cure and include the Grants.gov application tracking number or the GrantSolutions application number (e.g., Subject: Technical Cure - GRANT123456 or Technical Cure - XXXXXXXXXXXX). 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.

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 NOFOs.** The version of these NOFOs as posted on Grants.gov are the official documents HUD uses to solicit applications.

**6. Exemptions.** Parties that believe the requirements of the NOFO would impose a substantial burden on the exercise of their religion should seek an exemption under the Religious Freedom Restoration Act (RFRA).

#### **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 (as outlined in the grant agreement documents) regarding establishment of retainer agreements and recovery of legal fees from HUD-funded cases. Data on fees, settlements, and verdicts are matters of public record. Awardees must provide this information to HUD annually. Neither the grantee nor the individual(s) on whose behalf any action is filed can request that HUD waive these provisions.
- 2. Reimbursement Requirement.** Grantees must reimburse the Federal government the amount of the grant from all financial settlements, conciliations, and agreements reached because of their use of FHIP funds. FHEO may authorize the use of funds from such settlements, conciliations, and agreements to be treated as program income in addition to any grant awarded, consistent with 2 CFR Part 200, and will be used consistently with the activities authorized under this NOFO.

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. **Number of Awards.** Under this PEI NOFO, an organization is eligible to apply for and receive this additional funding if the organization currently has a PEI multi-year award. However, FHIP will fund only one organization for those organizations with separate EIN’s that apply separately for funding under this NOFO for this single component but identify more than one of the same direct personnel and/or key staff for both organizations (i.e. key staff sharing). This restriction ensures FHIP’s commitment to continued program integrity by eliminating double payments under a single component to an organization or individuals; and the 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.
5. **Funding.** Grantees must use funding under this PEI NOFO only for those activities funded under this specific PEI grant agreement.
6. **Administrative and Allowable Costs.** Salaries, fringe benefits, and other administrative costs charged against the project or a program element for the sole purpose of administering the grant agreements shall not exceed 25 percent 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. This administrative cost increase is a one-time exception due to the coronavirus pandemic. 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, and 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 NOFO; 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.
7. **Non-administrative Costs.** Salaries and fringe benefits related to the implementation of the project or program element of the grant agreement are not considered administrative costs. For example, the salaries and fringe benefits for technical staff to conduct work to accomplish specific Fair Housing goals as outlined in the program or project elements are not administrative costs.
8. **Pre-award Costs.** Applicants incur pre-award expenditures at their own risk, and a recipient’s authority to approve such costs does not impose an obligation on HUD in the event an award is not made or is made for an amount less than the recipient anticipated. All project activities and expenditures of project funds must occur during the period of performance.
9. **Travel (both foreign and domestic).** In light of the coronavirus pandemic and as a matter of programmatic policy, travel (both foreign and domestic) is permitted consistent with CDC guidelines. Local ground transportation is allowable. In addition, travel-related subsistence (i.e., lodging and per diem) is allowed in the program.

10. **Equipment costs.** Equipment costs must not exceed 20% of your total grant request to HUD.
11. **Construction, purchase of real property, major alteration and renovation.** These funds cannot be utilized for these purposes except for those physical changes to the workplace needed to ensure the health and safety of employees and customers in light of the coronavirus pandemic.

### **Indirect Cost Rate.**

Normal indirect cost rules under 2 CFR part 200, subpart E 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. Successful applicants whose rate changes after the application deadline must submit new rate and documentation.

Applicants other than state and local 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 your agency does not have a current negotiated rate (including provisional) rate and elects 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 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.

Statutory or Regulatory Restrictions Apply – ONLY if a statute or regulation imposes restrictions that are different from the indirect cost rate requirements in 2 CFR 200, OR there has been a HUD-wide decision to prevent program offices from seeking an approved deviation from the negotiated rates under the conditions provided by 2CFR 200.414(c).

## **G. Other Submission Requirements.**

### **1. Application, Assurances and Certifications.**

Standard Form 424 (SF-424) Application for Federal Assistance Programs is the government-wide form required to apply for Application for Federal Assistance Programs, discretionary Federal grants and other forms of financial assistance programs. Applicants for this Federal assistance program must submit all required forms in the SF-424 Family of forms, including SF-424B (Assurances of Non construction Programs) or SF424D (Assurances for Construction Programs). Applications receiving funds for both non-construction programs and construction programs must submit both the SF-424B and SF-424D.

By signing the forms in the SF-424 either through electronic submission or in paper copy submission (for those granted a waiver), the applicant and the signing authorized organization representative affirm that they have reviewed the certifications and assurances associated with the application for Federal assistance and (1) are aware the submission of the SF-424 is an

assertion that the relevant certifications and assurances are established and (2) acknowledge that the truthfulness of the certifications and assurances are material representations upon which HUD will rely when making an award to the applicant. If it is later determined the signing authorized organization representative to the application made a false certification or assurance, caused the submission of a false certification or assurance, or did not have the authority to make a legally binding commitment for the applicant, the applicant and the individual who signed the application may be subject to administrative, civil, or criminal action. Additionally, 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, or Alaska native villages and those applicable to applicants other than federally recognized Indian tribes or Alaska native villages.

