



U.S. Department of Housing and Urban Development

Fair Housing and Equal Opportunity

Fair Housing Initiative Programs

FR-5900-N-21

for David R. Feija

Gustavo F. Velasquez, Assistant Secretary

Fair Housing and Equal Opportunity

7/21/15

Date

Fair Housing Initiative Programs

FR-5900-N-21

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U.S. Department of Housing and Urban Development

Program Office: Fair Housing / Equal Opportunity
Funding Opportunity Title: Fair Housing Initiative Programs
Announcement Type: Initial
Funding Opportunity Number: FR-5900-N-21
Primary CFDA Number: 14.408
Due Date for Applications: **08/26/2015**

FOR FURTHER INFORMATION CONTACT: Please direct questions regarding the specific program requirements of this Program Notice of Funding Availability (NOFA) to the agency contact identified in Section VII. Please direct questions regarding the FY 2015 General Section to the Office of Strategic Planning and Management, Grants Management Division, at (202) 708-0667 (this is not a toll-free number). Persons with hearing or speech impairments may access these numbers via TTY by calling the Federal Relay Service at 1-800-877-8339.

Additional Overview Information

1. Incorporation of the General Section. HUD publishes a General Section each fiscal year that contains mandatory requirements for all applicants to HUD's various competitive grant programs, including this NOFA. Applications must meet all of the requirements of the General Section in addition to the requirements of this NOFA to be considered and potentially receive funding. The full title of the General Section is the General Section to the Fiscal Year 2015 NOFAs for Discretionary Programs. Copies are available at Grants.gov or HUD's Funds Available page, http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/fundsavail.

2. OMB Approval Number(s): 2529-0033

I. Funding Opportunity Description.

A. Program Description.

1. Purpose.

The Fair Housing Initiatives Program (FHIP) provides funding to fair housing organizations and other non-profits that assist individuals who believe that they have been victims of housing discrimination. Currently FHIP provides funds to eligible organizations through competitive grants under three initiatives to carry out enforcement activities 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 Organization Initiative (FHOI), Private Enforcement Initiative (PEI) and the Education and Outreach Initiative (EOI).

2. Changes from Previous NOFA.

1. **Effectiveness** - The PEI pilot program under the FY 2014 NOFA has not been funded for new applicants. To determine pilot program effectiveness, the FHIP will continue to fund the pilot program for those grantees selected under the 2014 NOFA and analyze results. FHIP will fund the second year of the PEI pilot for the three successful grantees at the advanced, proficient and standard tier levels as specified in the 2014 NOFA. The second year funding is based on successful completion of first year performance goals, and performance based on (1) Quality of Project Management, (2) Quality of Tasks/and Grant Activities, (3) Timeliness, and (4) Thoroughness of Quarterly Reports. The FY2014 pilot program continues to focus resources on practices with the strongest evidence of success and allows grantees to qualify for a four tiered grant funding model.
2. **PEI Multi-Year (PEI-MY) Funding** – FHIP is increasing the amount of the PEI-MY component award from \$325,000 to \$350,000. Under this increase, FY2015 applicants are required to demonstrate that the organization will carry out the required activities listed in Appendix B, the PEI-MY activity list, including expanded education and outreach activities, and prepare their Statement of Work (SOW) and budget to meet those requirements. The increased funding amount applies to FY2015 PEI-MY applicants. Existing PEI-MY grantees will continue to be funded at prior approved levels.
3. **Special Emphasis Component** – This is a new Fair Housing Organizations Initiative (FHOI) component. Projects that are eligible for funding under the Special Emphasis Component are those that expand the capacity of existing eligible organizations. The service expansion category will support fair housing enforcement and education efforts by existing organizations with Metropolitan Statistical Areas (MSAs) containing populations of 1 million or more. Heavily populated MSAs present significant challenges to identify and address housing discrimination; therefore, expanded activities and additional resources may be needed to effectively address the scope of potential discriminatory practices. The Special Emphasis Component will support one or more statutorily eligible private fair housing organizations that conduct complaint intake and investigation, testing, enforcement of meritorious claims, and related education activities, including the development and execution of projects to identify and pursue cases involving systemic patterns of discrimination that affect large numbers of people in underserved areas or individual cases in those areas.
4. **National/Regional Testing** – This is a new FHOI component designed to support the development of a national/regional testing program to identify discrimination based on race or national origin in real estate sales, real estate steering or rentals. Applicants should propose at least 250 completed matched pair tests in an identified geographic region or regions (including at least two states and at least one metropolitan area with a population exceeding 100,000). The proposed protocol should include multiple contacts/visits by testers in the course of one test. Applicants should consider the analysis and results found in Housing Discrimination Against Racial and Ethnic Minorities 2012 found at http://www.huduser.org/portal/publications/fairhsg/hsg_discrimination_2012.html and develop protocols to be approved by HUD consistent with use for enforcement activity, if justified.
5. **National Programs Component – Sex Discrimination.** This is a new Education and Outreach (EOI) Initiative component designed to develop a national program that undertakes specific education and outreach Fair Housing Act projects that focus on activities countering sex discrimination (Domestic violence, sexual harassment, gender stereotyping or discrimination based on gender identity). Under certain circumstances, complaints involving sexual orientation or gender identity may be investigated under the Fair Housing Act. Thus, applicants should focus on education and outreach activities based on complaints involving prohibition against discrimination on non-conformance with sex stereotypes. Under certain circumstances victims of domestic violence *may* be afforded protection under the Act. Thus, applicants should ensure that all education and outreach activities are activities protected under the Fair Housing Act.
6. **National Programs Component – Sex Discrimination/Familial Status Discrimination.** This is a new EOI Initiative component designed to develop a national program that undertakes specific

education and outreach Fair Housing Act projects that focus on activities on countering sex/familial status discrimination.

7. **National Programs Component – National Origin Discrimination.** This is a new EOI Initiative component designed to develop a national program that undertakes specific education and outreach Fair Housing Act projects that focus on activities on countering national origin discrimination in rental, sales, or lending.
8. **National Programs Component – Disability Discrimination.** This is a new EOI Initiative component designed to develop a national program that undertakes specific education and outreach Fair Housing Act projects that focus on activities on countering disability discrimination based on Housing Discrimination Study (HDS) research results on housing discrimination encountered by individuals with mobility impairments, hearing impairments, cognitive disabilities or mental illness.
9. Previously selected PEI MY Funding Component applicants receiving their second or third multi-year payments will be funded at the previously established levels.
10. **NOFA Priorities.** Applicants are advised that under the FY2015 NOFA, "NOFA Priorities" are referenced and scored under Factor 3. However, applicants must review Section 2, "NOFA Priorities" for additional detailed instructions on what information the narrative response must include to meet this subfactor criteria. For additional information, please see Factor 3 and Section 2 of this NOFA, and the FY2015 General Section.
11. **Component Removed** – A previous FY2014 component, EOI-General (EOI-G) is eliminated for FY2015; therefore the component is not included in this FY2015 NOFA.

3. Definitions.

a. Eligibility Requirements – Eligibility requirements are those requirements that must be met for an application to be eligible for funding. Deficiencies in meeting an eligibility requirement may be categorized as either curable or non-curable.

b. Threshold Requirement – Threshold requirements are a category of eligibility requirements. A threshold requirement is a requirement that must be met in order for an application to be reviewed. Threshold requirements are not curable.

Threshold requirements are listed in Section III.C.2. of both the 2015 General Section and in this Program NOFA.

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

c. Deficiency – Deficiencies are not the same as errors. Errors are never curable except as permitted under Section IV.C.2. Deficiencies are items of missing or omitted information within a submitted application. Deficiencies typically involve missing documents, information on a form, or some other type of unsatisfied information requirement (e.g., an unsigned form, unchecked box, etc.). Depending on specific criteria, deficiencies may be either curable or non-curable.

d. Curable Deficiency – A curable deficiency is a specific type of deficiency that applicants may correct with timely action. To be curable the deficiency must:

- Not be a threshold requirement;
- 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.

e. Non-Curable Deficiency – An applicant cannot correct a non-curable deficiency 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.

Program Definitions

The definitions that apply to this FHIP NOFA are:

- a. **Administrative Costs.** Administrative costs include providing clerical expenses; providing or securing legal services; providing or securing financial management services such as accountants, consultants, sub-contractors, or others retained by the organization.
- b. **Allegation.** Allegation means 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.
- c. **Broad-based.** 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.
- d. **Complaint.** Complaint means a filed fair housing complaint accepted by HUD or a FHAP agency as jurisdictional.
- e. **Fair Housing Act.** The Fair Housing Act means Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988 (42 U.S.C. 3601-3620).
- f. **Fair Housing Assistance Program (FHAP) Agencies.** Fair Housing Assistance Program (FHAP) agencies, as described in 24 CFR 115, means State and local fair housing enforcement government agencies that receive FHAP funds to administer laws deemed substantially equivalent to the Fair Housing Act.
- g. **Fair Housing Counseling –** means the process used by fair housing organizations to advise persons about their rights and responsibilities, available options for exercising their rights, and remedies provided under fair housing laws.
- h. **Fair Housing Enforcement Organization (FHO).** Fair Housing Enforcement Organization (FHO) means an organization engaged in fair housing activities as defined in 24 CFR 125.103.
- i. **Full-service Projects.** Full-service projects must include the following 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.
- j. **Intake.** Intake means housing contacts/queries received by a fair housing organization. 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 intake unless the additional contact contains a new allegation or relates to a new respondent. Intakes do not include someone returning a non-enforcement related phone call, a telemarketer calling the office, or incoming personal phone calls.
- k. **Jurisdiction.** 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.
- l. **Meritorious Claims.** Meritorious claims means 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.

m. **Lending Discrimination.** Lending discrimination means discriminatory practices against persons protected under the Fair Housing Act, in the mortgage process and 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. Lending discrimination includes actions that may violate the Fair Housing Act in the making, servicing, or purchasing of home loans or loans secured by a home.

n. **Operating Budget.** Operating budget means 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.

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

p. **Partnership** – means 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 in nature with specific roles and deliverables defined, or less formal cooperation through volunteer efforts accomplished without a contract.

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

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

s. **Rural Areas.** Rural Areas mean any of the following:

(1) A non-urban place having fewer than 2,500 inhabitants (within or outside of the metropolitan areas).

(2) A county or parish with an urban population of 20,000 inhabitants or less.

(3) Territory, including its persons and housing units, in rural portions of “extended cities.” The Census Bureau identifies the rural portions of extended cities.

(4) Open country that is not part of or associated with an urban area. The USDA describes "open country" as a site separated by open space from any adjacent densely populated urban area. Open space includes undeveloped land, agricultural land, or sparsely settled areas, but does not include physical barriers (such as rivers and canals), public parks, commercial and industrial developments, small areas reserved for recreational purposes, or open space set aside for future development.

(5) Any place in whole or in part, not located in a Metropolitan Statistical Area.

t. **Statement of Work (SOW).** Statement of Work (SOW) means 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.

u. **Systemic Housing Investigation.** Systemic housing investigation means 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 a large number 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.

v. Technical Evaluation Panel (TEP). Technical Evaluation Panel (TEP) means a panel whose mission is to accomplish sound, impartial, and comprehensive evaluation of proposals consistent with the Notice of Funding Availability. TEP members are selected from a diverse pool of evaluators, including HUD staff and outside (contract) individuals. Individuals are selected for TEP participation based on skill, background and 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.

w. Testing. Testing is an investigative tool used to gather evidence. A test is a covert investigation by a QFHO or FHO involving one or more persons who initiate contact with a person or entity for the purpose of gathering information about housing policies, treatment and/or practices to compare with the requirements of fair housing laws or other civil rights laws. A test may involve comparing how persons similarly situated except for a protected characteristic are being treated.

x. Test Part. Test part means a contact by a tester with an entity that is or may be covered by the Fair Housing Act. The contact may be by telephone, email, or in person. A test part does not include a preliminary contact by an employee of a QFHO or FHO to determine office hours, operational issues or other information needed to conduct a test. A test part may represent a single test, may be part of a matched pair test, which has two test parts, or be part of a multiple contact test with three or more parts.

y. Underserved Areas. Underserved Areas means areas where there are no Fair Housing Initiatives Program or Fair Housing Assistance Program agencies and where either no public or private fair housing enforcement organizations exist or the jurisdiction is not sufficiently served by one or more public or private enforcement fair housing organizations and there is a need for service.

z. Underserved Populations. Underserved Populations means groups of individuals who are:

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

B. Authority.

Section 561 of the Housing and Community Development Act of 1987, as amended (42 U.S.C. 3616), established FHIP. The implementing regulations are found at 24 CFR Part 125. FHIP is authorized under Sec. 561 of the Housing and Community Development Act of 1987, as amended. The available funding is provided by the Department of Housing and Urban Development Appropriations Act, 2015 (Public Law 113-235, approved December 16, 2014).

II. Award Information.

A. Available Funds.

HUD is making available through this NOFA **\$39,200,000** for Fair Housing Initiative Programs.

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

Funding for additional years beyond FY2015 is subject to the availability of appropriations.

FHIP funds are used to increase compliance with the Fair Housing Act. This year, funding is available under three Initiatives: Private Enforcement (PEI), Fair Housing Organization (FHOI) and Education and Outreach (EOI) Initiatives. Multi-year awards beyond FY2015 funding are subject to appropriations and the availability of funds.

The following is a general description of each program initiatives (see chart in section III. A. for all eligibility requirements and a listing of related components):

1. **Private Enforcement Initiative (PEI).** This Initiative provides funding to private, non-profit fair housing enforcement organizations that meet statutory requirements to conduct investigation and enforcement of alleged violations of the Fair Housing Act.
2. **Fair Housing Organization Initiative (FHOI).** This Initiative provides funding to establish new fair housing enforcement organizations and to support the continued existence of fair housing organizations in building their capacity to enforce the prohibitions on discrimination set forth in the Fair Housing Act.
3. **Education and Outreach Initiative (EOI).** This Initiative provides funding to organizations that inform the general public about their rights and obligations under the Fair Housing Act.

