



FY 2013 HUD/FHIP NOFA FREQUENTLY ASKED QUESTIONS

1. Who is eligible to apply for a FHIP grant?

- Qualified Fair Housing Enforcement Organizations (QFHOs)
- Fair Housing Enforcement Organizations (FHOs)
- Public or private nonprofit 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
- Agencies that participate in the Fair Housing Assistance Program (FHAP)

However, please review the FY2013 FHIP NOFA under the eligible applicants section, pages 9-16. This section contains a chart which lists applicant eligibility for each initiative and component since eligibility may vary by component. Utilizing the chart helps you to determine if you qualify to apply for the component which you are interested.

2. What are QFHOs, FHOs and FHAPs?

- A QFHO is an organization engaged in fair housing activities defined in 24 CFR 125.103.
- An FHO is an organization engaged in fair housing activities as defined in 24 CFR 125.103.
- A FHAP is a Fair Housing Assistance Program, which is a State or local fair housing enforcement government agency that receives FHAP funds to administer laws deemed substantially equivalent to the Fair Housing Act.

3. Can an individual apply under the FHIP NOFA? For example, can I apply as an individual if I obtain 501(c)(3) status?

That depends. As specified by the NOFA, individuals are not eligible applicants. However, if you applied for and received 501 (c)(3) status prior to the NOFA closing date, the answer is yes since you would then be considered a non-profit organization. As a reminder the status would have to be obtained/approved prior to the NOFA closure date. Also, FHIP does not determine eligibility based on limited information (for example a phone conversation). We encourage anyone who feels that they meet the eligibility criteria to apply and once the application is review, a final determination on eligibility or ineligibility is confirmed. Carefully review the eligibility criteria to determine if you are eligible.

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4. Help! Our application keeps being rejected from grants.gov with a “virus detect” message, we’ve checked, and there is no virus!

You may have missed that grants.gov grant application attachment filename characters are now restricted in two ways:

- File names cannot be longer than 20 characters.
- File names may only include the following characters:
 - A-Z
 - a-z
 - 0-9
 - underscore (_)
 - hyphen (-)
 - space
 - period (.)

However, if you continue to receive the error message after correcting the filename, please contact the Grants.gov at 1-800-518-GRANTS, or visit the Grants.gov website at: <http://www.grants.gov/> and view customer support information.

5. What is CCR/SAM?

- CCR is the Central Contractor Registration. Active registration in CCR is a requirement under the Grants.gov registration process.
- SAM is the new federal government web-based System for Award Management (SAM) that the federal government is using to bundle CCR into the same web location with seven other federal procurement systems and The Catalog of Federal Domestic Assistance at one location.
- Since SAM now houses CCR, you must register for CCR or update your current CCR registration at www.sam.gov.
- Go to www.sam.gov for more information and instructions to update your registration or register in CCR.

6. What do I need to include with my application?

See pages 24-25 of the FHIP NOFA for a complete checklist.

7. Can I fax my application to HUD if I cannot meet the NOFA deadline date?

No. the application must be received electronically through www.grants.gov by the deadline date and time specified in the FHIP NOFA. The only exception is if the applicant requests a waiver of the electronic submission for good cause in accordance with CFR 5.1005 (see page 31 of the HUD NOFA General Section), but this waiver does not include additional time to submit an application.

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8. If I submit data, tables, exhibits, reports and studies with my application, will they be counted toward the page limit requirement?

No. Data, tables, exhibits, reports, or studies do not count toward the page limit. Specifically, under Factor 2, the NOFA provides that applicants should NOT submit copies of report or supporting documentation in the application, but reference reports and other data to support the need for the proposed project.

9. What is the maximum number of narrative pages that can be submitted for each Rating Factor?

For FY 2013, the maximum number of pages that can be submitted for each Rating Factor is eight double-spaced pages typed in 12-point font. That must include all text, titles and headings. However, the 8-page limit is not applicable under Rating Factor 3 for the sub-factor addressing an applicant's Statement of Work (SOW). Also, a narrative response is not required under Rating Factor 5, eLogic Model.

10. Can I subcontract a percentage of the activities in my SOW to subcontractors, partners or consultants, if my application is selected for a FHIP award?

Yes, if the subcontractors, partners or consultants were identified and included as a part of your application and approved by your General Technical Representative (GTR) during the negotiation process.

11. As part of the SOW, can my fair housing organization propose to do an Analysis of Impediments?

Yes.

12. When will HUD publish the award amounts?

HUD will issue a technical correction (posted on Grants.gov) to the NOFA modifying the award amounts when available. Sign up for grants.gov Technical Alerts to get timely notification of any changes.

13. Are education and outreach expenses required to be a part of FHOI applicant project costs?

Yes.

14. Can there be more than one Project Director assigned to my FHIP grant?

No.

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15. May I include resumes/position descriptions as part of my response?

No. In most cases providing the information takes an applicant over the 8-page limit, and points will be deducted from the application.

16. If I apply and qualify for more than one FHIP award, may I receive more than one award?

Yes, your organization may receive more than one award, subject to component/ initiative requirements listed in the FY2013 FHIP NOFA, along with FHIP approval.

17. If I have a technical question, can I call HUD?

Yes, see below.

- For questions about preparing and uploading your application, call grants.gov M- F, 9-5 at 888-227-2453 or 269-961-5757.
- For questions about the HUD FY2013 General Section, call the HUD Office of Grants Management at 202-708-0667. Persons with hearing or speech impairments may access these numbers via TTY by calling the Federal Relay Service toll free at 800-877-8339.
- For questions about FHIP initiative-specific requirements, call Myron Newry or Paula Stone of the Office of Fair Housing and Equal Opportunity's FHIP Division at 202-402-7095 and 202-402-7054 (These numbers are not toll-free.).

18. When do I respond to the eLogic Model Management Questions?

If an applicant is funded, the management questions are then answered based on your proposed activities and outcome/results during the grant period.

19. When preparing the budget worksheet, must it include in-kind contributions?

Yes

20. Must an applicant prepare both a budget narrative and budget worksheet?

Yes, or points will be deducted from the application score.

21. What is an Affirmative Furthering Fair Housing (AFFH) Statement?

Under Factor 3, Soundness of Approach, each applicant should submit a brief AFFH statement which describes a history of success at AFFH including measurable outcomes the applicant has achieved. The applicant must address three of the activities as outlined in the NOFA and describe how success will be measured during the grant period. This Factor 3 requirement is in addition to addressing the policy priority, SOW and budget requirements.

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OTHER HELPFUL HINTS FOR APPLICANTS

1. Review the FY2013 General Section and the FY2013 FHIP NOFA. The document help to assure that you are submitting a complete application.
2. Make sure that you include the Component you are applying on line 12 of the SF-424.
3. Include the Initiative and Component you are applying for on your 1-page project abstract.
4. Respond to all rating requirements and keep your readers in mind. Missing factor information will likely deduct points from your score.
5. Make sure that your factors are linked. Your SOW should mirror your eLogic Model in tasks and activities.
6. Review the funding caps for each initiative and do not exceed the funding cap amount for the Initiative you are applying to. This could cause your application to be deemed ineligible.
7. Do not exceed the 8-page limit on your factor narratives. Points will be deducted from your score.
8. Remember to include leveraged resources in your budget. Also, make sure that the items listed in your SOW are consistent with those listed in your budget.