**Assurances.** By submitting your application, you provide assurances that, if selected to receive an award, you will comply with U.S. statutory and public policy requirements, including, but not limited to civil rights requirements. Applicants and recipients are required to submit assurances of compliance with federal civil rights requirements. *See, e.g.*, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975; *see also* 24 C.F.R. §§ 1.5; 3.115; 8.50; and 146.25. HUD accepts these assurances in the form of the SF-424B and SF-424D, which also require compliance with all general federal nondiscrimination requirements in the administration of the grant.

**V. Application Review Information.**

**A. Review Criteria.**

**1. Rating Factors.**

1. Rating Factors.

The criteria for rating and ranking applications, and the maximum points for each Rating Factor are provided below. Applicants must provide responses to all four rating factors below or points will be deducted. Level I and Level II applicants must limit the narrative to three pages. Level III applicants must limit the narrative to five pages. The maximum number of Rating Factor points awarded under this NOFO is 100.

In addition to the Rating Factor points, applicants may receive a maximum of two additional points under the NOFO Preference Point section.

Rating Factors Summary

Capacity of Applicant and Relevant Organization Experience	
<ul style="list-style-type: none"> <li>Description of expertise of Staff</li> </ul>	10
<ul style="list-style-type: none"> <li>Organization Experience</li> </ul>	10
Need/Distress/Extent of the Problem	
<ul style="list-style-type: none"> <li>Problem Statement</li> </ul>	10



• Underserved Population Focus	8
• Proposed Solution	12
• Application of Funding	5
Soundness of Approach	
• Proposed Statement of Work and Information Requirements	16
• Budget and Cost Estimates	14
Achieving Results and Program Evaluation	
• Measurement	5
• Evaluation Plan	10
TOTAL	100
Preference Points - for either PZ and/or HBCU	+2
Maximum POINTS	102

**Rating Factor 1: Capacity of Applicant and Relevant Organizational Experience**

**Maximum Points: 20**

This factor addresses the extent to which the organization has the relevant personnel for the proposed activities and organizational capacity necessary to successfully complete the proposed project for the duration of the grant performance period, including actively maintaining staff/consultants and/or contractors throughout this period. This factor also addresses the degree to which the project will support the creation of new fair housing programs or activities or sustain/maintain existing programs or activities threatened by the coronavirus pandemic; and the degree to which the proposed project will retain fair housing jobs threatened by the coronavirus pandemic or create new jobs. Under this rating factor, HUD will consider the extent to which the applicant clearly addresses:

(1) **Description and expertise of staff** (Up to 10 points). The applicant narrative must describe staff expertise to show that the applicant organization will have sufficient and qualified staff

available to complete the proposed activities. The applicant must: describe the organization staffing plan including a proposal to add staff (employees) or contractors or consultants, if applicable. To receive full points, the staffing plan must:

a. Demonstrate that there is sufficient current applicant organization staff (more than one key staff) with fair housing related experience at the time of the application due date and indicate the number and titles of the positions that would be retained or created in conducting the proposed activities including contractors or consultants. Explain how these positions have been affected by the coronavirus pandemic, or, if new, how they would help your organization or your part of the fair housing service response to the pandemic's impact. Identify the people who hold (or will hold) these positions and describe the work they will do. Include salaried personnel employed by your organization and consultants. If applicable, the applicant must describe a plan which ensures that current staff do not exceed 100% staff time under all current FHIP grant awards. The application description must demonstrate that the applicant organization is independent and capable of implementing the proposed project without relying on other applicants or other grantee(s), including sharing of key staff. Applicants may not use the performance (e.g., performance review rating or successfully completed activities) of another organization to meet the requirements of this Rating Factor. If the applicant or applicant staff perform activities in any capacity on other FHIP grants, the applicant must list the name of the organization sharing activities, and the role and time staff devotes to all FHIP related activities that the organization/staff is undertaking, including as a grantee, sub-grantee, affiliate, contractor, consultant, or in any other capacity. This information may be provided in a chart or list and will not be included within the 3 or 5 page limits. (Up to three points).

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

b. The staffing plan should identify each staff assigned to the proposed project by name and position, and the percentage of estimated time that each will devote to the proposed project. This description must also identify the project's proposed Project Manager, by name and title, and percentage of time that the individual will devote to the proposed project. The Project Manager must be currently on staff and devote at least 30 percent of their time to the proposed project. Points will be deducted if less time is identified. Further, the plan must describe how the applicant will evaluate and provide oversight for each contractor, if applicable. 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. (Up to three points)

c. Describe each key staff person's experience as it relates to the proposed project position. This should include fair housing related experience if the position is for a fair housing related professional. Experience included should relate to enforcement activities and proposed fair housing training or disseminating information to the community. The staffing plan must describe how all key staff position (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 or contractors, the applicant must describe experience that contributes to the organization completing the proposed activities, including any fair housing related experience, if applicable. (Up to two points)

d. Demonstrate that the organization has available staff (more than 1 staff) and will hire (if appropriate) staff with the appropriate training, expertise, and experience to conduct tests, or propose a plan and budget (under Factor 3) for training and technical assistance for testing. If an applicant proposes complex testing, such as real estate sales, mortgage lending, or homeowner's insurance, the applicant must describe the specialized staff training, expertise and/or experience to complete the proposed testing activities. (Up to two points)

**(2) Organizational Experience** (up to 10 points). The applicant must describe the degree to which the applicant advances the fair housing enforcement and education work in their areas; the importance of the proposed fair housing activities to the applicant's mission, to the population of the targeted areas of need, and to the general public; and the feasibility of successfully completing the proposed activities within the period of performance.