HUD will award grants/cooperative agreements under each of these program initiatives. Applicants may be funded under the following Initiatives or Components based on eligibility:

a. Private Enforcement Initiative (PEI) - \$29,275,000

(1) Multi-Year Funding Component (PEI-MYFC) - \$5,356,878;

Total PEI Multi-Year Funding (PEI-MYFC) is \$29,275,000 (minus \$23,918,122 set aside based upon appropriations for FY 2013 and FY 2014 Multi-year grantees).

b. Fair Housing Organization Initiative (FHOI) - \$6,425,000

(1) Special Emphasis Component - \$2,500,000

(2) National/Regional Testing Component - \$1,000,000

(3) Continued Development General Component (CDGC) - \$1,425,000;

(4) Lending Discrimination Component (Lending) - \$1,500,000

c. Education and Outreach Initiative (EOI) - \$3,500,000

(1) National-Based Programs

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

(b) National Programs Component – Sex Discrimination - \$500,000

(c) National Programs Component – Sex /Familial Status Discrimination - \$500,000

(d) National Programs Component – National Origin Discrimination - \$500,000

(e) National Programs Component – Disability Discrimination - \$500,000

(2) Regional/Local/Community Based Program (EOI-R/L/C-B)

Tester Review Training Component -\$500,000

Applicants may apply for funding under multiple Initiatives/Components as long as the applicant meets the specific eligibility requirements for each Initiative/Component (see eligibility chart in Section III.A.1). A separate application must be submitted for each component. However, applicants will be funded in accordance with the funding restrictions listed under Section IV.F.5.

B. Number of Awards.

HUD expects to make approximately 50 awards from the funds available under this NOFA.

C. Minimum/Maximum Award Information.

The maximum award possible under this solicitation varies. Specific minimum and maximum award amounts, per component are listed in the Chart under Section III. Eligibility Information.

| | |
|--------------------------|--------------------------------|
| Estimated Total Funding: | \$39,200,000 |
| Minimum Award Amount: | \$325,000 Per Project Period |
| Maximum Award Amount: | \$1,000,000 Per Project Period |

D. Period of Performance.

Estimated Project Start Date: 08/30/2015

Estimated Project End Date: 08/29/2016

Other

The period of performance varies based on the specific Initiative and/or Component for which an applicant applies.

E. Type of Funding Instrument.

Funding Instrument Type: Cooperative Agreement or Grant

HUD expects to award a fixed-price cooperative agreement or grant agreement to each applicant selected for award. The type of funding instrument HUD may offer a successful applicant that sets forth the relationship between HUD and the awardee will be a grant or cooperative agreement, where the principal purpose is the transfer of funds, property, services, or anything of value to the awardee to accomplish an eligible public purpose.

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

If funds are provided subject to a cooperative agreement, HUD will also exercise the right to have substantial involvement in all proposed deliverables, as well as the Work Plan or Statement of Work (SOW). For grants and cooperative agreements, HUD will conduct monitoring reviews, request quarterly reports, and approve all proposed deliverables as documented in the applicant's Work Plan or SOW. Most

reports, and approve all proposed deliverables as documented in the applicant's Work Plan or SOW. Most FHIP funds are awarded under grant agreements. However, national funds are awarded under cooperative agreements and remain in Headquarters since the grants have a nationwide impact, and therefore require more complex and frequent oversight as well as Departmental approval of deliverables, which is a higher level approval process than funds awarded under grant agreements.

F. Supplementation.

III. Eligibility Information.

A. Eligible Applicants.

Eligible applicants under the NOFA include:

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

Additional Information on Eligibility:

1. Eligible Applicants. Depending on the component, eligible applicants may be Qualified Fair Housing Enforcement Organizations (QFHOs) and Fair Housing Enforcement Organizations (FHOs), public or private not-for-profit organizations or institutions, and other public or private entities that are formulating or carrying out programs to prevent or eliminate discriminatory housing practices; agencies of State or local governments; and agencies that participate in the Fair Housing Assistance Program (FHAP).

The following chart details each FHIP Initiative/ Component, the approximate available funding, and the eligible applicants and activities:

| Initiative/ Component | Amount Available | Applicant Eligibility | Project Period | Award Caps | Applicant Eligible Activities |
|--|---------------------|--|-------------------|---|---|
| Private Enforcement Initiative (PEI) - Multi-year Funding Component | \$5,356,878 | Fair Housing Enforcement Organizations (FHOs) with at least one year of experience in complaint intake, complaint investigation, testing for fair housing violations, and enforcement of meritorious claims in the two years prior to the filing of the application (24 CFR 125.401(b)(2)) | 36 months | For FY 2015, up to \$350,000 per year for a three-year duration. All prior second and third year grantees will be funded at their current levels. Funding is based on the availability of appropriations. All applicants must review Appendix B, which specifies the required activities that | Eligible activities include, but are not limited to: (1) Intake of allegations of housing discrimination, testing, evaluating testing results, and providing other investigative work to provide a just resolution for discrimination that may violate federal, state or substantially equivalent local fair housing laws; (2) investigation of discrimination, through testing and other investigative methods including systemic investigations; (3) Mediation or other voluntary resolution of allegations of fair |

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| | | and Qualified Fair Housing Enforcement Organizations (QFHOs) with at least two years of enforcement related experience as noted above, and meritorious claims in the three years prior to filing this application (24 CFR 125.103). Both FHOs and QFHOs must currently be conducting these enforcement activities and operating a full service program. | | must be addressed in each application. All funding is based on appropriations. | housing; (4) litigating fair housing cases, including procuring expert witnesses, and (5) conducting fair housing education activities. Activities are eligible only in cases involving conduct prohibited by, or rights protected under, the Fair Housing Act. HUD will allow applicants under the PEI-Multi-year to modify their activities with the approval of the GTR based upon changing demographics and/or need. |
| <u>Fair Housing Organization Initiative (FHOI) – Special Emphasis Component/Systemic Investigations</u> | \$2,500,000 | QFHOs, FHOs, other private nonprofit fair housing enforcement organizations and nonprofit groups building their capacity to become a viable fair housing enforcement organization. | 12-18 months | Up to \$350,000 | Applicants will strengthen their enforcement activities and build their capacity to conduct fair housing enforcement activities and fair housing education in MSAs with a population of 1 million or greater to pursue systemic cases that affect large numbers of people as well as pursuing individual complaints. Activities should include identifying and addressing systemic and/or individual complaints of discrimination against |

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| | | | | | racial and ethnic minorities, persons with disabilities and other protected classes that create a barrier to inclusive housing communities. |
| <u>Fair Housing Organization Initiative (FHOI) National/ Regional Testing Component</u> | \$1,000,000 | QFHOs, FHOs, other private nonprofit fair housing enforcement organizations and nonprofit groups building their capacity to become a viable fair housing enforcement organization. | 12-18 months | Up to \$500,000 | Eligible activities include developing and supporting a national/regional testing program to identify discrimination based on race or national origin in real estate sales and rentals. Applicants should propose to complete at least 250 matched pair tests in an identified geographic region or regions (including at least two states and at least one metropolitan area with a population exceeding 100,000). The proposed protocol should include contacts/visits by testers to the same site. Applicants should consider the analysis and results found in Housing Discrimination Against Racial and Ethnic Minorities 2012 found at http://www.huduser.org/portal/publications/fairhsg/hsg_discrimination_2012.html and develop protocols to be approved by HUD consistent with use for enforcement activity if justified. |
| <u>Fair Housing Organization Initiative – Continued Development General Component</u> | \$1,425,000 | QFHOs, FHOs, other private nonprofit fair housing enforcement organizations | 12-18 months | Up to \$325,000 | Eligible activities are those that build the capacity of an organization to become a viable fair housing enforcement organization. Examples |

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| | | and nonprofit groups building their capacity to become a viable fair housing enforcement organization. | | | of activities for continued development of existing eligible organizations may include: (1) change from a fair housing education organization to one which will include an enforcement staff; (2) access more sources of expertise or technical assistance, such as hiring persons with investigative skills or legal expertise in lending to work in the organization; (3) provide continuing support to organizations recently established under ENOC; (4) expand testing expertise and experience. |
| <u>Fair Housing Organization Initiative – Lending Discrimination Component</u> | \$1,500,000 | QFHOs, FHOs, other private nonprofit fair housing enforcement organizations and nonprofit groups building their capacity to become a viable fair housing enforcement organization. | 12-18 months | Up to \$500,000 | Eligible activities include but are not limited to: (1) Intake and investigation of allegations of lending discrimination, or providing other investigative and complaint support for administrative and judicial enforcement of fair lending laws, related to the prevention of mortgage default in foreclosure, mortgage modifications and mortgage refinance; (2) Investigation of possible systemic violations and enforcement pursuant to other equal opportunity or fair lending statutes that accompany a suspected fair housing violation; (3) Analysis of disparities in mortgage lending data |

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| | | | | | <p>that results in investigations of complaints; and (4) Education and outreach activities may include: providing education and counseling to persons who may have encountered lending discrimination in services, terms, strategies, or schemes related to the prevention of mortgage default or foreclosure.</p> <p>Applicants may propose to perform education, training, technical assistance, and other services to enhance the capacity of existing organizations to investigate and enforce fair lending laws to address mortgage lending discrimination, and to provide advocacy and direct assistance to victims of fair housing and fair lending laws including fraudulent or predatory mortgage rescue schemes.</p> |
| <u>Education and Outreach Initiative (EOI) –National-Based Program—National Media Campaign Component</u> | \$1,000,000 | QFHOs, other FHOs, and other nonprofit organizations representing groups of persons protected under Title VIII of the Civil Rights Act of 1968. | 12-18 months | Up to \$1,000,000 | This project will focus on the development of an innovative education and advertising campaign directed to the general public and addressing the general theme of support for diverse and inclusive communities consistent with Fair Housing Act principles, including the obligation to |

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| | | Applicants must have at least five years of experience as an advertising, media or public relations organization or must partner with an advertising and media services organization with at least five years of experience as an advertising, media, or public relations organization. | | | affirmatively further fair housing in 42 U.S.C. 3608. Eligible activities will include: the collection of existing materials from activities funded under the EOI-AFFH grants awarded in FY 2012, FY2013 and FY 2014 and providing them in Internet compatible formats and the development of new materials that may include media campaigns, webinars, development and dissemination of PowerPoint presentations, training curricula, or brochures suitable for use by the general public and may include social media utilization for educational purposes. Activities also include the development of a campaign that supports the obligation to affirmatively further fair housing. The materials, including their production and availability in languages other than English, must be connected by a common theme or graphic design. |
| <u>Education and Outreach Initiative National Programs Component – Sex Discrimination</u> | \$500,000 | QFHOs, other FHOs, and other nonprofit organizations representing groups of persons protected under Title | 12-13 months | Up to \$500,000 | Eligible activities are those that propose a national education program that undertakes specific education and outreach projects consistent with the Fair Housing Act that focus on activities that counter sex |

VIII of the Civil Rights Act of 1968. In addition, applicant must show that they have experience to reach groups they target, show that they have experience working with the targeted populations and have experience or will partner with an organization experienced in directing national campaigns to these targeted populations.

discrimination in housing, including domestic violence, sexual harassment, gender stereotyping or discrimination based on gender identity. This includes: (1) developing and implementing novel ideas on a national basis to inform the general public, housing providers, and concerned persons about one or more forms of sex discrimination in housing, including domestic violence, sexual harassment, gender stereotyping or discrimination based on gender identity under the Fair Housing Act. Under certain circumstances, complaints involving sexual orientation or gender identity may be investigated under the Fair Housing Act. Thus, applicants should focus on education and outreach activities based on complaints involving prohibition against discrimination on non-conformance with sex stereotypes. Under certain circumstances may victims of domestic violence be afforded protection under the Act. Thus, applicants should ensure that all education and outreach activities are activities protected under the Fair Housing Act. Such activities may

include, but are not limited to, developing social media vehicles, print/electronic advertisements, and that these campaigns be placed in media vehicles to realize maximum effectiveness. All products must include messages that can be adapted into media, brochure and other formats, and all products must educate and enhance knowledge of the Fair Housing Act. Activities must include developing products that may be easily replicated in media, brochures and other formats. Activities may include (1) webinars and on-line materials that let people know about their rights; (2) conducting educational symposia or other training; (3) developing materials into languages applicable to communities throughout the project area(s); (4) providing outreach and information on fair housing through electronic media; developing and distributing Fair Housing brochures, and in other formats. Applicants should look to a common theme in development of all fair housing materials. All materials should be new materials that are customizable at the

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| | | | | | local level as determined by HUD. Products must be provided in appropriate languages and deliverables must be provided in camera-ready format or other format suitable for Internet access and must be Section 508 compliant. |
| <u>Education and Outreach Initiative National Programs Component – Sex/Familial Status Discrimination</u> | \$500,000 | QFHOs, other FHOs, and other nonprofit organizations representing groups of persons protected under Title VIII of the Civil Rights Act of 1968. In addition, applicant must show that they have experience to reach groups they target. Further, applicant must show that they have experience working with the targeted populations and have experience or will partner with an organization experienced in directing national campaigns to these targeted | 12-18 months | Up to \$500,000 | Eligible activities are those that propose a national education program that undertakes specific education and outreach projects consistent with the Fair Housing Act that focus on one or more forms of sex or familial status discrimination in housing. This includes: (1) designing specialized outreach projects to inform all persons of the availability of their fair housing rights; (2) developing and implementing novel ideas on a national basis to inform concerned persons, the general public and housing providers about one or more forms of sex/familial status discrimination in housing under the Fair Housing Act. Such activities may include, but are not limited to: (1) developing social media vehicles that educate and enhance knowledge of the Fair Housing Act; (2) webinars, and |

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| | | populations. | | | <p>on-line materials that let people know about their rights; (3) conducting educational symposia or other training; (4) developing materials into languages applicable to communities throughout your project area; (5) providing outreach and information on fair housing through electronic media; and (6) developing and distributing Fair Housing brochures. Activities must include developing products that may be easily replicated in media, brochures and other formats. Applicants should look to a common theme in development of all fair housing materials. All materials should be new materials that are customizable at the local level as determined by HUD. Products must be provided in appropriate languages and deliverables must be provided in camera-ready format or other format suitable for Internet access and must be Section 508 compliant.</p> |
| <u>Education and Outreach Initiative - National Programs Component – National Origin Discrimination</u> | \$500,000 | QFHOs, other FHOs, and other nonprofit organizations representing groups of | 12-18 months | Up to \$500,000 | Eligible activities are those that propose a national education program that undertakes specific education and outreach projects consistent with the Fair |

persons protected under Title VIII of the Civil Rights Act of 1968. In addition, applicant must show that they have experience to reach groups they target. Further, applicant must show that they have experience working with the targeted populations and have experience or will partner with an organization experienced in directing national campaigns to these targeted populations.

