



U.S. Department of Housing and Urban Development

Fair Housing and Equal Opportunity

Fair Housing Initiatives Program -Education and Outreach Initiative -Test Coordinator Training

FR-6800-N-71-A

11/19/2024

Table of Contents

OVERVIEW	3
I. FUNDING OPPORTUNITY DESCRIPTION.....	3
A. Program Description	3
B. Authority	10
II. AWARD INFORMATION	10
A. Available Funds	10
B. Number of Awards	10
C. Minimum/Maximum Award Information	10
D. Period of Performance.....	11
E. Type of Funding Instrument	11
III. ELIGIBILITY INFORMATION	11
A. Eligible Applicants.....	11
B. Ineligible Applicants	13
C. Cost Sharing or Matching.....	13
D. Threshold Eligibility Requirements	13
E. Statutory and Regulatory Requirements Affecting Eligibility	15
F. Program-Specific Requirements	15
G. Criteria for Beneficiaries.....	19
IV. APPLICATION AND SUBMISSION INFORMATION	19
A. Obtain an Application Package.....	19
B. Content and Form of Application Submission	20
C. System for Award Management (SAM) and Unique Entity Identifier (UEI).....	25
D. Application Submission Dates and Times	25
E. Intergovernmental Review	28
F. Funding Restrictions	28
V. APPLICATION REVIEW INFORMATION	30
A. Review Criteria	30
B. Review and Selection Process.....	40
VI. AWARD ADMINISTRATION INFORMATION.....	42
A. Award Notices.....	42
B. Administrative, National and Departmental Policy Requirements and Terms for HUD Applicants and Recipients of Financial Assistance Awards	44
C. Reporting.....	46

D. Debriefing48
VII. AGENCY CONTACT(S).....48
VIII. OTHER INFORMATION48
APPENDIX.....49

Program Office:
Fair Housing and Equal Opportunity

Funding Opportunity Title:

Fair Housing Initiatives Program -Education and Outreach Initiative -Test Coordinator Training

Funding Opportunity Number:

FR-6800-N-71-A

Assistance Listing Number:

14.416

Due Date for Applications:

11/19/2024

OVERVIEW

The U.S. Department of Housing and Urban Development (HUD) issues this Notice of Funding Opportunity (NOFO) to invite applications from eligible applicants for the program and purpose described within this NOFO. You, as a prospective applicant, should carefully read all instructions in all sections to avoid sending an incomplete or ineligible application. HUD funding is highly competitive. Failure to respond accurately to any submission requirement could result in an incomplete, ineligible, or noncompetitive proposal.

In accordance with [Title 24 part 4, subpart B](#) of the Code of Federal Regulations (CFR), during the selection process (which includes HUD's NOFO development and publication, and concludes with the announcement of the selection of recipients of assistance), HUD is prohibited from disclosing covered selection information. Examples of impermissible disclosures include: 1) information regarding any applicant's relative standing; 2) the amount of assistance requested by any applicant; and 3) any information contained in the application. Prior to the application deadline, HUD may not disclose the identity of any applicant or the number of applicants who have applied for assistance.

For further information regarding this NOFO, direct questions regarding the specific requirements of this NOFO to the agency contact identified in section VII.

Paperwork Reduction Act Statement. In accordance with the Paperwork Reduction Act of 1995 (44 U.S.C. §§ 3501- 3520) (PRA), the Office of Management and Budget (OMB) approved the information collection requirements in this NOFO. 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. This NOFO identifies the applicable OMB control number, unless the collection of information is excluded from these requirements under [5 CFR Part 1320](#).

OMB Control Number(s):

2529-0033

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

The Fair Housing Initiatives Program (FHIP) provides funding to eligible non-profit and other fair housing organizations through competitive grants under three initiatives to carry out education and outreach and enforcement activities to prevent or eliminate discriminatory housing practices and to inform individuals of their rights and responsibilities under the Fair Housing Act

(FHA). The Initiatives are the Fair Housing Organizations Initiative (FHOI), the Private Enforcement Initiative (PEI), and the Education and Outreach Initiative (EOI).