(a) Briefly provide examples of how your organization has conducted past project(s) similar in scope and complexity (whether FHIP funded or not) to the project proposed or engaged in activities that, although not necessarily similar, are readily transferable to the proposed project and the results. (Up to two points)

(b) Describe the applicant organization's experience working with populations of the targeted area of need, including underserved populations and diverse populations that have faced historic segregation. (Up to two points)

(c) Describe your organization's capacity to administer an award of federal emergency funds in compliance with relevant regulations given the challenges brought on by the coronavirus pandemic (such as suspended operations, telework, etc.). Briefly summarize how the proposed activities fit within your overall strategy to ensure your organization's long-term viability. State your organization's annual total operating costs for Fiscal Year 2019. If your organization is required to have its financial statements audited in accordance with 2 CFR 200.501, submit a copy with your application. If not required, your organization should submit an unaudited financial statement with your application. In addition, the applicant must describe their ability to deliver or adapt their continued or expanded fair housing services during the coronavirus pandemic. (Up to two points)

(d) Describe the applicant organization's current experience (within the last two years) in each of the following fair housing enforcement activities:

(1) number of complaints received and processed, by basis and issue;

(2) number of complaints referred to HUD for investigation;

(3) testing program, types of tests and basis, including number of tests conducted (both individual and systemic);

(4) investigative experience, apart from testing;

(5) summarize the complaint outcomes, including judicial and administrative findings, number of pending complaints, and number of awards and amount to plaintiffs of monetary and non-monetary relief; and

(6) activities that further the enforcement objectives of full-service and broad-based fair housing activities.

Applicants must show how their proposed/provided fair housing enforcement project is both a full-service project and a broad-based project addressing protected classes under the Fair Housing Act and that meets the need(s) outlined in Rating Factor 2.

Applicants must show how they have met these requirements in the past 2 years and outline specific instances for each category. The list may be provided in a chart form and will not count against the 3 or 5-page limit. (Up to four points). If this information is not provided, there will be an eight-point reduction from the applicant's Rating Factor 1, Organization Experience final score.

**Rating Factor 2: Need/Distress/Extent of the Problem**

**Maximum Points: 35**

This factor addresses the extent to which the applicant has clearly articulated the impact of the coronavirus pandemic on the organization and provide relevant evidence to support its claims; the appropriateness of the proposed activities in addressing the need(s) identified including addressing the needs of underserved populations. The need(s) described must relate to the activities for which funds are being requested under Rating Factor 3.

To receive maximum points for Rating Factors 2-4 below, applicants must demonstrate a direct relationship between the purpose of the program, the applicant's proposed coronavirus pandemic related activities, the fair housing needs of the community or communities disproportionately impacted by the coronavirus pandemic, and how the applicant plans to address discrimination, including systemic discrimination, in a way that meets those fair housing needs.

**(1) Problem Statement:** Describe the impact of the coronavirus pandemic on your organization, in both quantitative and qualitative terms (e.g., suspended operations, reductions in revenue, staff furloughs, reduction in inquiries, etc.). Explain how your organization has attempted to offset the pandemic's impact. Describe how you have continued to deliver on your fair housing services and goals during the pandemic despite these challenges. Applicant must identify and reference supporting data/evidence demonstrating the need. This may include but is not limited to CDC data, an Assessment of Fair Housing, a Consolidated Plan, an Analysis of Impediment to Fair Housing Choice (AI), and other fair housing planning documents. (up to ten points)

**(2) Servicing Underserved Population Focus:** Applicant should provide evidence demonstrating that they have equitably expanded housing activities or services for underserved populations who need their services the most. Maximum points will be provided if the applicant demonstrates how the funds requested through this NOFO will allow the organization to continue or expand work in underserved populations. (up to eight points)

**(3) Proposed solution:** Described the new or existing activities to be funded by an ARP FHIP award. Explain how these activities will position your organization to address or overcome the challenges described in your fair housing need or problem statement. Applicant should describe

how the proposed activities would support the mission and goals of your organization and advance the fair housing services for the general public and the targeted area of need during the coronavirus pandemic.

Applicants must address the organization's need to secure or provide language assistance services in languages other than English by describing the target population's language needs and reasonable steps the applicant will take to ensure meaningful access for LEP persons. All printed material disseminated to the public must be in English and two other languages. Please provide a brief description of what other languages will be used based on the targeted population and how materials will be translated and by whom. (up to twelve points)

**(4) Application of Funding:** Applicants must specify how the use of ARP funds provided under this NOFO will differ from prior projects regarding the expansion or maintenance of FHIP enforcement and education activities and services during the coronavirus pandemic. (up to five points)

**Rating Factor 3: Soundness of Approach** **Maximum Points: 30**

This factor addresses the soundness, quality and reasonableness of the proposed work plan in relation to the proposed activities, the applicant's capacity to properly administer federal relief funds in the current environment, and the long-term viability of the organization. Two sub-factor requirements make up the total possible points (up to 30 points) for this rating factor.