Housing Act that focus on one or more forms of national origin discrimination in rental, sales, or lending. This includes: (1) designing specialized outreach projects to inform all persons of the availability of their fair housing rights; (2) developing and implementing novel ideas on a national basis to inform persons, service providers, and the general public on one or more forms of national origin discrimination in housing under the Fair Housing Act. Such activities may include, but are not limited to: (1) developing social media vehicles that educate and enhance knowledge of the Fair Housing Act; (2) webinars, and on-line materials that let people know about their rights; (3) conducting educational symposia or other training; (4) developing materials into languages for national distribution providing outreach and information on fair housing through electronic media; and (5) developing and distributing Fair Housing brochures. Activities must include developing products that may be easily replicated in media, brochures and other formats.

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| | | | | | Applicants should look to a common theme in development of all fair housing materials. All materials should be new materials that are customizable at the local level as determined by HUD. Products must be provided in appropriate languages and deliverables must be provided in camera-ready format or other format suitable for Internet access and must be Section 508 compliant. |
| <u>Education and Outreach Initiative (EOI) – National Programs Component – Disability</u> | \$500,000 | QFHOs, other FHOs, and other nonprofit organizations representing groups of persons protected under Title VIII of the Civil Rights Act of 1968. Further, applicant must show that they have experience to reach groups they target. In addition, applicant must show that they have experience working with the targeted populations and have experience or | 12-18 months | Up to \$500,000 | Eligible activities are those that propose a national education program that undertakes specific education and outreach projects consistent with the Fair Housing Act that focus on one or more forms of discrimination based on disability in housing, and must be targeted consistent with available information on the outcomes of HUD’s Housing Discrimination Studies, to address the fair housing needs of one or more of these categories: (1) housing discrimination encountered by individuals with mobility impairments, (2) housing discrimination encountered by individuals with hearing impairments, and (3) |

will partner with an organization experienced in directing national campaigns to these targeted populations.

housing discrimination encountered by individuals with cognitive disabilities or mental illness. This includes (1) developing and implementing novel ideas on a national basis to inform the general public, concerned persons, or housing providers about disability discrimination under the Fair Housing Act. Such activities may include, but are not limited to: (1) developing social media vehicles that educate and enhance knowledge of the Fair Housing Act; (2) webinars, and on-line materials that let people know about their rights; conducting educational symposia or other training; (3) developing materials into languages for national distribution; (4) providing outreach and information on fair housing through electronic media; and (5) developing and distributing Fair Housing brochures. Activities must include developing products that may be easily replicated in media, brochures and other formats. In addition, applicants should look to a common theme in development of all fair housing materials. Materials must be new materials that are customizable at the local level as

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| | | | | | determined by HUD. Products must be provided in appropriate languages and deliverables must be provided in camera-ready format or other format suitable for Internet access and must be Section 508 compliant. |
| <u>Education and Outreach Initiative – Tester Review Component</u> | \$500,000 | QFHOs, FHOs, other nonprofit organizations representing groups of persons protected under Title VIII of the Civil Rights Act of 1968. Applicants must have at least a minimum of two years of testing experience and expertise. | 12-18 months | Up to \$500,000 | Applicant’s proposed activities should include developing methods for testing based on data from prior FHIP tester training results and provide continued technical assistance with existing materials and updating these materials for FHIP applicants who have participated in training under the national testing training program and to include others to attend the same training or training similar in scope and complexity. Activities may include: (a) sharing methodologies for rental and sales tests, lending and insurance tests, and Internet/email testing based on race, color, religion, sex, national origin, familial status and disability; (b) collecting information on accomplishments and successful cases as a result of the training; (c) review of tester profiles, test assignments, preparation of testers, and costs of tests. Training must address strategies to uncover |

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

All applicants must have an active Data Universal Numbering System (DUNS) number (<http://fedgov.dnb.com/webform>) and have an active registration in the System for Award Management (SAM) (www.sam.gov) before submitting an application. Getting a DUNS number and completing SAM registration can take up to four weeks; therefore applicants should start this process or check their status early.

See also Section IV.B below for necessary content and form of the application.

B. Cost Sharing or Matching.

This Program does not require an applicant to leverage resources through cost sharing or matching. Generally, federal sources are not allowed to be used as cost share or match unless otherwise permitted by a program's authorizing statute.

There is no statutory requirement for applicants to leverage resources; however, under Factor 4 applicants may receive points for leveraging resources.

C. Other.

All applicants must also refer to Section III of the General Section for information on HUD-wide eligibility requirements. These requirements may determine whether your application is reviewed or make your application ineligible for funding.

Program specific eligibility criteria for this competition includes:

1. Statutory and Regulatory Requirements.

a. Applicants must comply with Section 561 of the Housing and Community Development Act of 1987, as amended (42 U.S.C. 3616), which established FHIP, and the implementing regulations at 24 CFR Part 125.

2. Threshold Requirements.

Only applications that meet all threshold requirements established in the General Section and Program NOFA will be evaluated. In addition to the threshold criteria outlined in the General Section, including the Resolution of Outstanding Civil Rights Matters (prior to application deadline), the following threshold requirements must be met:

a. Eligible PEI and FHOI Applicants. The applicant must meet the eligibility requirements as defined in Section III A. Eligible Applicants. Applicants for PEI and FHOI 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. Please include in the application an IRS report showing 501(c)(3) status. If an applicant's 501(c)(3) status has expired prior to application deadline date, the applicant must show in the application 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.

b. Minimum Score. Applicants must receive a minimum Technical Evaluation Panel (TEP) score of 75 points to be considered for funding.

c. Amount in Excess of the Maximum Amount. Applicants are ineligible for funding if they have requested funding in excess of the maximum amount allowed under the initiative or component for which they have applied.

d. Inconsistencies in the Requested Amount or Miscalculations. Inconsistencies in the requested amount and/or miscalculations that result in amounts over the maximum award amount will be considered excessive and the application will be considered ineligible.

e. Performance. FHAP agencies under a suspension or performance improvement plan based on an agency performance, as designated under CFR Part 115.210(B) at the time of application are ineligible for funding unless the performance issues are resolved to HUD's satisfaction before the application deadline. Applicants receiving a "Poor" performance rating after FY 2009 under the FHIP are ineligible for funding.

f. Eligible Activities. When the majority of the proposed activities are ineligible (more than 51%) HUD will not fund the application.

g. Fair Housing Act/Protected Classes. Applicants that fail to address housing discrimination under the provisions of the Fair Housing Act will be ineligible.

h. Research Activities. Applicants are ineligible for funding if their project is aimed solely at research. If a successful application contains research and other activities, only the eligible portions of the application will be funded.

i. 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)).

j. Other Litigation. An application is ineligible for funding if the organization proposes in its current application, or used funds provided by HUD (within the last three years) under this Program to fund or support the settlement of a claim, satisfy a judgment, or fulfill a court order in any defensive litigation (42 U.S.C. 3616 note Sec. 561 (i)).

Applicants that do not meet one or more of the threshold requirements will not be eligible for funding.

2. Program Requirements.

a. Applicants that apply for PEI must be either a Qualified Fair Housing Organization (QFHO) or a Fair Housing Organization (FHO) to be eligible for funding.

b. Applicant's that apply under the PEI or FHOI Initiatives must be broad-based and full service projects (please see section I.A.3 for definitions of broad-based and full service projects). If not, the applicant is not eligible to apply under these initiatives.

c. Fair Housing Related Activities. All the activities and costs within the Statement of Work (SOW) and budget must be fair housing related activities, and must demonstrate an explicit connection to furthering the nondiscrimination provisions of the Fair Housing Act. HUD will not fund any portion of an application that is not eligible for funding under the regulatory requirements or that does not meet the requirements under this NOFA. Only the eligible portions of a successful application will be funded.

d. 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 nondiscrimination provisions of the Fair Housing Act. The project may address discrimination based

on gender stereotyping (e.g., gender identity discrimination when such discrimination may also violate the Fair Housing Act). In addition, the project may address source of income discrimination when such discrimination may also violate the Fair Housing Act or when discrimination based on source of income contributes to a failure to affirmatively further fair housing or to discrimination based on characteristics covered by the Fair Housing Act. HUD is determined to ensure equal opportunity and access to housing in all communities across the nation. All services and activities must be available to all protected class members. The application's description of proposed activities must reflect the commitment to address housing discrimination affecting all of the above protected classes.

e. All EOI applicants are required to describe a referral process that will result in referral of fair housing complaints to HUD or Fair Housing Assistance Program (FHAP) substantially equivalent agencies. If funded, the grantee will be required to develop and implement the complaint referral process referenced in the application.

Only applicants deemed eligible will be ranked and rated.

3. Compliance with Nondiscrimination and Related Requirements.

a. Affirmatively Furthering Fair Housing (AFFH). Under section 808(e)(5) of the Fair Housing Act, HUD has a statutory duty to affirmatively further fair housing (see section III.C.3.b. of the **General Section** for more information). Actions taken should be designed to address impediments to fair housing choice that are identified in the Analysis of Impediments to Fair Housing Choice of the jurisdiction(s) in which the program activities occur; remedy discrimination in housing and urban development activities; promote diverse, integrated living patterns; and promote housing-related opportunities that overcome the effects of past discrimination based upon race, color, national origin, religion, sex, disability, and familial status. Consistent with the Department's FHIP regulation at 24 CFR 125.105, applicants must describe practices in the proposed service area that adversely affect the achievement of the goal of fair housing; specify activities to address these adverse practices to be conducted with FHIP funds, including the final product(s) and/or any reports to be produced; and describe the expected long-term results. Applicants will provide this information in their responses to the Rating Factor Three.

b. Compliance with Fair Housing and Civil Rights Laws.

(1) With the exception of federally recognized Indian tribes and their instrumentalities, (a) applicants and their sub recipients must comply with all applicable fair housing and civil rights requirements in 24 CFR 5.105(a), including, but not limited to, the Fair Housing Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans Disabilities Act, and Section 109 of the Housing and Community Development Act of 1974; and (b) if the applicant's state or local government has passed a law or laws proscribing discrimination in housing based on sexual orientation or gender identity, or a law or laws proscribing discrimination based on lawful source of income, the applicant and any proposed sub-recipients must comply with those laws.

(2) If an applicant is a federally recognized Indian tribe or Tribally Designated Housing Entity (TDHE), the applicant should review the particular civil rights requirements for the funding program specified in the program's authorizing legislation, implementing regulations, and funding notice. For example, for programs authorized under the Native American Housing Assistance and Self-Determination Act, the nondiscrimination provisions enumerated at 24 CFR 1000.12 apply. Furthermore, the applicable civil rights requirements may depend on whether the applicant is a Federally-recognized tribe.

c. Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency (LEP)."

Executive Order 13166 seeks to improve access to federally assisted programs and activities for individuals who, as a result of national origin, are limited in their English proficiency. Applicants obtaining federal financial assistance from HUD shall take reasonable steps to ensure meaningful access to

their programs and activities to LEP individuals. As an aid to recipients, HUD published *Final Guidance to Federal Financial Assistance Recipients: Title, VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons* (LEP Guidance) in the Federal Register on January 22, 2007 (72 FR 2732). For assistance and information regarding LEP obligations, go to http://www.lep.gov/guidance/guidance_DOJ_Guidance.html. For more information on LEP, please visit <http://www.hud.gov/offices/fheo/lep.xml>.

4. Other Requirements.

a. Accessibility Requirements. All grant recipients and sub-recipients must use facilities and services that are physically accessible to persons with disabilities. Where physical accessibility is not achievable, recipients and sub-recipients must give priority to alternative methods of product delivery that offer programs and activities to qualified individuals with handicaps in the most integrated setting appropriate in accordance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794) and its implementing regulations at 24 CFR Part 8, and Titles II and III of the Americans with Disabilities Act, as applicable. All programs or activities must be held in accessible locations unless the recipient can demonstrate that doing so would result in a fundamental alteration of the program or an undue financial and administrative burden, in which case the recipients must take any action that would not result in such an alteration or such burden but would nevertheless ensure that individuals with disabilities receive the benefits and services of the program or activity, e.g., training at an alternate accessible site, in-home training. Individuals with disabilities must receive services in the most integrated setting appropriate to their needs.

b. Accessible Technology. Section 508 of the Rehabilitation Act (Section 508) requires HUD and other federal departments and agencies to ensure, when developing, procuring, maintaining, or using electronic and information technology (EIT), that the EIT allow, regardless of the type of medium, persons with disabilities to access and use information and data on a comparable basis as is made available to and used by persons without disabilities. Section 508's coverage includes, but is not limited to, computers (hardware, software, word processing, email, and Internet sites), facsimile machines, copiers, and telephones (see section VI.B.4 of the General Section for more information). Applicants and recipients seeking further information on accessible technology should go to <http://www.section508.gov/>.

c. Economic Opportunities for Low-and Very Low-Income Persons (Section 3). While the requirements of Section 3 of the Housing and Urban Development Act of 1968 do not apply to this NOFA, recipients of funding under this program should attempt to ensure that low- and very low-income residents of the metropolitan area where these funds are spent, particularly those that receive federal housing assistance, be informed of new training and employment opportunities created as a result of the funds awarded. For additional information, please see the General Section III.C.3.

d. Eligibility of Successor Organizations for PEI. HUD recognizes that QFHOs and FHOs may either merge with each other or other organizations. The merger of a QFHO or an FHO with a new organization that has a separate Employer Identification Number (EIN) does not confer QFHO or FHO status upon the successor organization. To determine whether the successor organization meets eligibility requirements for this Initiative, HUD will look at the enforcement-related experience of the successor organization (based upon the successor organization's EIN). The successor organization must establish in its application that it is a private, tax-exempt organization with the requisite two years of enforcement related experience for a QFHO or one year experience for an FHO to be eligible to apply under the PEI Initiative. For the PEI Multi-year Funding Component, when QFHOs merge with another QFHO during the period of performance, HUD will look at the enforcement related experience of the merged organization to determine continued eligibility status as a QFHO. When QFHOs merge with a FHO with one year experience or less, HUD will assess the eligibility of the new organization under the PEI Multi-year

experience or less, HUD will assess the eligibility of the new organization under the PEI Multi-year Funding Component. If HUD determines that the organization is eligible, then HUD will issue a new award agreement and require submission of a Code of Conduct for the new organization as well as an establishment of the new LOCCS account. In addition, the new organization must secure a new DUNS number and have an active registration in SAM before HUD will make the award to the new organization or allow additional funds to be drawn. If the new organization is unable to secure a new DUNS number or register in SAM, then the grant will be suspended and terminated.

e. Private Enforcement Initiative - Multi-Year Funding Component. Applicants that received FY2013 or 2014 PEI-MYFC funding are ineligible to receive a new FY2015 PEI-MYFC grant or to have their funding increased. Those applicants will receive funding under their current PEI-MYFC grant agreements based on appropriations.

f. 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.

g. 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 HUD424, Application for Federal Financial Assistance.

h. Independence of Awards. The application submitted must be independent and capable of being implemented without reliance on the selection of other applications. 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.

i. Testing Requirements for PEI and FHOI Applicants. If an applicant proposes testing, and is awarded funding, the applicant is required in negotiations to 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.

j. Review and Approval of Testing Training Materials. If an application proposes testing, HUD may require the applicant to submit copies of the following 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.

k. Training Funds. The proposed budget for any FHIP grant must set aside \$10,000 annually to be utilized to participate in HUD sponsored mandatory or approved training. Grants that have a performance period of 12-18 months are considered 12 months grants for purposes of this requirement. For the PEI Multi-Year component, the proposed budget must set aside \$10,000 annually for a 36-month duration subject to availability of appropriations. Do not specify amounts over \$10,000, per instructed above, for training set-aside in this category. If an applicant has not included this funding allocation in the budget and the applicant is selected for an award, HUD will modify the applicant's budget, reallocating the appropriate training amount.

If an applicant is awarded more than one grant, HUD reserves the right to examine the requested training needs. If additional training funds are not needed, HUD reserves the right to transfer funds back to fair housing activities during negotiations.

IV. Application and Submission Information.

A. Obtaining an Application Package.

An electronic copy of the Application Package and Application Instructions for this NOFA can be downloaded from [Grants.gov](http://www.grants.gov) at <http://www.grants.gov/applicants/apply-for-grants.html>. Unless an applicant received a waiver for good cause, applications must be submitted electronically via Grants.gov except Continuum of Care applications. The Continuum of Care application is submitted through HUD's e-snaps system.

An applicant demonstrating good cause may request a waiver from the requirement for electronic submission. Applicants that cannot submit their applications electronically and must seek a waiver of the electronic grant submission requirements must submit a waiver request so that the request is received at least 15 days before the application deadline. If HUD waives the requirement, your paper application must be received by HUD before the deadline of this NOFA. To request a waiver and receive a paper copy of the application materials, you should contact:

Assistant Secretary for Fair Housing & Equal Opportunity
Office of Fair Housing and Equal Opportunity
451 7th Street, SW
Room 5100
Washington, DC 20410
Phone 2: (202) 708-4445
Email: Myron.P.Newry@hud.gov

A copy of all waiver requests must simultaneously be submitted to:

Myron P. Newry, Director, FHEO-FHIP Division
451 7th Street, SW
Room 5222B
Washington, DC 20410

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.

To ensure that the correct Application Package and Application Instructions are used, applicants must verify that the CFDA number and CFDA Description on the first page of the Application Package downloaded from Grants.gov, as well as the Opportunity Title, and the Funding Opportunity Number match the Program and NOFA to which they are applying. Applications will only be considered for the competition indicated in boxes 11, 12, and 13 on the SF-424 submitted in the application.

1. Content

Forms for your package include the forms outlined below:

| Forms / Assurances / Certifications | Submission Requirement | Notes / Description |
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| Application for Federal Assistance | Form SF424 (per required form). Applicants must include the nine digit zip code (ZIP code plus four digits) associated to the applicant's address in box 8d of the SF424. Also, in Box 15, along with the Initiative, an applicant should include the Component to which you are applying. | Required form |
| Disclosure of Lobbying Activities | SFLLL, if applicable: (per required form). | Submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, or officer or employee of an agency, Member of Congress, an officer or employee of Congress, or an employee or Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan. |
| Applicant-Recipient Disclosure Update Report | HUD2880 ("HUD Applicant Recipient Disclosure Report"); | Required form. |
| Facsimile Transmittal Form | HUD96011 (per required form) | Third Party Documentation Facsimile |
| Certification of Consistency with the Consolidated Plan | HUD2991 | If applicable. |

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| Survey for Ensuring Equal Opportunity for Applicants | HUD424 Supplement (“Faith Based EEO Survey (HUD424SUPP); (per required form). Non-profit private organizations (not including private universities) are encouraged to submit the survey with their application. Applicants applying electronically, may submit this survey along with the application as part of the appendix or as a separate document. | Required form |
| Certification_of_ Consistency with Promise Zone Goals and Implementation, if applicable Communities, if applicable | Form HUD 50153, if applicable | This form is required if applicant would like to apply for Promise Zone Bonus points. |
| Race and Ethnic Data Reporting Form | HUD27061 | Required form - post award |
| Budget Information | Form HUD424CBW ("HUD Detailed Budget Form and Worksheet) | Required form. |
| Acknowledgement of Applicant receipt | HUD2993 | Required if applicant is granted a waiver to the electronic application requirement. |

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

- Factor 1-5 Narratives (Format described in Section V, "Application Review Information" of this NOFA).
- Project Abstract (One page summary including Initiative and component applied, amount of funding requested, general description of project activities, areas of concentration, and issues pending resolution, if any).
- Statement of Work (SOW) Narrative and SOW chart (see Appendix A for sample chart)
- Narrative Budget Work Plan in addition to Form HUD424CBW

Further, all applicants must read and adhere to Initiative and Component specific submission requirements. Applicants should review the chart entitled “Summary of Initiatives /Components.” You must submit a separate completed electronic application for each specific Initiative and component for which you are applying on or before the deadline date.

2. Format and Form

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

- a. Requirements Applicable to All Applicants. The maximum length of the narrative response is ten (10) pages per factor. Applicants may submit fewer pages if desired. The narrative pages must be double-spaced. This includes all text, titles and headings. You 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 1-5 or omitting requested information will result in less than the maximum points available for the given rating factor or sub-factor. The Statement of Work and Budget information do not count toward the ten page maximum.
- b. If you cannot access the toll-free number or experience problems, you may call (215) 825-8798 (this is not a toll-free number). Applicants must follow the directions provided in the General Section (section IV.B.1) for faxing information as part of their application submission. Failure to do so will result in the application being rejected by the Grants.gov system with a “VIRUS DETECT” error message.

C. DUNS Number and SAM Registration.

Please refer directly to Section IV.C of the General Section, available at Grants.gov or HUD's Funds Available page, [http:// portal.hud.gov /hudportal /HUD?src= /program_offices /administration /grants /fundsavail](http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/fundsavail).

D. Application Submission Dates and Times.

The application deadline is 11:59:59 p.m. Eastern time on **08/26/2015** Applications must be received no later than the deadline. Please refer to the General Section for more information about timely receipt of applications.

Submit your application to Grants.gov unless a waiver has been issued allowing you to submit your application in paper form or you are applying for the Continuum of Care program. The Continuum of Care application is submitted through HUD's e-snaps system. Instructions for submitting your application to Grants.gov are contained within the Application Package you downloaded from Grants.gov. Instructions for submitting your paper application will be contained in the waiver of electronic submission.

Your application must be **both received and validated** by Grants.gov. Your application is “received” when Grant.gov provides you a confirmation of receipt and an application tracking number. **If you do not see this confirmation and tracking number, your application has not been received.**

After your application has been received, your application still must be validated by Grants.gov. During this process, your application may be “validated” or “rejected with errors.” To know whether your application was rejected with errors and the reason(s) why, you must log into Grants.gov, select “Applicants” from the top navigation, and select “Track my application” from the drop-down list. If the status is “rejected with errors,” you have the option to correct the error(s) and resubmit your application before the Grace Period ends. **If your application was “rejected with errors” and you do not correct these errors, HUD will not review your application.** If your status is “validated” your application will be forwarded to HUD by Grants.gov.

1. Resubmitting an Application.

Before the submission deadline, applicants who choose to amend an application that has been validated by Grants.gov have several options:

- (1) an applicant may email the new or revised supporting materials to ApplicationSupport@hud.gov; or
- (2) an applicant may fax the additional supporting documents using the form HUD-96011.

(3) an applicant may resubmit an entire, revised application via Grants.gov containing the new or changed material;

Whichever option is used, all materials must be received by the applicable deadline.

When submitting additional supporting documentation via email, the applicant must enter "Supporting Documentation" plus the Grants.gov application tracking number in the subject line of the email. (e.g., Subject: Supporting Documentation - GRANT12345678). If this information is not included, HUD will not be able to match the response to the application under review and the application may therefore be rejected due to the deficiency.

When submitting additional supporting documentation by fax, the applicant must enter the document name in the box labeled "Name of Document Submitting" in form HUD96011. When submitting a fax, applicants must follow the fax requirements found elsewhere in this notice. If the fax transmittal form from the last application submitted is not the cover page to the applicant's response HUD will not be able to match the response to the application under review and the application may therefore be rejected due to the deficiency.

When resubmitting an application that was previously validated by Grants.gov, all documents faxed in support of the original submission must be either attached to the Grants.gov resubmission or faxed again using the form HUD-96011. If faxing, you must fax the materials, including materials faxed by a third party, after the resubmitted application has been validated by Grants.gov. All faxed materials must be received by the applicable deadline.

2. Grace Period for Grant.gov Submissions.

If an application is received by Grants.gov before the deadline, but is rejected with errors, applicants have a grace period of 24 hours beyond the application deadline to submit a corrected application that is received and validated by Grants.gov. Any application submitted during the grace period that does not meet the criteria above will not be considered for funding. There is no grace period for paper applications. See the General Section for more information about the grace period.

3. Late Applications.

An application received after the Program NOFA deadline date that does not meet the requirements of the grace period policy will be marked late, and will not be considered for funding.

E. Intergovernmental Review.

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

F. Funding Restrictions.

- 1. Indirect Cost Rate.** If you are awarded FHIP funds, HUD staff will request that you provide your federally approved indirect cost rate during budget negotiations. If you do not have a federally approved indirect cost rate and HUD is the cognizant agency, HUD will submit a request within 30 days after award to establish a rate. For information on indirect cost rates, you can review HUD's training on <http://portal.hud.gov/hudportal/HUD?src=/programoffice/administration/grants/training/odgmotraining>.
- 2. Retainer Fees.** FHIP recipients are under specific restrictions regarding establishment of retainer agreements and recovery of legal fees from HUD-funded cases. Data on fees, settlements, and verdicts are matters of public record. Awardees must provide this information to HUD on an annual basis. Neither the grantee nor the individual(s) on whose behalf any action is filed can request that HUD waive these provisions.
- 3. Reimbursement Requirement.** PEI and FHOI grantees are required to reimburse the Federal government the amount of the grant from all financial settlements, conciliations, and agreements reached as a result of their use of FHIP funds. With prior approval from the HUD Government

Technical Representative (GTR), grantees may choose to use the funds as program income to further fair housing activities rather than returning these funds to HUD.

4. **PEI and FHOI Limitations for Education & Outreach.** For PEI Multi-year and FHOI grantees, except FHOI Lending, there is a 20 percent cap on the dollar amount allowed for education and outreach related activities. For FHOI Lending grantees, there is a 30 percent limit on the dollar amount allowed for education and outreach related activities that can be funded in an enforcement award. If you exceed the limit, points will be deducted in the rating process and if awarded, funds will be adjusted to maintain the required limitation.
5. **Funding Preferences.** There is a cap of three awards that successful applicants may receive under this NOFA. Applicants may not receive a FHOI CDC award if they receive PEI funding under the PEI Multi-year component. Further, applicants that apply under the EOI-National Based Programs may only receive one national based award. Applicants may receive only one FHOI Special Emphasis Component award.

1. Lead Based Paint Requirements.

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

V. Application Review Information.

A. Review Criteria.

1. Rating Factors.

A.1. Rating Factors.

Criteria for PEI, FHOI, and EOI Applications. The criteria for rating and ranking applications, as well as the maximum points for each Rating Factor, are provided below. Applicants must address all five rating factors. The maximum number of points awarded for any application under this NOFA is 102. This includes two bonus points for Promise Zone Goals and Implementation (please see the General Section for additional information).

Rating Factor 1

Maximum Points: 40

Rating Factor 1: Capacity of Applicant and Relevant Organizational Experience (up to 40 points).

For EOI, PEI and FHOI Applicants. This factor addresses the extent to which the organization has the staff experience and organizational capacity necessary to successfully complete the proposed project by the end of the grant performance period. In rating this factor, HUD will consider the extent to which the applicant clearly addresses the following:

(1) Description and expertise of staff (this includes staff of contractors and consultants) (up to 20 points for current FHIP grantees and up to 25 points for new applicants.)

(a) The applicant must describe staff expertise to show that the applicant organization will have sufficient, qualified staff that will be available to complete the proposed activities. HUD recognizes that, in carrying out the proposed activities, the applicant may have persons already on staff, plan to hire additional staff, or will rely on contractors or consultants to perform specific tasks.

(b) The applicant must describe the organization staffing plan and the extent to which the applicant plans to add staff (employees) or contractors. If the application proposes using contractors, the applicant must

provide a statement describing how the applicant will evaluate and provide oversight for each contractor.

(c) The applicant must identify each staff person(s) assigned to the proposed project by name and position, and the percentage of estimated time that each will devote to the proposed project. This description must also identify the Project Manager for the proposed project, by name and title, and percentage of time that that the individual will devote to the proposed project. The NOFA requires that Project Managers devote at least the following percentage of time to the proposed project:

1. PEI and FHOI applicants only - 50 percent of time
2. EOI applicants only - 30 percent of time

The applicant must also describe each key staff person's fair housing related experience. 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. 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.

(d) If applicable, the applicant must identify FY2012, FY2013 and FY2014 grant awards, and identify each staff person assigned to the previous projects, including staff name, position and percentage of time devoted to those project(s). Staff time and effort under each Initiative/Component must represent time and effort over the entirety of the grant period. Applicants who are applying for, or currently have multiple open grants under the FHIP must describe how the applicant will manage, operate, and maintain activities, performance requirements and timetables for these multiple grants. Failure to provide this information will result in the applicant receiving reduced points under this sub-factor.

(e) For all applicants that propose fair housing training or information to the community, the applicant must describe staff expertise and experience for providing fair housing or similar training/information.