**(a) Proposed SOW and Information Requirements (up to 16 points).** This sub-factor does not count toward the 3 or 5-page limit under this rating factor. Each applicant should complete a detailed SOW narrative and chart. The SOW narrative sub-factor will be evaluated on the extent to which the applicant provides a clear, detailed description of the proposed project activities that will take place during the period of performance to achieve each of the proposed objectives.

1. The proposed SOW narrative should identify quantifiable project goals and describe how those goals are related to each of the specific needs identified in Rating Factor 2 "Need/Distress/Extent of Problem." Goals are the results or outcomes the applicant aims to accomplish. Explain how outcomes from one activity will carry over to the next. The SOW narrative should also identify the proposed activities, specific deliverables, and anticipated outcomes consistent with the activities outlined in the required SOW chart. (SOW narrative - up to six 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 in Appendix A are standard general tasks, but the tasks may be edited to fit the applicant's specific tasks. Under the Program Tasks section, each applicant should complete a detailed SOW based on the specific enforcement activities proposed in the organization's application, including activities, and tasks, and proposed outcomes where applicable. The SOW program tasks must include complaint intake, complaint investigation, testing for fair housing violations and enforcement of meritorious claims, and describe:
  - (i) all proposed project activities and major tasks (up to three points),
  - (ii) specify the project a list of team members/staff and partners involved as identified in

Factor 1 who will be responsible and accountable for completing the task (up to three points), Include the start date for any new position(s) that would be funded under this award.

(iii) the steps to complete the proposed activities required to successfully implement the proposed project (up to two points), and

(iv) the proposed outcomes where applicable under program tasks (up to two points).

Applicants may receive up to six points for the submission of a complete SOW narrative and up to 10 points for a complete SOW chart.

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

HUD will assess the reasonableness of the proposed budget in relation to the proposed activities, the applicant's capacity to properly administer federal relief funds in the current environment, and the long-term viability of the organization. All costs must be reasonable, necessary to accomplish project objectives, allowable in terms of 2 CFR 200 Subpart E – Cost Principles, auditable, and incurred during the period of performance. All costs are subject to audit, record retention, and other requirements set forth in 2 CFR 200 Subpart F. The applicant's budget submission must include: the applicant'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 must relate to the tasks in the SOW, including identifying the name of the project director and other senior/key persons who are employed by the applicant organization and who are involved in the project. Do not include contractors or consultants here, as they will be included in other direct costs. In addition, the applicant's budget narrative should describe the organization's Financial Management Capacity, and its Board's role in financial management or oversight. In addition, applicants with current or prior FHIP grants should provide a list or chart of the HUD FHIP grants received since 2017 including the grant number, dollar amount awarded, the amount expended and obligated as of 30 days prior to the date the application is submitted and a description of the applicant's activities and results (outcomes) achieved in the previous FHIP grant(s).

(2) The applicant's narrative must describe the organization's capabilities in handling financial resources, disseminating payments to third parties (e.g., contractors), and maintaining adequate accounting and internal control procedures. Current FHIP grantees with multiple grant awards should specifically address management of financial resources, disseminating payments to third parties and maintaining adequate accounting and internal control procedures in relation to the management of multiple FHIP grant awards.

All Factor 3 criteria are exempt from the 3-5-page limit.

Applicants may receive up to seven points for the Narrative Budget Plan, and up to seven points for a completed 424 CBW. Under the 424 CBW score, there will be an automatic reduction of five points in the applicant's score (in addition to any other point deduction(s)) if the applicant submits a 424 CB, but not the detailed 424 CBW.

## **Rating Factor 4: Achieving Results and Program Evaluation**

**Maximum Points: 15**

HUD will assess the applicant's plan to achieve its proposed project objectives and goals. Based on the narrative statements (staff, proposed activities, etc.) that the applicant provided in Factors 1-3, HUD will assess the extent to which the applicant will measure project results and hold itself accountable to ensure effective program management. The applicant should outline its strategy for evaluating and improving (if necessary) its program performance against proposed activity goals during the grant period. The applicant must describe:

1. Measurement (up to five points) – What strategy or strategies will the organization use to measure its outputs and outcomes? Points are given to organizations that propose outputs, outcomes, and methods that can result in reliable, valid data. This description should include but is not limited to: (a) quantifiable outputs and outcomes that measure progress on the goals identified in the Factor 3, SOW; (b) data collection methods used to measure outputs and outcomes and the frequency of data collection; (c) technological tools in place to capture, maintain, and share data; and (d) an explanation of how the applicant's data will be validated. Applicant outcomes should reflect the anticipated effect the organization's proposed activities will have on its beneficiaries. In other words, outcomes measure progress made towards achieving the program goals, while outputs are the measurable organization activities.

2. Evaluation Plan (up to 10 points) – What is the applicant's plan to evaluate its progress towards meeting its stated objectives and goals? This answer should include:

- a description of the output and outcome data that will be used to determine progress on objectives/goals;
- timelines for continuous evaluation and adjustments as needed; and
- a description of how evaluation results will be used to improve progress, increase efficiency and/or make adjustments if expectations are not on track to be met.

The Evaluation Plan should also include a description of the public interest outputs and outcomes that, based on past experience, the applicant expects to achieve. This description may include the applicant's expectations in terms of people served, cases handled, relief obtained, enforcement actions that contribute to changes in local ordinances or state statutes, and/or any other reasonable metric of the impact of the applicant's enforcement work.