(f) For PEI and FHOI applicants only. In addition to the above requirements, if an applicant proposes complex testing, such as real estate sales, mortgage lending, or homeowners insurance, the applicant must demonstrate that the organization has available staff with the appropriate training, expertise and experience to conduct such tests or the applicant must propose a plan and budget (under Factor 3) for training and technical assistance.

(2) Organizational Experience (up to 15 points). The applicant must describe the organization's ability to complete the proposed project within the grant period and show the effectiveness of the project.

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

(b) Activities and Effectiveness. For previous and current FHIP grantees, HUD will evaluate the applicant's past performance under completed and/or open HUD FHIP grants.

All applicants who have current or have received prior FHIP grants should provide a listing or chart of the most recent of all HUD FHIP grants received through 2013, including the grant number, dollar amount awarded, the amount expended and obligated as of the date the application is submitted, and describe the applicant's activities and results (outcomes) achieved on that previous FHIP grant. The applicant's listing or chart does not count towards the ten (10)-page limit for Factor 1. Applicants who are not prior FHIP recipients should state this in the Factor 1 narrative.

(c) Applicants must describe their organization's knowledge of and proximity to the targeted (service) area.

(d) **PEI Multi-Year Component.** In addition to the criteria outlined above for all applicants, PEI-MY applicants must also specify how FY2015 funds will include the capacity to conduct systemic investigations and specify how FY2015 funds will expand PEI FHIP funded activities or other fair housing enforcement activities toward increased systemic investigations of housing discrimination

activities and their effectiveness.

(e) **FHOI National/Regional Testing Component.** In addition to the criteria outlined above for all applicants, FHOI National/Regional Testing component applicants must also show that the applicant's organization has experience in testing nationally and regionally including capacity to conduct large numbers of tests and engage in sophisticated analysis of the results. The applicant must also show that the organization has experience in delivering information and have the capacity to handle the logistics of collecting fair housing information and completing reports from information collected and preparing a report summarizing the results of similar projects.

(f) **FHOI Special Emphasis Component** - Applicant should show that it has the capacity to reach out to large groups of protected classes in underserved areas to address systemic discrimination and enforcement as well as individual complaints. Applicant should also show that staff has the capability to work with housing discrimination in large MSAs of 1 million or more or can set up partnerships that reach these MSAs and that it has past experience in working with large MSAs.

(g) **EOI National Program Component(s)** – In addition to the criteria outlined above for all applicants, EOI National Component applicants must also describe how their organization has the knowledge and capacity to meet the requirements of the selected components on a national basis. Applicants must show that they have in-house capacity or contractual capacity to reach the targeted group or groups on a national basis and give examples of working on a national basis with the targeted population(s). Further, applicant must show that they have experience in directing campaigns to these targeted groups. Applicants must show how their activities will educate and enhance knowledge of the Fair Housing Act and let people know about their rights under the Act. The applicant must show that education and outreach activities such as conducting educational symposia or other training; developing materials into languages applicable to communities throughout the project area; providing outreach and information on fair housing through electronic media; and developing and distributing Fair Housing brochures will be part of the grant performance.

(h) **EOI National Media Campaign Component** - In addition to the criteria outlined above for all applicants, EOI National Media Campaign Component applicants must describe the organizational resources necessary to successfully implement the proposed activities in a timely manner, and the applicant's ability to develop and implement large information campaign projects as appropriate on a national level as well as a regional/local level. Applicants must describe staff experience in production of written materials relating to fair housing education and experience in public relations, including experience in production of materials in languages other than English and in alternative formats for use by persons with disabilities. Applicants must show the staff and organizational experience in identifying and developing strategies on the obligation to affirmatively further fair housing and in providing written materials and national training to groups of people on issues related to affirmatively furthering fair housing, segregation and racial disparities or zoning barriers, citizen participation in Analysis of Impediments, or other critical AFFH activities. Further, applicants must show the ability to effectively develop, implement, make modifications as necessary, and manage an interactive online and offline media campaign on a national and regional scale or partner with an organization that has this capacity or that the applicant have comparable experience to undertake a national fair housing training program. If the applicant fails to meet this requirement, points will be reduced under this factor. The applicant must also clearly demonstrate how the applicant organization represents groups of persons protected under the Fair Housing Act.

(i) **EOI Tester Review Training Component** - In addition to the criteria outlined above for all applicants, EOI Tester Review Training Component applicants must show that the applicant's organization has extensive experience in testing and providing fair housing training experience. The applicant must also show that the organization has experience in delivering information to groups with varying skill levels and have the capacity to handle the logistics of collecting fair housing information and completing reports from information collected.

(3) Performance on past project(s) - (up to 5 points for current grantees and 0 points for new applicants). HUD will assess the organization’s past performance in conducting activities relevant to the applicant’s current application. In addition to first-time applicants and applicants that have never received a FHIP award, organizations that received FHIP funding for the first time in FY2013 or FY2014 are also considered new applicants. For current FHIP grantees’ past performance will be assessed based on the applicant’s most recent FHIP Government Technical Representative (GTR) Final Performance Assessment Report received from the applicant HUD GTR. GTR Final Performance Assessment Reports contain the following items: (1) Performance of all requirements under the grant, (2) Acceptance of work performed, and (3) Quality of performance.

5 points if the applicant received an “Excellent”;

3 points if the applicant received a “Good”; and

1 point if the applicant received a “Fair”

If a prospective applicant received FHIP funds and received a rating of “Poor” for its most recent FHIP GTR Final Performance Assessment, its FY2015 FHIP application will be determined to be ineligible. An applicant that disagrees with its determination of ineligibility for the FY2015 competition because of a “Poor” performance rating must adequately address the factors resulting in the “Poor” performance rating to HUD’s satisfaction before the FHIP application deadline date. If the “Poor” performance rating is not resolved to the Department’s satisfaction before the application deadline date, the applicant is ineligible to apply for the FY2015 FHIP NOFA competition and is ineligible for any further Multi-year funding, if applicable. HUD is interested in improving the performance of all grantees; therefore, applicants who are deemed ineligible because of a “Poor” performance rating may obtain and are encouraged to seek HUD technical assistance to improve their performance to be eligible for future NOFA competitions.

Rating Factor 2

Maximum Points: 20

Rating Factor 2: Need/Distress/Extent of the Problem (up to 20 points)

This factor addresses the extent to which there is a need for funding the proposed activities. The need(s) described must be relevant to the activities for which funds are being requested under factor (3).

A. EOI – Tester Review Training Component, PEI and FHOI.

Need. HUD studies have shown that funding FHIP agencies improves the quality of cases filed with HUD and FHAP agencies so much that cases referred or filed by a FHIP agency are twice as likely to result in a settlement or charge as all other cases. In addition, although the Fair Housing Act outlawed housing discrimination more than 47 years ago, housing discrimination of all types continues in communities throughout the nation.

(1) Specific Need(s). Describe the specific need(s) that will be addressed under this application. Applicants must show how the use of any other relevant information from various studies done by HUD or any other reliable source (Consolidated Plan, Analysis of Impediments to Fair Housing Choice, statistics, etc.) are used to support need and impact to the proposed target area. Applicants should not submit copies of reports or supporting documentation in the application, but reference any reports, statistics or other data used by providing appropriate websites where the data or reports may be found.

(2) Continued Need. Describe any potential imminent adverse consequences to persons in protected classes covered under the Fair Housing Act if not selected for funding.

(3) Link Between Need and Activities. Describe the link between the need and your proposed activities. This should include the presence of systemic housing discrimination, high segregation indices, or other evidence of discrimination prohibited by the Fair Housing Act within the project area.

(a) For the Lending Discrimination Components (FHOI), applicants that are completing enforcement activities must also specify how FY2015 funds will increase and extend systemic lending discrimination investigations and show how the fair lending needs identified in the application will be impacted in the targeted areas. Organizations funded under this component will only be funded for activities that address discrimination under the Fair Housing Act.

(b) For the PEI Multi-Year Component, applicants must also specify how FY2015 funds will expand activities towards increased systemic investigations of housing discrimination activities and outcomes to address the identified need.

(c) For the FHOI National/Regional Tester Component, applicants must specify the geographic areas in which testing will be conducted and strategies for conducting large scale tester recruitment, management, and organization of the testing activities. The applicant should describe generally how testing will be conducted and documented and describe how it will demonstrate any patterns of differences related to protected class status as part of its final written report documenting its activities. The applicant must also discuss its understanding of the problems that have or could adversely affect a community as part of its description of the findings of the study. Further, the applicant should describe and discuss future enforcement and other activity that will be conducted based on the results of the project, including the organizational capacity to undertake enforcement, including filing complaints with HUD.

(d) For the FHOI Special Emphasis, applicants must document the need to reach large groups of protected classes in high population areas of 1 million or more within the MSA, using 2012-2013 population estimates from the Census Bureau. Applicants must clearly distinguish how the need and activities under this component differ from any existing need being addressed by a current FHIP grant of the applicant or similar activities being proposed under another initiative/component under this NOFA by the applicant. The applicant must further identify, based on statistics, studies or other documentation, the areas of civil rights concerns across the MSA and target those concerns in its strategy and describe how, if funded, this grant will address those needs.

(e) For the EOI Regional/Local/Community Based Tester Training Component, applicants must show the unmet need for tester training to be addressed by technical assistance and training delivery. Describe how the technical assistance and training will address an unmet need and how the grant, if funded, will address those needs. Applicants are to describe the outputs and outcomes expected as a result of the grant activity and how those outputs and outcomes will meet the need described.

(f) All Applicants (except EOI-National Components).

(1) To receive maximum points for this factor there must be a direct relationship between the purpose of the program proposed for FHIP funding, the applicant's proposed activities, the fair housing needs of the community or communities, and how the applicant plans to address systemic discrimination in a way that meets those fair housing needs.

(2) Applicants must describe the urgency, if applicable, of the fair housing needs.

(3) Applicants must address the target area's impediments to fair housing choice, if applicable.

(4) Applicants should address the need for language assistance services in languages other than English by describing the target population's language needs and actions which will make the applicant's activities available to meet those language needs. All printed material being disseminated to the public must be in English and two other languages. Please provide a brief description of how materials in other languages will be translated and by whom.

(g) EOI National Programs (including National Media Component). This factor addresses:

(1) Documentation of Need. Applicants should describe and document the specific national fair housing needs, including Affirmatively Furthering Fair Housing if applicable, that its proposed activities and methods are intended to address and explain why the applicant chose these needs. In addition, applicants

should demonstrate an understanding of the necessary mass media vehicles to disseminate information to address the need. Further, the applicant should show how the proposed project will be measured in relation to the need identified. Measurements may include impressions, but applicant should develop a tool to measure actual complaint movement in relation to the distribution of materials. Documentation of need for regional/local levels may be addressed in relation to how other organizations on the regional/local level will utilize the campaign and how the campaign will be customized for their use.

The applicant's description of the national need will be used to evaluate the depth of the applicant's understanding of the fair housing problem as an indication of ability to address the problem.

- (2) Approach. In addition to development of the overall theme and concept, applicants should address how their project and the distribution of the materials will affirmatively further fair housing and how that effort impacts the various targeted audiences as well as serve a national audience. In addition, applicant should show how its proposal offers the most effective approach for meeting that national need.
- (3) There must be a direct relationship between the purpose of the program proposed for funding, the applicant's proposed activities, and the way in which applicant's proposal will address fair housing education needs at the national as well as regional/local levels;
- (4) Applicant must describe how the organization will monitor and track the results of the national project to address the national need; and
- (5) Applicant must address the need for language assistance services in languages other than English as part of meeting the need that has been identified by your application. Print media must be in English and 7 other languages. All other material being disseminated to the public must be in English and one other language.
- (6) To receive the full points for this factor there must be a direct relationship between the purpose of the program proposed for FHIP funding, the proposed activities, and the proposed affirmatively furthering fair housing community activities the applicant proposes to complete.

Rating Factor 3

Maximum Points: 34

3. Rating Factor 3: Soundness of Approach (up to 34 points). This factor addresses the soundness, quality, and effectiveness of the proposed work plan and the commitment of the applicant to sustain the proposed project activities. As described below, three sub-factor requirements make up the total possible points (up to 34 points) for Rating Factor 3: NOFA Priorities, Statement of Work, and Budget and Cost Estimates.

a. NOFA Priorities (up to 2 points).

Under the FY2015 FHIP NOFA, applicants are required to address the NOFA Priority, Affirmatively Further Fair Housing (AFFH). Applicants that undertake up to two activities under Section 2 (NOFA Priorities) of this NOFA are eligible to receive a total of up to two points under this Factor 3 sub-factor. This NOFA has determined three AFFH categories which are applicable to FHIP NOFA applicants:

1. Planning
2. Counseling
3. Technical Assistance

*Please see Section 2 of this NOFA which provides additional information on the narrative responses applicants must address to meet this Factor 3 sub-factor.

Section 2 lists each AFFH category assigned to this NOFA, and describes the specific Departmental approved activities and the criteria applicants must meet to fulfill the AFFH requirements under each of the above categories.

To receive the maximum two points under this sub-factor, applicants must select 1 or more AFFH activities from the activities listed under Section 2, and provide a narrative response describing how the applicant has or will meet the selected AFFH activity criteria. As there are two points available under this sub-factor, applicants are therefore only required to select two activities from the Section 2 list (worth 1 point each), and provide the appropriate narrative response as instructed. Applicants have the option of selecting activities from different activity categories as long as the selected activities total 2 points. For example, applicants may select an activity worth 1 point under the “Planning” activity category but decide to select a second activity worth 1 point from under the “Technical Assistance” category. The points assigned to each activity are listed in Section 2. Please see Section 2 to respond to this Factor 3 sub-factor.

Also, consistent with FY2015 General Section guidance, NOFA Priority points will only be considered if the applicant meets or exceeds the NOFA threshold for funding (75 points). Please see the FY2015 General Section for additional information.

b. Proposed Statement of Work (SOW) and Information Requirements (up to 20 points). This sub-factor does not count toward the ten (10) page limit on the narrative of this rating factor. The sub-factor will be evaluated on the extent to which the applicant provides a clear detailed description of the proposed project activities, and where applicable, proposed outcome measures. The proposed SOW should clearly identify the proposed activities, the specific deliverables and the anticipated outcomes.