### **2. Other Factors.**

This program does not offer points for Section 3.

### **Preference Points**

HUD encourages activities in support of the Secretary's Initiatives. HUD may award no more than two (2) points for any of the three (3) preferences (OZ, PZ or HBCU). Each preference is worth two points and only one preference can apply to any situation, meaning that applicants will ONLY be awarded 2 points for being within an OZ, PZ or involving HBCUs.

### **Opportunity Zones.**

This program does not offer Opportunity Zone preference points.

However, the program is offering preference points under two (2 ) HUD preferences, PZ or HBCU. HUD may award no more than two (2) points for PZ or HBCU preferences.

### **HBCU.**

An applicant partnering with a Historically Black College or University (HBCU) will receive up to two (2) Preference Points when the application includes a Letter of Commitment certifying that an HBCU Partnership is in place and signed by an authorizing official of the HBCU and documentation of the college or university's status as an HBCU. [Click here to view the list of accredited HBCU's](#)

### **Promise Zones**

HUD encourages activities in Promise Zones (PZ). 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 consider an applicant's past performance in managing funds. Items HUD will consider include, but are not limited to:

The ability to account for funds in compliance with applicable reporting and recordkeeping requirements;

Timely use of funds received from HUD;

Timely submission and quality of reports submitted to HUD;

Meeting program requirements;

Meeting performance targets as established in the grant agreement;

The applicant's organizational capacity, including staffing structures and capabilities;

Timely completion of activities and receipt and expenditure of promised matching or leveraged funds;

The number of persons served or targeted for assistance;

Producing positive outcomes and results.

The number of persons served or targeted for assistance.

HUD may reduce scores based on the past performance review, as specified under V.A. Review Criteria. Whenever possible, HUD will obtain past performance information. If this review results in an adverse finding related to integrity of performance, HUD reserves the right to take any of the remedies provided in Section III E., Statutory and Regulatory Requirements Affecting Eligibility, "Pre-selection Review of Performance" document link above.

### **2. Assessing Applicant Risk.**



In evaluating risks posed by applicants, HUD may use a risk-based approach and may consider any items such as the following:

- Financial stability;
- Quality of management systems and ability to meet the management standards prescribed in this part;
- History of performance. The applicant's record in managing Federal awards, if it is a prior recipient of Federal awards, including timeliness of compliance with applicable reporting requirements, failing to make significant progress in a timely manner, failing to meet planned activities in a timely manner, conformance to the terms and conditions of previous Federal awards, and if applicable, the extent to which any previously awarded amounts will be expended prior to future awards;
- Reports and findings from audits performed under Subpart F—Audit Requirements of this part or the reports and findings of any other available audits; and
- The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities.

Applications that have received a favorable review are subsequently reviewed for other considerations, including past performance, as applicable, cost analysis of the project budget; assessment of management systems, continued applicant eligibility, and compliance with any public policy requirements.

You may be asked to submit additional programmatic or administrative information (such as an updated budget or supporting deliverables) or to undertake certain activities (such as negotiation of an indirect cost rate) in anticipation of an award. However, such requests do not guarantee that an award will be made.

More specifically, in evaluating risks posed by applicants, HUD may use a risk-based approach and may consider any items such as the following:

- Financial stability;
- Quality of management systems and ability to meet the management standards prescribed in this part;
- History of performance. The applicant's record in managing Federal awards, if it is a prior recipient of Federal awards, including timeliness of compliance with applicable reporting requirements, failing to make significant progress in a timely manner, failing to meet planned activities in a timely manner, conformance to the terms and conditions of previous Federal awards, and if applicable, the extent to which any previously awarded amounts will be expended prior to future awards;
- Reports and findings from audits performed under Subpart F—Audit Requirements of this part or the reports and findings of any other available audits; and
- The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities.

This section incorporates past performance with the assessment of applicant risk. For current FHIP grantees, past performance will be assessed as part of applicant risk and based on the applicant's most recent FHIP GTR Final Performance Assessment Report. GTR Final Performance Assessment Reports contain these items: (1) performance of all requirements under the grant, (2) acceptance of work performed, and (3) quality of performance. Up to 7 points will

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

**one** point if the applicant received less than an "Excellent"

**five** points if the applicant received less than a "Good"

**one** point if the applicant is deemed "high risk"

An organization is deemed ineligible for funding under this NOFO if the organization received a "poor" rating on its last performance assessment on a prior FHIP grant for any 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 the Multi-year Funding Component.

- a. **Maximum Score.** The maximum number of points to be awarded for the Rating Factors is 100. Applicants may also be awarded a maximum of two (2) preference points for satisfying one or both, PZ, and/or HBCU preferences. Therefore, a score of 102 is the total possible points under this NOFO.
- b. **Ineligible Applications.** Ineligible applications will not be rated or ranked.
- c. **Minimum Score to be Funded.** Only applications with a rating score of 75 points or more will be considered of sufficient quality for funding. Preference points may not be included in reaching this minimum score.
- d. **Ranking.** All eligible applicants will be placed in rank order based on the total application score.
- e. **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.

## **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 SF424.

**Negotiation.** After HUD has made selections, HUD will negotiate specific terms of the funding agreement and budget with selected applicants. If HUD and a selected applicant do not successfully conclude negotiations in a timely manner, or a selected applicant fails to provide requested information, an award will not be made to that applicant. In this case, HUD may select another eligible applicant.

HUD may impose special conditions on an award as provided under 2 CFR 200.208:

- Based on HUD's review of the applicant's risk under 2 CFR 200.206;
- When the applicant or recipient has a history of failure to comply with the general or specific

terms and conditions of a Federal award;

- When the applicant or recipient fails to meet expected performance goals contained in a Federal award; or
- When the applicant or recipient is not otherwise responsible.

**Adjustments to Funding.** To ensure the fair distribution of funds and enable the purposes or requirements of a specific program to be met, HUD reserves the right to fund less than the amount requested in an application.

a. HUD will fund no portion of an application that:

- (1) Is not eligible for funding under applicable statutory or regulatory requirements;
- (2) Does not meet the requirements of this notice; or
- (3) Duplicates other funded programs or activities from prior year awards or other selected applicants.

b. If funds are available after funding the highest-ranking application, HUD may fund all or part of another eligible fundable application. If an applicant turns down an award offer, or if HUD and an applicant do not successfully complete grant negotiations, HUD may withdraw the award offer and make an offer of funding to another eligible application.

c. If funds remain after all selections have been made, remaining funds may be made available within the current FY for other competitions within the program area, or be held for future competitions, or be used as otherwise provided by authorizing statute or appropriation.

d. If, after announcement of awards made under the current NOFO, additional funds become available either through the current appropriations, a supplemental appropriation, other appropriations or recapture of funds, HUD may use the additional funds to provide additional funding to an applicant awarded less than the requested amount of funds to make the full award, and/or to fund additional applicants that were eligible to receive an award but for which there were no funds available.

**Funding Errors.** If HUD commits an error that when corrected would cause selection of an applicant during the funding round of a Program NOFO, HUD may select that applicant for funding, subject to the availability of funds. If funding is not available to award in the current fiscal year, HUD may make an award to this applicant during the next fiscal year, if funding is available then.

**Additional 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 NOFO and lasts for approximately 90 days thereafter. However, you will be advised, in writing or by telephone, if HUD determines that your application is ineligible, or has technical deficiencies which may be corrected. HUD will only communicate with persons specifically identified in the SF-424 in the application. HUD will not provide information about the application to any third party such as contractors.

b. **Negotiation.** If you are selected, HUD will require you to participate in negotiations to determine the specific terms of your grant agreement. The selection is conditional and does not become final until the negotiations are successfully concluded, and the grant agreement is signed and executed based upon the negotiations. HUD will negotiate only with the person identified in

the application as the Director of the organization or if specifically identified in the application as the Project Director. HUD will not negotiate with any third party (i.e., a contractor, etc.). The GO and GTR will determine on a case-by-case basis if technical assistance or special conditions are required.

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. Upon request via email, FHEO will provide applicants a list of frequent areas where the Technical Evaluation Panel deducted points. This panel information will consist of a review of areas in which applicants frequently lose points such that all applicants may make modifications to strengthen their application.

## **B. Statutory and Administrative, National and Department Requirements for HUD Recipients**

For this NOFO, the following [Administrative, National and Department Policy Requirements and Terms for HUD Financial Assistance Awards](#) apply. (Please select the linked text to read the detailed description of each applicable requirement).

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

- Compliance with Fair Housing and Civil Rights Laws, Which Encompass the Fair Housing Act and Related Authorities (cf. 24 CFR 5.105(a)).
- Affirmatively Furthering Fair Housing.
- Improving Access to Services for Persons with Limited English Proficiency (LEP) See [https://www.hud.gov/program\\_offices/fair\\_housing\\_equal\\_opp/limited\\_english\\_proficiency](https://www.hud.gov/program_offices/fair_housing_equal_opp/limited_english_proficiency).

- Accessible Technology. See

<https://www.hud.gov/sites/dfiles/OCIO/documents/s508103017.pdf>

2. Equal Access Requirements. See 24 CFR 5.105(a)(2)

3. Uniform Relocation Act – Real Property Acquisition and Relocation Requirements. See 49 CFR part 24.

4. Participation in HUD-Sponsored Program Evaluation.

5. Uniform 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. See

[https://www.hud.gov/program\\_offices/fair\\_housing\\_equal\\_opp/disability\\_overview](https://www.hud.gov/program_offices/fair_housing_equal_opp/disability_overview)

In accordance with 24 CFR 50.19(b)(2), (3), (4), (9), (12), and (13) activities funded under this NOFO are exempt or categorically excluded from environmental review under the National Environmental Policy Act of 1969 (42 U.S.C. 4321) and not subject to environmental review under related laws and authorities.

2 CFR 200.216 *Prohibition on Certain Telecommunication and Video Surveillance Services or Equipment*

## **Lead Based Paint Requirements.**

When providing education or counseling on buying or renting housing that may include pre-1978 housing under your grant you must 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).