Appendix A - Statement of Work. All applicants should use the format outlined in Appendix A as an example and guidance to describe the organization's specific SOW activities and tasks, and proposed outcomes where applicable. Each applicant should complete a detailed SOW based on the specific enforcement and/or EOI activities proposed in the organization's application. The Statement of Work (SOW) must describe in detail all proposed project activities and major tasks, a list of team members/staff and partners as identified in Factor 1 who will be responsible and accountable for completing the task, the steps to complete the proposed activities required to successfully implement the proposed project, and the proposed outcomes where applicable. In addition to the overall SOW requirements above, applicants who apply under the following components must also include in their SOW and budget activities:

(1) Multi-Year Component Applicants. A description of the continuation of existing activities or expansion or creation of systemic investigation(s) based on prior 2014 PEI FHIP funded activities or other fair housing enforcement activities. Applicant SOW and budget activities must correspond with the activities outlined in Attachment A. Applicants will also be required to submit a SOW and a separate budget for each actual year of the organization’s activities. Applicant must submit yearly reports on outputs and outcomes.

(2) National Media Campaign Component Applicants. Deliverables that may include the collection of AFFH existing materials from AFFH activities funded under the EOI AFFH grants awarded under FY 2012, FY2013 and FY 2014. This collection of materials may include media campaigns, webinars, development and dissemination of PowerPoint presentations, publicizing the availability of materials developed, and social media utilization for education. Deliverables may also include the development of written educational materials such as customizable brochures, fliers, and other AFFH fair housing material posters and other graphic materials such as bus or mall ads, videos or other educational and training material such as Power Points for identified audiences suitable for providing AFFH knowledge and education. Graphic materials may include, but are not limited to, separately produced and printed posters or bus ads for national public dissemination, brochures and other written materials or ads or other outreach materials to be distributed to targeted audiences through social media that are designed to educate individuals, organizations and housing providers about the provisions of the Fair Housing Act. Newly developed materials must not be substantially similar to existing materials; where the existing materials are suitable (perhaps with minor edits, such as updated contact points or logos), they should be used in order to maximize the use of grant resources. Print PSAs must be available in 7 languages other than English. Other products will be available in at least one language other than English and in alternative formats accessible to persons with disabilities. An applicant’s proposed products may be modified by the GTR

during the negotiation process based on the GTR and grantee's agreed maximum benefits to specific geographical areas, proposed targeted populations or other factors.

The successful applicant must collaborate with appropriate organizations, including other fair housing organizations to develop a consolidated messaging program. In addition, the applicant must identify gaps in existing AFFH materials, including their production and availability in languages other than English. Based on that analysis, the applicant may propose up to ten (10) new activities to expand existing materials or develop new materials. The applicant must develop a plan to publish and distribute all materials to fair housing groups, state and local agencies and other organizations serving members of the Fair Housing Act's protected classes and provide material in a camera-ready format and in a form suitable for internet distribution. Delivery systems may include printing hard copy materials, production of user-friendly materials on disc or electronically, and use of Facebook and other social media strategies. The above activities must be developed for national distribution with appropriate numbers of copies, and all materials created, with the exception of AFFH must demonstrate an explicit connection to furthering the provisions of the Fair Housing Act. Materials should be graphically connected to each other by color, image or text, and/or all three.

(3) National Programs Component(s) Only. Describe an education and outreach program addressing criteria specific to the component they are applying for and provide a detailed set of deliverables and time frames for the proposed activities. Graphic materials may include, but are not limited to, separately produced and printed posters or bus ads for national public dissemination, brochures and other written materials or ads or other outreach materials to be distributed to targeted audiences through social media that are designed to educate individuals, organizations and housing providers about the provisions of the Fair Housing Act. Newly developed materials must not be substantially similar to existing materials; where the existing materials are suitable (perhaps with minor edits, such as updated contact points or logos), they should be used in order to maximize the use of grant resources. Print PSAs must be available in 7 languages other than English. Other products will be available in at least one language other than English and in alternative formats accessible to persons with disabilities. An applicant's proposed products may be modified by the GTR during the negotiation process based on the GTR and grantee's agreed maximum benefits to specific geographical areas, proposed targeted populations or other factors.

(4) FHOI Special Emphasis Component. Points will be assigned based on: (1) the type of enforcement activities that will reach the greatest number of participants with the most effective activities and document the methods by which the project will address individual and systemic patterns of discrimination that potentially violate the Fair Housing Act. In addition, applicants should address how underserved or unserved MSAs will be addressed as well as, if applicable: (2) how the activities reach the selected MSA populations; (3) the relevance of proposed enforcement activities to needs stated in Rating Factor 2, and (4) the attention given to implementation steps, the consistency of proposed activities with organizational expertise and capacity, and the consistency of the SOW and budget. Proposed deliverables must include enforcement related activities and materials, proposed site(s) to conduct individual or systemic and/or individual activities, collaborative efforts with other fair housing agencies in the jurisdiction, proposed enforcement steps depending on outcomes, a staffing plan and timelines for all activities.

(5) FHOI National/Regional Testing Component Applicants. Provide a detailed list of activities and deliverables and time frames providing for completion of all activities within no more than an 18 month period from project initiation, including time frames for HUD review and approval of activities, submission for HUD review and approval of methodologies for tester recruitment, training, project execution and testing activities, production of a report describing activities and results, and production of tests in a format that enables the Department to take action. Deliverables must also contain proposed enforcement activities including HUD filed complaints where justified and a description of a method for engaging in post project enforcement activities if warranted.

c. Budget and Cost Estimates (up to 12 points).

For all applicants. HUD will assess the soundness of the planned approach by evaluating the quality, thoroughness, necessity, cost effectiveness, and reasonableness of costs to carry out the project activities, as well as the appropriateness of budget allocations and rationality of the proposed budget and narrative. The budget information provided, which should include a Narrative Budget Work Plan and 424 CBW Budget Worksheet will be evaluated based on whether the expenses are reasonable, thoroughly explained, supported, and appropriate to carry out the proposed project. Applicants should also include a budget for sub-contractors or sub-recipients if the amount exceeds \$5,000. Regardless of the amount paid to a sub-contractor or sub-recipient, applicants must also provide a narrative work plan that includes all costs associated with sub-contractor or sub-recipient activities.

(1) Your budget narrative and worksheet must relate to the tasks in the SOW, including identifying key team members/staff and partners, as identified in Factor 1 who will be responsible and accountable for completing major tasks. In addition, your budget narrative should include a description of the organization's Financial Management Capacity. You must describe your organization's financial management system and your Board's role in financial management or oversight. Also, discuss your organization's capabilities in handling financial resources, disseminating payments to third parties, e.g. contractors, and maintaining adequate accounting and internal control procedures. HUD will review the GTR Final Assessment Report as an indicator of how applicant managed funds, including but not limited to the ability to account for funding appropriately, timely use of funds received from HUD, meeting performance targets for completion of activities, timely submission of required progress reports; compliance with the program's terms and condition, receipt of promised leveraged resources; and timely closeouts. In assuring financial management capacity, HUD reserves the right to request an assessment of your organization's financial management system and your Board's role in financial management or oversight. Please see the **General Section** (Section III.C.2).

(2) The Narrative Budget Work Plan and budget worksheet do not count towards the ten (10)-page limit on the narrative response to this rating factor. Failure to provide a written Narrative Budget Work Plan will result in 2 points being taken from your sub-factor 3.c. score.

(3) **PEI- Multi-Year Applicants only.** Applicants must submit a separate budget narrative and 424 CBW for each budget year.

Rating Factor 4

Maximum Points: 2

Rating Factor 4: Leveraging Resources/ Developing Partnership (up to 2 points). This factor addresses the ability of the applicant to increase capacity by developing partnerships and securing resources that can be combined with HUD's FHIP funds. It is HUD's intent that these resources will assist the organization through this project in achieving its purpose and long-term commitment to the community after funds have expired. To receive full points under this factor an applicant must have both internal resources (provided by the applicant) and external resources.

a. Firm Commitment of Leveraging or Collaboration. HUD requires applicants under this factor to secure resources from sources other than what is requested under this FHIP NOFA. Leveraging of community resources may include funding or in-kind contributions, such as workspace, services or equipment, allocated to facilitate proposed project activities. Contributions or cash from the applicant, affiliates, subsidiaries, divisions, or employees of the applicant do not qualify as in-kind contributions. Nor may an applicant request the waiver of fees to be collected as leveraged funds. Cash or funds from an applicant's previously established investment account(s) may qualify as in-kind resources; however, support documentation must be provided. Resources may be provided by governmental entities (including other HUD programs if such costs are allowed by statute), public or private nonprofit organizations, faith based organizations, for profit or civic private organizations, or other entities' planned contributions. In order to obtain points for leveraging third party resources the application must provide signed letters of firm commitment or signed agreements/statements from the organizations and/or individuals that will

provide financial or in-kind support for your project on the respective organization’s letterhead. See the **General Section** for instructions on how third party documents are to be submitted to HUD via the electronic submission process.

(1) For All Applicants. Each letter of firm commitment or documents must:

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

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

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

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

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

Rating Factor 5

Maximum Points: 4

Factor 5 - Achieving Results and Program Evaluation (4 Points)

This factor reflects HUD’s goal to embrace high standards of management, accountability, and effectiveness. It measures the applicant’s commitment to assess its performance to achieve the project proposed objectives and goals.

Based on the narrative statements (staff, proposed activities etc.) that the applicant provided in Factors 1

through 3, in evaluating this Factor, HUD will assess the extent to which the applicant demonstrates how results of the project will be measured consistent with activities outlined in the proposed Statement of Work. The applicant should outline its strategy for evaluating and improving (if necessary) the organization's program performance against proposed activity goals during the grant period:

The applicant must describe –

1. Accountability – What strategies will be put into place to evaluate and assure that the organization's project activities, staff and overall program management provide for cost effective practices to assist the Department in improving program outcomes, share lessons learned and provide others with best practices?
2. Effectiveness – What strategy or strategies will the organization utilize to measure its outputs and outcomes? This description should include but is not limited to describing:
 - data collection/analysis methods to measure outputs and outcomes;
 - factors/indicators that will be used to determine if outcomes are successful, if possible improvements are necessary, etc.;
 - evidence that the organization will use to determine project "success" to include quality, expected changes in attitudes, data to support success;
 - time-lines for continuous evaluation and adjustments if necessary.
3. High Standards – What strategy will the organization use to assure improved accountability and transparency, and ensure efficient and effective program management?
4. Applicants must also describe specific, actionable evidence that your proposed performance indicators (strategies) are likely to be implemented.

For the PEI Multi-Year Component only. Applicants should review Appendix B and explain in detail the impact of the grantee's activities on enforcement actions. Applicants should express outcomes on each activity and how their organization's numbers are validated based on the grantee's experience. Applicants should state in this factor the impact and results they intend to achieve through their activities using past experience as a determining factor. For example, applicant should state the number of people receiving remedies through Fair Housing Act enforcement work over the past five (5) years. Applicant should state the number of people receiving remedies through Fair Housing Act enforcement work per case over a five year period. Further, applicants should show the monetary relief received through Fair Housing Act enforcement work over a five year period. Finally, applicants should show what percentage of actions resulted in changes in local ordinances or state statutes over a five year period.

Further, grantees must provide in their Quarterly Report the following Performance Information:

FY 2015 PEI and FHOI grantees only:

- How many persons do you propose to serve? How is your estimate derived?
- How many have you served based on your proposed number?
- Of those served, how many resulted in cases?
- How many cases were resolved?
- How many cases were litigated?
- What is the total amount of damages received for victims of discrimination?
- Describe how many cases were resolved to the benefit of the client, and how those clients benefited.
- How many jurisdictions developed policies to remove barriers to fair housing as a result of FHIP PEI or FHOI engagement with local jurisdictions/regional organizations?

FY 2015 EOI grantees only:

- How many persons do you propose to serve? How is this estimate derived?
- How many new clients were served based on your proposed number and as a result of your

education and outreach efforts?

- How many activities produced innovative practices to promote fair housing?
- How many clients were found from each of the methods below?

-Conferences/Presentations

-Mailings

-Internet ready materials

-Meetings/Workshops

-PSA

-Publications

-Social Network/Websites

-Training

Points will be given to organizations that evaluate outcomes and/or outputs and that can result in reliable, valid data.

Applicants will be required to report outcomes and evidence of continued project success in quarterly and final performance reports, which may include but are not limited to: (1) positive customer experience; (2) efficient and effective administrative costs; (3) High ethical standards; (4) Overall positive community/target area changes; (5) Innovative strategies that contribute to cost effectiveness and other program improvements and success stories (give an enforcement success, for example e.g., settlement outputs and outcomes, systemic investigation outcomes and outputs).

2. NOFA Priorities.

HUD encourages applicants for funding to undertake programs and projects that contribute to HUD's NOFA Priorities. Applicants that undertake activities that result in achievement of specific NOFA Priorities listed below are eligible to receive priority points in the rating of their application. These points will be awarded only if the application otherwise meets or exceeds the Program's minimum fundable score based on the rating factors of this NOFA.

Affirmatively Furthering Fair Housing (Planning NOFA or as specified in Individual Program NOFA)

1. AFFH Applicability Category #1- Planning

a. Addressing Impediments to Fair Housing (1 point): Applicants must demonstrate that a primary goal of the jurisdiction's planning activities will address one or more impediments that contribute to patterns of residential segregations as identified in the jurisdiction's or region's Analysis of Impediments to Fair Housing Choice; and

b. Participative Planning and Implementation (1 point): Applicants must describe the steps that the applicant 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. To earn this point, 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 in the jurisdiction's plan how it will employ low-income and very low-income persons and/or utilize Section 3 businesses at levels beyond those required by Section 3.

Affirmatively Furthering Fair Housing (Counseling NOFA or as specified in Individual Program NOFA)

2. AFFH Applicability Category #2 - Counseling

- a. Staff Training (1 point): Applicants must demonstrate that they will train their staff on fair housing and civil rights laws, that they have a method of providing their clients with information about their fair housing rights, and that they have established a mechanism for referring potential fair housing violations to HUD, state or local fair housing agencies, or private fair housing groups. For example, an applicant may meet this requirement by demonstrating that it has entered into a memorandum of understanding with a fair housing enforcement agency that will provide them with fair housing training and informational materials and accept referrals of potential fair housing complaints.
- b. Mobility Counseling (1 point): Applicants may earn 1 point by describing how they will provide clients with mobility counseling and what information applicants will furnish to clients that will enhance their housing choice outside of areas of minority and poverty concentration.