## **C. Reporting.**

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

**1. Recipient Integrity and Performance Matters.** 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.

**4. Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 109-282) as amended (FFATA).** FFATA requires information on Federal awards be made available to the public via a single, searchable website, which is [www.USASpending.gov](http://www.USASpending.gov). Accordingly, each award HUD makes under this NOFO will be subject to the requirements provided by the Award Term in Appendix A to 2 CFR Part 170, "REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION," unless the Federal funding for the award (including funding that may be added through amendments) is not expected to equal or exceed \$30,000. Requirements under this Award Term include filing subaward information in the Federal Funding Accountability and Transparency Act (FFATA) Sub-award Reporting System (FSRS.gov) by the end of the month following the month in which the recipient awards any sub-grant equal to or greater than \$30,000. Each applicant under this NOFO must have the necessary processes and systems in place to comply with this Award Term, in the event that they receive an award, unless an exception applies under 2 CFR 170.110.

## **5. Program-Specific Reporting Requirements**

a. **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. If additional reporting is necessary, further guidance will be released by the Department.

b. **Quarterly Report/Final Report.** All grant recipients under this NOFO are required to submit a quarterly and final report which identify their program's accomplishments; output and outcome achievements; the degree to which the recipient achieved the mission, goals, objectives

and strategies outlined in the approved application; barriers encountered; and responses to summary questions regarding the recipient's overall experiences during the period of performance. Quarterly and final reports must describe outcomes in detail and reflect how an evaluation has been conducted regarding your ARP activities. All reports, if applicable should contain responses to the following:

1. What ARP activities were accomplished, including administrative (i.e. equipment purchased, office enhancements) and enforcement related activities?
2. What actions have been taken to maintain fair housing enforcement activities while responding to COVID-19?
3. How many persons does the organization propose to serve? How is the estimate derived?
4. How many clients have been served?
5. Of those served, how many resulted in cases?
6. How many cases were resolved?
7. How many cases were litigated?
8. What is the total amount of damages the organization received for victims of discrimination by case settlements and litigation?
9. Describe how many cases were resolved to the benefit of the client, and how those clients benefited.
10. How many jurisdictions developed policies to remove barriers to fair housing as a result of FHIP PEI engagement with local jurisdictions/regional organizations?

For quarterly reports and the final report, recipients will be required to derive meaningful data from client feedback on how they benefited from the project's activities in quarterly and final performance reports. Recipients will also report outcomes and evidence of continued project success, 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 example of an enforcement success, e.g., outputs and outcomes of settlements or systemic investigations). Grantees will be required to track outcomes in the final report using the following forms: Types of Closures (HUD-904-A); Bases and Issues in Test (HUD-904-B); and Bases and Issues of Reports of Discrimination (HUD-904-C). These forms can be found at the following links:

<https://www.hud.gov/sites/dfiles/FHEO/images/904-A-OMB2529-0033.pdf>

<https://www.hud.gov/sites/dfiles/FHEO/images/904-B-OMB2529-0033.pdf>

<https://www.hud.gov/sites/dfiles/FHEO/images/904-C-OMB%202529-0033.pdf>

#### **D. Debriefing.**

For a period of at least 120 days, beginning 30 days after the public announcement of awards under this NOFO, 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 organization representative whose signature appears on the SF-424 or by his or her successor in office and be submitted to the POC 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 Contact(s).**

HUD staff will be available to provide clarification on the content of this NOFO.

Questions regarding specific program requirements for this NOFO should be directed to the POC listed below.

Name:

Kimberly Harley

Phone:

202-402-4753

Email:

Kimberly.R.Harley@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 NOFO provides funding under the Fair Housing Initiatives program (FHIP) at 24 CFR part 125, which does not contain environmental review provisions because it concerns activities that are listed in 24 CFR 50.19(b)(2), (3), (4), (9), (12), and (13) as categorically excluded from environmental review under the National Environmental Policy Act of 1969 (42 U.S.C. 4321).

Accordingly, under 24 CFR 50.19(c)(5), this NOFO is categorically excluded from environmental review under NEPA.

### **2. Web Resources.**

- [\*\*Affirmatively Furthering Fair Housing\*\*](#)
- [\*\*Code of Conduct list\*\*](#)
- [\*\*Assistance Listing \(formerly CFDA\)\*\*](#)
- [\*\*Dun & Bradstreet\*\*](#)
- [\*\*Equal Participation of Faith-Based Organizations\*\*](#)
- [\*\*Federal Awardee Performance and Integrity Information System\*\*](#)
- [\*\*FFATA Subaward Reporting System\*\*](#)
- [\*\*Grants.gov\*\*](#)
- [\*\*HBCUs\*\*](#)
- [\*\*Healthy Homes Strategic Plan\*\*](#)
- [\*\*Healthy Housing Reference Manual\*\*](#)
- [\*\*HUD's Strategic Plan\*\*](#)
- [\*\*HUD Grants\*\*](#)
- [\*\*Limited English Proficiency\*\*](#)
- [\*\*NOFO Webcasts\*\*](#)
- [\*\*Opportunity Zone\*\*](#)
- [\*\*Procurement of Recovered Materials\*\*](#)
- [\*\*Promise Zones\*\*](#)
- [\*\*Section 3 Business Registry\*\*](#)

- [State Point of Contact List](#)
- [System for Award Management \(SAM\)](#)
- [Uniform Relocation Assistance and Real Property Acquisition Act of 1970 \(URA\)](#)
- [USA Spending](#)

### 3. Program Relevant Web Resources

### 4. Additional Program Requirements

**a. Product Information.** Press releases and any other product intended to be disseminated to the public must be submitted to the GTR four days before release for approval and acceptance. The GTR will work with FHEO's Office of the General Deputy Assistant Secretary 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 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 GO (See [www.hud.gov](http://www.hud.gov) for list of FHEO Regional Directors). Complaints from the public against FHIP grantees should be forwarded to the POC listed above in Section VII Agency Contacts(s). If, after notice and consideration of relevant information, the GO concludes that there has been inappropriate conduct, such as a violation of FHIP requirements, terms or conditions of the grant agreement, or any other applicable 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 an applicant is awarded funds under this NOFO, the applicant (and any contractor or consultant) may not charge or claim credit for the activities performed under this project under any other Federally assisted project.