Affirmatively Furthering Fair Housing (Technical Assistance NOFA or as Specified in Individual Program NOFA)

3. AFFH Applicability Category #3- Technical Assistance (TA)

- a. Capacity to Provide TA in Civil Rights and Fair Housing Law (1 point): Applicants must demonstrate the applicant's capacity (including, but not limited to, staff expertise or prior organizational experience offering civil rights and fair housing technical assistance) to provide technical assistance on civil rights and fair housing so that clients are better prepared to comply with the civil rights and fair housing laws applicable to the program. For example, if TA is being provided to homeless shelters, applicants should be able to articulate to a client that an admissions policy that excludes individuals from shelters based on actual or perceived sexual orientation or gender identity is impermissible.
- b. Partnerships with Fair Housing and Community-based Organizations (1 point): Applicants must demonstrate partnering with any of the organizations listed below whose service area includes the area in which grant funds will be used, or partnering with a community-based organization that is representative of the population affected by the project.
 - (i) Qualified Fair Housing Enforcement Organizations (QFHOs) and Fair Housing Enforcement Organizations (FHOs);
 - (ii) Agencies of State or local governments, public or private not-for-profit organizations or institutions, and other public or private entities that are representing groups of persons protected under Title VIII of the Civil Rights Act of 1968, or formulating or carrying out programs to prevent or eliminate discriminatory housing practices; and,
 - (iii) Agencies that participate in the Fair Housing Assistance Program (FHAP).

In order to earn the points, applicants shall submit a memorandum of understanding (MOU) between the applicant and the organization or, a letter of commitment from the organization, which details the nature of the partnership, including but not limited to, the timeframe for the partnership and the activities that each organization will undertake.

The nature and extent of the partnership is flexible and will vary depending on the specific funding opportunity. At a minimum, however, the MOU or letter of commitment must describe at least one way that the civil rights or fair housing organization will make a substantial contribution to the grant activities to help ensure that they are carried out in a manner that affirmatively furthers fair housing.

Please see Factor 3, Subfactor -NOFA Priorities. Points will be provided for NOFA Priorities under Factor 3.

3. Bonus Points.

In support of certain inter-agency initiatives, HUD awards bonus points to projects where the preponderance of work will occur in a designated zone, community or region. **These points will be awarded only if the application otherwise meets or exceeds the Program's minimum fundable score based on the rating factors of this NOFA.**

HUD encourages activities in communities with Preferred Sustainability Status (PSS) and/or Promise Zones (PZ), HUD will award two (2) points for qualified activities within a designated zone or area and supporting either or both initiative(s). In no case will HUD award more than two bonus points for these activities.

a. To receive **Preferred Sustainability Status Communities Bonus Points**, applicants must submit form HUD2995, Certification of Consistency with Sustainable Communities Planning and Implementation, signed by the designated Preferred Sustainability Status Community point of contact. Designated PSS Communities Points of Contacts can be found on HUD's website at [http:// portal.hud.gov/ hudportal/ HUD?src=/ program offices/ administration/ grants/ nofa11/ psscontacts](http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/nofa11/psscontacts).

b. To receive **Promise Zones Bonus 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 bonus points. To view the list of designated Promise Zones and persons authorized to certify, please go to [https:// www.hudexchange .info/ promise-zones/ promise-zones- designees/](https://www.hudexchange.info/promise-zones/promise-zones-designees/).

B. Reviews and Selection Process.

1. Rating and Ranking. Applicants may be funded under one of the following Initiatives or Components:

a. Private Enforcement Initiative (PEI)

(1) Multi-year Funding Component (PEI-MYFC);

b. Fair Housing Organization Initiative (FHOI)

(1) Continued Development General Component (CDGC);

(2) Lending Discrimination Component (Lending), and

(3) National/Regional Testing Component (FHOI-TC)

(4) Special Emphasis Component (FHOI-SC)

c. Education and Outreach Initiative (EOI)

(1) National-Based Programs

National Media Campaign Component (EOI-NMCC)

National Program Component:

(a) National Programs Component – Sex Discrimination (EOI-NPS)

(b) National Program Component – Sex /Familial Status Discrimination (EOI-NPSFS)

(c) National Program Component – National Origin Discrimination (EOI-NPNO)

(d) National Program Component – Disability Discrimination (EOI-NPD)

(2) Regional/Local/Community Based Program (EOI-R/L/C-B)

Tester Review Component

d. For all initiatives. The maximum number of points to be awarded for the Rating Factors is 100.

Applicants may also be awarded 2 bonus points for Certification of Consistency with Promise Zone Goals.

(1) Ineligible Applications. Ineligible applications will not be rated or ranked.

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

2. Tie Breaking. When two or more applications have the same total overall score, the application with the higher score under Rating Factor 2 will be ranked higher. If applications still have the same score, the tie will be broken by the Rating Factor 1 score. If a tie remains, then the tie will be broken by the Rating Factor 3 score. And if a tie still remains, the application committing the greatest amount of Leveraged funds under Rating Factor 4 will be selected.

3. Adjustments to Funding. As provided in the **General Section** (see section V), HUD may approve an application for an amount lower than the amount requested, fund only portions of the application, withhold funds after approval, reallocate funds among activities and/or require that special conditions be added to the grant agreement, in accordance with 24 CFR 84.14, the requirements of the **General Section**, or where:

1. HUD determines the amount requested for one or more eligible activities is unreasonable or unnecessary;
2. An ineligible activity is proposed in an otherwise eligible project;
3. Insufficient funding amounts remain to award the full amount requested in the application, and HUD determines that partial funding is a viable option;
4. The past record of key personnel warrants special conditions; or,
5. Training funds are not reserved for FHIP training.

4. Reallocation of Funds. After all applications within funding range have been selected or obligations are completed in an Initiative if funds are still available, the Selecting Official or designee will have the discretion to reallocate those remaining funds among Initiatives as follows:

1. **PEI** – Any remaining funds from any component will be reallocated first within that Initiative, if after reallocating funds within the Initiative; and funds still remain, they shall be reallocated to FHOI.
2. **EOI** – Any remaining funds from any component will be reallocated first within that Initiative; if after reallocating funds within the Initiative; and left over funds remain, they shall be reallocated to FHOI.
3. **FHOI** – Any remaining funds from any component will be reallocated first within that initiative. If after reallocating funds within that Initiative; funds still remain, they shall be reallocated to EOI.

C. Anticipated Announcement and Award Dates.

HUD expects to announce the award of funds by August 2015 and anticipates a start date of November 2015.

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 all other applicants, whose applications were received by the deadline, that have not been chosen for award. Notifications will be sent by email, delivery receipt requested, to the person designated in item 8F of the SF424 and to the person listed as authorized representative in item 21 of the SF424.

1. Applicant Notification and Award Procedures.

a. Notification. Information about the review and award process will not be available during the HUD evaluation period, which begins on the application deadline date for this NOFA and lasts for approximately 90 days thereafter. However, you will be advised, in writing or by telephone, if HUD determines that your application is ineligible, or has technical deficiencies which may be corrected as described in the General

Section (see section B.3). HUD will only communicate with persons specifically identified in the SF424 in the application. HUD will not provide information about the application to any third party such as contractors.

b. Negotiations. If you are selected, HUD will require you to participate in negotiations to determine the specific terms of your cooperative or grant agreement. The selection is conditional and does not become final until the negotiations are successfully concluded and the grant or cooperative agreement is signed and executed based upon the negotiations. HUD will negotiate only with the person identified in the application as the Director of the organization or if specifically identified in the application as the Project Director. HUD will not negotiate with any third party (i.e., a contractor, etc.). The Grant Officer and Government Technical Representative 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. Applicants may secure a copy of a successful FHIP application for FY2014 at: http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/foia/highscore after all funding decisions are made. HUD's FOIA page has archived the highest rated application for FY2011 and before. Upon request via email or mail, FHIP 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 applications.

B. Administrative, National and Departmental Policy Requirements.

Certain Administrative, National and Departmental Policy Requirements apply to all HUD programs, including this NOFA. For a complete list of these requirements, see Section VI.B. of the General Section.

1. **Environmental Requirements.** In accordance with 24 CFR 50.19(b)(3), (4), (9), (12), and (13) of HUD regulations, activities assisted under this program are categorically excluded from the requirements of the National Environmental Policy Act and are not subject to environmental review under related laws and authorities.
2. **Procurement of Recovered Materials.** State agencies (FHAP agencies) and agencies of a political subdivision of a State that are using assistance under a HUD program NOFA for procurement, and any person contracting with such an agency with respect to work performed under an assisted contract, must comply with the requirements of Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act.
3. **Product Information.** Press releases and any other product intended to be disseminated to the public must be submitted to the Government Technical Representative (GTR) four days before release for approval and acceptance. The GTR will work with the Office of Education and Outreach for information clearance and approval.
4. **Ensuring the Participation of Small Disadvantaged Businesses, and Women Owned Businesses.** (See General Section at section III.C.5.e.)
5. **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.
6. **Copyright Materials.** You may copyright any work that is eligible for copyright protection subject to HUD's right to reproduce, publish, or otherwise use your work for Federal purposes, and to authorize others to do so as required in 2 CFR 215.36.
7. **Complaints Against Awardees.** Each FHIP award is overseen by a HUD Grant Officer (See www.hud.gov for list of FHEO Regional Directors). Complaints from the public against FHIP grantees

should be forwarded to the Grant Officer. The Grant Officer's name and contact information is provided in the grant agreement. If, after notice and consideration of relevant information, the Grant Officer concludes that there has been inappropriate conduct, such as a violation of FHIP requirements, terms or conditions of the grant, or any other applicable statute, regulation or other requirement, HUD will take appropriate action in accordance with 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 in accordance with 24 CFR part 24.

8. **Double Payments.** If you are awarded funds under this NOFA, you (and any contractor or consultant) may not charge or claim credit for the activities performed under this project under any other Federally assisted project.
9. **Performance Sanctions.** A grantee or contractor failing to comply with the requirements set forth in its grant or cooperative agreement will be liable for such sanctions as may be authorized by law, including repayment of improperly used funds, termination of further participation in the FHIP, and denial of further participation in programs of HUD or any federal agency.
10. **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 on a uniform basis for all applicants. HUD may not seek clarification of items or responses that improve the substantive quality of an applicant's response to any rating factors or which correct deficiencies which are in whole or part of a rating factor, including items that impact the Preferred Sustainable Communities Bonus Points. Applicants will have five business days from date of notification to submit the required documents to HUD. Applicants will be notified by fax and telephone about corrections to ensure notification. The applicants must submit the corrections by using the form HUD90611 found in their downloaded application to submit the technical cures to HUD. See the FY2015 **General Section** for further details.
11. **Federal Funding Accountability and Transparency Act.** As required by the Federal Funding Accountability and Transparency Act ("Transparency Act" or "FFATA") and subsequent OMB guidance, information on the first-tier subawards related to Federal contracts and grants and the executive compensation of awardees must be made publicly available.
12. Administrative and National Policy Requirements.

Certain Administrative and National Policy Requirements apply to all HUD programs, including this Notice. For a complete list of these requirements, see Section V.B. of the General Section.

C. Reporting.

Please refer to Section VI of the General Section for a description of the general reporting requirements applicable to all HUD NOFAs.

Please refer to Section VI of the General Section for a description of the general reporting requirements applicable to this NOFA.

1. **Quarterly Reporting.** All grant recipients under this NOFA are required to submit quarterly reports which identify their program's output and outcome achievements.
 2. **Race and Ethnicity Reporting.** HUD requires that funded recipients collect racial and ethnic beneficiary data. The Department has adopted the Office of Management and Budget's Standards for the Collection of Racial and Ethnic Data. In view of these requirements, you should use Form HUD-27061, Racial and Ethnic Data Reporting Form (and instructions for its use), found on www.HUDclips.org. Also, quarterly and as your project ends, you must report meaningful data derived from client feedback on how they benefited from your project's activities.
 3. **FFATA - Recipient reporting to meet the requirements of the FFATA of 2006, as amended.**
- (a) **Prime Grant Awardee Reporting.** Prime recipients of HUD financial assistance are required to report

certain subawards in the federal government-wide website www.fsrs.gov or its successor system. Starting with awards made October 1, 2010 prime financial assistance awardees receiving funds directly from HUD are required to report subawards and executive compensation information both for the prime award and subaward recipients, including awards made as pass-through awards or awards to vendors, if:

- (1) The initial prime grant award is \$25,000 or greater, or the cumulative prime grant award will be \$25,000 or greater if funded incrementally as directed by HUD in accordance with OMB guidance; and
- (2) The sub-award is \$25,000 or greater, or the cumulative subaward will be \$25,000 or greater. For reportable subawards, if executive compensation reporting is required and subaward recipients' executive compensation is reported through the Central Contractor Registration (CCR) system, the prime recipient is not required to report this information. The reporting of award and subaward information is in accordance with the requirements of Federal Financial Assistance Accountability and Transparency Act of 2006, as amended by section 6202 of Public Law 110-252, hereafter referred to as the "Transparency Act" and OMB Guidance issued to the Federal agencies on September 14, 2010 (75 FR 55669) and in OMB Policy guidance. The prime awardee will have until the end of the month plus one additional month after a subaward or pass-through award is obligated to fulfill the reporting requirement. Prime recipients are required to report the following information for applicable subawards. This information will be displayed on a public government website pursuant to the Transparency Act.
 - (i) Name of entity receiving award;
 - (ii) Amount of award
 - (iii) Funding agency;
 - (iv) North American Industry Classification System (NAICS) code for contracts/CFDA program for financial assistance awards;
 - (v) Program source;
 - (vi) Award title descriptive of the purpose of the funding action;
 - (vii) Location of the entity (including Congressional district);
 - (viii) Place of Performance (including Congressional district);
 - (ix) Unique identifier of the entity and its parent; and
 - (x) Total compensation and names of top five executives.

For the purposes of reporting into the FFATA Sub-award Reporting System (FSRS) reporting site, the unique identifier is the Dun and Bradstreet Universal Numbering System (DUNS) number the entity has obtained from Dun and Bradstreet, and for Prime awardees the DUNS number registered in the Central Contractor Registration as required by HUD regulation 24 CFR 5.1004.

(b) Prime Grant Awardee Executive Compensation Reporting. Prime awardees must also report in the government-wide website the total compensation and names of the top five executives in the prime awardee organization if:

- (1) More than 80% of the annual gross revenues are from the Federal government, and those revenues are greater than \$25 million annually; and
- (2) Compensation information is not readily available through reporting to the Securities Exchange Commission (SEC.)