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

**g. Corrections to Deficient Applications.** In order not to unreasonably exclude applications from being rated and ranked, HUD may contact applicants to ensure proper completion of the application and will do so uniformly for all applicants. HUD may not seek clarification of items or responses that improve the substantive quality of an applicant's response to any rating factors or correct deficiencies which are in whole or part of a rating factor. Applicants will have five business days from date of notification to submit the required documents to HUD. Applicants will be notified by email and telephone about corrections to ensure notification. The applicants must submit the corrections by using the form HUD Form 90611 found in their downloaded



application to submit the technical cures to HUD.

**h. Compliance.**

- Executive Order 13132 which prohibits an agency from promulgating policies that have federalism implications and either impose substantial direct compliance costs not required by statute, or preempt state law, unless the relevant requirements of Section 6 of the executive order are met; and
- Sections 102 and 103 of the Department of Housing and Urban Development Reform Act of 1989.

**i. Paperwork Reduction Act Statement.** The information collection requirements in this notice have been approved by OMB under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid OMB control number. Each NOFO will identify its applicable OMB control number unless its collection of information is excluded from these requirements under 5 CFR part 1320.

**APPENDIX**

**APPENDIX A**

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

**FY 2021 ARP NOFO**

**Statement of Work for:**

The recipient, \_\_\_\_\_, agrees to undertake the following activities in accordance with its FY 2021 application for funding under the Initiative- \_\_\_\_\_ Project (if applicable) for a \_\_\_\_\_-month project commencing \_\_\_\_\_ 2021/2023 in the geographic area of \_\_\_\_\_.

**Administrative Tasks**

Activities	Tasks	Submitted By	Key Personnel
1. Assign staff to project	Submit assignment memo or other documents assigning staff by name and number of hours to be spent on the project	30 days	
2. Execute subcontracts agreements (if any)	Submit draft contract for GTR approval. Submit copy of signed agreement.	30 days	
3. Submit evidence of	Submit copy of organization written conflict of interest policy, demonstrating 24 CFR 125.107	TBD during negotiations	

compliance with 24 CFR 125.107 (if program activities include testing)	compliance including conflict of interest and other requirements.		
4. Complete HUD-2880 Disclosure Statements	Submit Disclosure Statement. If no changes occur, submit statement of no change	Quarterly when changes occur	
5. Complete SF-LLL Disclosure of Lobbying Activities	Submit updated form. If no changes occur, submit statement of no change	Quarterly when changes occur	
6. Quarterly Report of Performance	Submit (2) copies of quarterly report of performance. Include outcomes and progress towards achieving outcomes.	Quarterly	
7. Complete SF-425 Financial Status Report and Written Quarterly Status Reports on All Activities	Submit (2) copies of SF-425 and Copy of Written Report.	Quarterly	
8. Voucher of Payment	Submit payment request to LOCCS	Per payment schedule	
9. Complete listing of current or pending Grants/Contracts/Other Financial Agreements	Submit listing for Recipient and any contractors	45 days and at the end of the grant	
10. Prepare Summary of First Year (36 month grant)	Submit summary of first year accomplishments	395 days	
11. Prepare and submit draft of Final Report	Submit (2) copies of draft final report. Report summary should include <b>objectives, accomplishments and results</b>	One month before end	

and HUD Forms 904-A, 904-B and 904-C	<b>(outcomes).</b> 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.	of grant term.	
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**Program Tasks**

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

Activities/Tasks	Outcome(s)	Submitted By
1. Review/refine process to refer potential victims to HUD, DOJ, a state or local agency, or a private attorney. Task: Copy of referral process. All audit-based enforcement actions should be referred to HUD.		45 days
2. 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 tie for case processing; including administrative or judicial proceedings; the cost of testing activities and case processing; to whom the case was referred. Task: Submit copy of Enforcement Log and a report on number of enforcement proposals referred to HUD.		Quarterly
3. Submit tester training and other forms for review/approval.		60 days
4. Train staff on fair housing. Task: number of hours spent in training.		
5. Make at least ___ referrals of non-fair housing issues.		
6. Evaluate at ___ potential complaints for enforcement.		

**APPENDIX B  
CERTIFICATION FOR PEI APPLICANTS**

I/WE [applicant] \_\_\_\_\_, certify that the information provided below is true and correct. WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 32 U.S.C § 3729, 3802)

Applicant Name: \_\_\_\_\_  
(Applicant name same as it appears on SF 424)

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

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

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

(1) Qualified fair housing enforcement organizations.

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

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

NOTE: The Technical Evaluation Panel will verify this certification through the organization's response to Factor 1. In accordance with FHIP regulation at 125.103, "the Department may request an organization to submit documentation to support its claimed status as an FHO."