(c) Subaward Executive Compensation Reporting. Prime grant awardees must also report in the government-wide website the total compensation and names of the top five executives in the subawardees if:

- (1) More than 80% of the annual gross revenues are from the Federal government, and those revenues are greater than \$25 million annually; and

(2) This required compensation information is not readily available through reporting to the Securities Exchange Commission (SEC.) For applicable subawards, if executive compensation reporting is required and subaward recipients' executive compensation is reported through the Central Contractor Registration (CCR) system, the prime recipient is not required to report this information.

(d) Transparency Act Reporting Exemptions. The Transparency Act exempts any sub-awards less than \$25,000 made to individuals and any sub-awards less than \$25,000 made to an entity whose annual expenditures are less than \$300,000. Subawards with a cumulative total of \$25,000 or greater are subject to subaward reporting beginning the date the subaward total award amount reaches \$25,000. The Transparency Act also prohibits reporting of any classified information. Any other exemptions to the requirements must be approved by the Office of Management and Budget.

NOTE: For the purposes of FFATA reporting requirements, "prime grant awardee" or "prime grant award" or "grant award" includes awardees of, and awards for, capital advances for the Section 202 Housing for the Elderly and Section 811 Housing for Persons with Disabilities programs.

Compliance with Section 872 of the Duncan Hunter National Defense Authorization Act for Fiscal Year 2009 (Pub. L. 110-417), hereafter referred to as "Section 872" Section 872 requires the establishment of a governmentwide data system – the Federal Awardee Performance and Integrity Information System (FAPIIS) - to contain information related to the integrity and performance of entities awarded federal financial assistance and making use of the information by federal officials in making awards. OMB is in the process of issuing regulations regarding federal agency implementation of section 872 requirements. A technical correction to this General section may be issued when such regulations are promulgated.

HUD anticipates that the terms and conditions to its FY2012 awards will contain requirements related to meeting FFATA and Section 872 requirements.

Questions regarding specific program requirements should be directed to the point of contact listed in Section VII below.

VII. Agency Contact(s).

HUD staff will be available to provide clarification on the content of this NOFA. Please note that HUD staff cannot assist applicants in preparing their applications. Questions regarding specific program requirements should be directed to the point of contact listed below.

You may contact Myron P. Newry or Paula Stone of the Office of Fair Housing and Equal Opportunity's FHIP Division, at 202-402-7095, or 202-402-7054, respectively (these are not toll-free numbers). Persons with hearing or speech impairments may contact the Division by calling (800) 290-1617 (this is a toll-free number).

Questions concerning the General Section should be directed to the Office of Strategic Planning and Management, Grants Management and Oversight Division at 202-708-0667 (this is not a toll-free number).

Persons with hearing or speech impairments may access these numbers via TTY by calling the toll-free Federal Relay Service at 800-877-8339.

VIII. Other Information.

Paperwork Reduction Act Statement. The information collection requirements in this 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 Program NOFA will identify its applicable OMB control number unless its collection of information is excluded from these requirements under 5 CFR part 1320.

This NOFA provides funding under the Fair Housing Initiatives program (FHIP) at 24 C.F.R. part 125, which does not contain environmental review provisions because it concerns activities that are listed in 24 C.F.R. 50.19(b) as categorically excluded from environmental review under the National Environmental Policy Act of 1969 (42 U.S.C. 4321)("NEPA"). Accordingly, under 24 C.F.R. 50.19(c)(5), this NOFA is categorically excluded from environmental review under NEPA.

Please refer to Section VIII in the General Section additional information required for preparing and submitting applications, including HUD’s compliance with:

- The Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520);
- 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;
- Sections 102 and 103 of the Department of Housing and Urban Development Reform Act of 1989; and
- The National Environmental Policy Act, if applicable, as indicated below.

In accordance with 24 CFR 50.19(b)(2), (3), (4), (9), (12), (13) of the Federal regulations, activities under this program are categorically excluded from the requirements of the National Environmental Policy Act and are not subject to environmental review under the related laws and authorities.

Appendix.

**APPENDIX A –
STATEMENT OF WORK – SAMPLE FORMAT
FY2015 NOFA**

Statement of Work for:

The recipient, _____, agrees to undertake the following activities in accordance with its FY 2015 application for funding under the Initiative--_____ Project (if applicable) for a ____-month project commencing _____, 2015 in the geographic area of _____.

| ADMINISTRATIVE TASKS | | | |
|-----------------------------|---|---------------------|----------------------|
| Activities | Tasks | Submitted By | Key Person(s) |
| 1. Assign staff to project | Submit assignment memo or other documentation assigning staff by name and number of hours to be spent on the project. | 30 days | |

| | | | |
|---|--|-------------------------------------|--|
| 2. Execute subcontract agreements (if any) | Submit draft contract for GTR approval. Submit copy of signed agreement. | 30 days | |
| 3. Submit evidence of compliance with 24 CFR 125.107 (if program activities include testing) | Submit copy of organization written conflict of interest policy, demonstrating 24 CFR 125.107 compliance including conflict of interest and other requirements | TBD during negotiations | |
| 4. Complete HUD-2880 Disclosure Statements | Submit Disclosure Statement. If no changes occur, submit statement of no change | Quarterly when changes occur | |
| 5. Complete SF-LLL Disclosure of Lobbying Activities | Submit updated form. If no changes occur, submit statement of no change | Quarterly when changes occur | |
| 6. Quarterly Report of Performance | Submit (2) copies of quarterly report of performance. Include outcomes and progress towards achieving outcomes | Quarterly | |
| 7. Complete SF-425 Financial Status Report and Written Quarterly Status Reports on All Activities | Submit (2) copies of SF-425 and Coy of Written Report | Quarterly | |
| 8. Voucher of Payment | Submit payment request to LOCCS | Per payment schedule | |
| 9. Complete listing of current or pending Grants/ Contracts/Other Financial Agreements | Submit listing for Recipient and any contractors | 45 days and At the end of grant | |
| 10. Prepare summary of First Year (36 month grants) | Submit summary of first year accomplishments | 395 days | |
| 11. Prepare and submit draft of Final Report | Submit (2) copies of draft final report. Report summary should include objectives, accomplishments and results (outcomes) . Complaint and testing activities should summarize data on complaints received and test conducted by basis and issue and outcomes should include number of credible, legitimate complaints filed with HUD, State and local Fair Housing Agency, Department of Justice or Private Litigator; and Types of Relief/Results. | One month before end of grant term. | |

| | | | |
|---|--|---|--|
| 12. Complete final report and all program products produced under the grant (with CD/flash drive, where feasible) to HUD. | Submit (2) copies of the Final Report and all final products not previously submitted to GTR and GTM. Submit activities and database entry sheet(s) or detailed description of items to HUD. | Within 90 days after end of grant term. | |
| | | | |

(Program Tasks)

| PROGRAM TASKS | | | |
|---|-------------------|---------------------|-------------------|
| *Activities – (sample only) – activities and tasks are based on an organization’s individual proposed activities and tasks. | | | |
| Activities/Tasks | Outcome(s) | Submitted By | Key Person |
| 1. Contact HUD and/or other information sources to obtain any appropriate materials prior to development of new material. Task: List of materials requested and copy of final products. | | 90 days | |
| 2. Review/refine referral process to refer potential victims to HUD, DOJ, a state or local agency, or a private attorney. Task: Copy of referral process. All audit-based enforcement actions should be referred to HUD. | | 45 days | |
| 3. Intake and process complaints, including testing and referral. Complete Enforcement Log which details complaints received; dates; the protected basis of complaints; the issue, test type, and number of tests utilized in the investigation of each allegation; the respondent type and testing results; the time for case processing; including administrative or judicial proceedings; the cost of testing activities and case processing; to whom the case was referred. Task: Submit copy of Enforcement Log and a report on number of enforcement proposals referred to HUD. | | Quarterly | |
| 4. Submit tester training and other forms for review/approval. | | 60 days | |
| 5. Conduct ___ intake interviews. Task: Submit enforcement log. | | Quarterly | |
| 6. Allegations received. Task: Submit enforcement log. | | Quarterly | |
| 7. Assist ___ clients requesting reasonable accommodations/modifications. | | Quarterly | |

| | | | |
|--|--|-----------|--|
| 8. Conduct ___ systemic investigations initiated under the current grant; and conduct ___ systemic investigations initiated with other fair housing organizations. | | Quarterly | |
| 9. Recruit ___ testers. Recruitment announcement | | | |
| 10. Train ___ new fair housing testers. Task: Number of testers who successfully completed training and practice test. | | | |
| 11. Provide tester refresher training to ___ testers. Task: Number of testers trained. | | | |
| 12. Conduct ___ Rental tests | | | |
| 13. Conduct ___ Accessibility Design/Construction tests | | | |
| 14. Conduct ___ insurance tests | | | |
| 15. Conduct ___ lending tests | | | |
| 16. Train staff on fair housing. Task: number of hours spent in training. | | | |
| 17. Conduct at least ___ training for landlords, lenders, insurers or real estate agents. | | | |
| 18. Conduct at least ___ trainings for potential victims of discrimination. | | | |
| 19. Make at least ___ referrals of non-fair housing issues. | | | |
| 20. Evaluate at least ___ potential complaints for enforcement. | | | |
| 21. Distribute fair housing PSA to ___ media outlets | | | |
| 22. Conduct ___ meetings with housing industry and/or government officials | | | |
| 23. Provide fair housing information to local/ state officials on obligations to AFFH. | | | |
| 24. Develop partnership with local university (or others) to develop and execute innovative approaches for the creation of diverse communities. | | | |
| 25. Conduct ___ fair housing workshops for members of the protected classes and housing industry personnel. | | | |
| 26. Create Facebook and/or Twitter social media content calendar to promote fair housing awareness. | | | |

Appendix B

PEI Multi-Year Program ONLY - All PEI-MY applicants must address the required PEI-MY activities listed below in their application.

1. Select specific activities that your organization proposes to complete for FY2015 from the activity list below. Each applicant must select the following number of activities which must be addressed in the

PEI-MY application:

- 15 or more Enforcement Activities
- 4 or more EOI Activities

2. Applicants must also propose 5 or more "Other Activities" at the organization's discretion. A few examples may include but are not limited to: additional AFFH or capacity building activities, monitor settlement agreements, fair housing counseling, etc.). For additional examples, please see the list below (Other Activity examples).

3. Applicants must provide a clear detailed description of all proposed activities in the SOW, consistent with the SOW format outlined above in Appendix A.

1. All PEI-MY applicants must track goals/achievements for all activities and report on the quarterly/final outcomes of each.

FHIP provides flexibility in applicant activity selection to assure that applicants may select activities that are consistent with the proposed targeted population needs.

| Required Enforcement Related Activities (Select 15 Activities) | |
|--|--|
| Intake Conducted | |
| Allegations received | |
| Number of clients assisted requested reasonable accommodation/modification | |
| Systemic investigations initiated under current grant organizations | |
| Systemic investigation initiated with other FH organizations | |
| Recruit Testers | |
| Testers who successfully complete training and practice test | |
| Rental Tests conducted | |
| Accessibility Design/construction tests conducted | |
| Sales tests conducted | |
| Total number of tests conducted | |
| Staff training hours | |
| Conduct trainer refresher course for experienced testers | |
| Number of Site Assessments | |
| Number of Market reviews prior to testing | |
| Monitor settlement agreements | |
| Disabled persons assisted | |

| |
|--|
| Complaints mediated/conciliated |
| Complaints referred to attorneys |
| Required Education & Outreach Related Activities (select 4 activities) |
| Partnerships with agencies/organizations providing housing to members of protected classes |
| 10 or more activities in collaboration with local/state jurisdictions to interact with them in support of efforts to affirmatively further fair housing. |
| 5 or more activities to identify and document state or local actions which may present fair housing barriers (including but not limited to documentation of zoning restrictions, patterns of housing segregated by race or national origin, barriers to neighborhood based housing options for people with disabilities, identification of steering, block busting or other aspects of private market practices that limit fair housing choice, presence or absence of banking services in areas of racial or ethnic concentration and providing the documentation to local/state Entitlement Jurisdictions and /or their sub-grantees to support actions which affirmatively further fair housing |
| Provide informative, useful website – Views of website 3,000 |
| PSA distributed to media outlets |
| Speaking engagement with housing consumers – events |
| Speaking engagements and/or meetings with housing industry and/or government staff- meeting/events to support AFFH and/or fair housing activities in the community |
| Targeted outreach to specified groups |

Reminder: In addition, applicants must select 5 proposed “other activities” which must be addressed in the PEI-MY application. Sample eligible “other activities” are listed below; however applicants are not required to choose from the list below and propose “other activities” of their choice.

| |
|---|
| Sample “Other Activities |
| Counseling for complaints by immigrants – complaints |
| Counseling on discriminatory housing practices – Households |
| Official/Governments Staffers – AFFH-provide information to local/staff officials on obligations to AFFH and discriminatory impact of some legacy citing standards |
| AFFH-Provide information to local/state zoning officials on obligations to AFFH and discriminatory impact of some legacy zoning standards |
| Officials/Government Staffers AFFH-Provide information to local/state officials on obligations to AFFH and discriminatory impact of some legacy citing standards |

| |
|--|
| <p>Officials/Government Staffers</p> <p>AFFH-Provide information to local/state officials on obligations to AFFH and discriminatory impact of some legacy residency requirement and local preference standards</p> |
| <p>Officials/Government Staffers</p> <p>AFFH-Provide information to local/state officials on hate crimes related to housing issues</p> |
| <p>AFFH-Analysis of housing patterns to determine discriminatory housing practices in jurisdictions</p> <p>AFFH-Mortgage Rescue Scam abuse/lending discrimination training/education</p> |
| <p>AFFH-Outreach to landlords to inform them about the need to affirmatively further fair housing</p> |
| <p>AFFH-Provide information to households on available affordable housing in jurisdictions which have open, diverse and equitable housing patterns and practices - Households</p> |
| <p>AFFH-Promote opportunities for inclusive patterns of housing occupancy in jurisdictions served by the FHIP agency –Jurisdictions</p> |
| <p>AFFH-Provide developers with information on universal design and visitability standards to increase the supply of affordable housing for persons with disabilities and the elderly</p> |
| <p>Provide training to State and local government and partners to affirmatively further fair housing in the implementation of HUD’s programs</p> |