The EOI NOFO for Test Coordinator Training makes available \$500,000 to support fair housing test coordinator training courses in general/basic fair housing testing and advanced/complex fair housing testing. Fair housing testing is an investigative tool used to gather evidence of any violations of the Fair Housing Act or other civil rights laws. A test is a covert investigation involving one or more persons who initiate contact with a person or entity to gather information about their housing policies, treatment and/or practices to compare with the requirements of fair housing laws. A test may involve comparing how persons similarly situated except for a protected characteristic are being treated. HUD is vigilant about ensuring that the testing performed adheres to investigatory standards so that it yields credible, objective and admissible evidence to aid in the enforcement of the FHA. Fair housing testing efforts may focus on specific areas of testing such as discriminatory effects, or bias in the home lending, insurance and appraisal markets. Test coordinators working on these efforts require specialized training to design and coordinate high quality testing programs. This NOFO supports test coordinator training courses in the areas of discriminatory effects (including those resulting from source of income and criminal records related policies) or discrimination in; mortgage lending, homeowners' insurance, and residential appraisals.

2. HUD and Program-Specific Goals and Objectives

HUD's Strategic Plan sets the direction and focus of our programs and staff to create strong, sustainable, inclusive communities and quality, affordable homes for all. This NOFO supports [HUD's Strategic Plan for Fiscal Years \(FY\) 2022-2026](#) to accomplish HUD's mission and vision. Each of the five goals in the [Strategic Plan](#) include what HUD hopes to accomplish, the strategies to accomplish those objectives, and the indicators of success.

HUD will pursue two overarching priorities focused on increasing equity and improving customer experience across all HUD programs. Five strategic goals and several objectives undergird the Plan; however the following goals are applicable to this NOFO.

You are expected to align your application to the applicable strategic goals and objectives below. Use the information in this section to describe in your application the specific goals, objectives, and measures that your project is expected to help accomplish. If your project is selected for funding, you are also expected to establish a plan to track progress related to those goals, objectives, and measures. HUD will monitor compliance with the goals, objectives, and measures in your project.

Applicable Goals and Objectives from HUD's Strategic Plan

Strategic Goal 1: Support Underserved Communities

Fortify support for underserved communities and support equitable community development for all people.

1A: Advance Housing Justice

Fortify support for vulnerable populations, underserved communities, and Fair Housing enforcement.

1B: Reduce Homelessness

Strengthen Federal, State, Tribal, and community implementation of the Housing First approach to reducing the prevalence of homelessness, with the ultimate goal of ending homelessness.

1C: Invest in the Success of Communities

Promote equitable community development that generates wealth-building for underserved communities, particularly for communities of color.

Strategic Goal 3: Promote Homeownership

Promote homeownership opportunities, equitable access to credit for purchase and improvements, and wealth-building in underserved communities.

3A: Advance Sustainable Homeownership

Advance the deployment of tools and capital that put sustainable homeownership within reach.

3A: Major Initiative: Expand Homeownership Opportunities

Promote financing for innovative ownership models to increase the availability of affordable housing.

3B: Create a More Accessible and Inclusive Housing Finance System

Advance new policy, programs, and modernization initiatives that support a more equitable housing finance system. Promote the preservation and creation of affordable housing stock.

3. Changes from Previous NOFO

Section III. F. Program Specific Requirements: Applicants must submit a narrative which addresses the Experience Promoting Racial Equity requirements.

4. Definitions

a. Standard Definitions

Affirmatively Furthering Fair Housing (AFFH) means taking meaningful actions, in addition to combating discrimination to overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics. Specifically, affirmatively furthering fair housing means taking meaningful actions that, taken together, address significant disparities in housing needs and in access to opportunities, replacing segregated living patterns with truly integrated and balanced living patterns, transforming racially and ethnically concentrated areas of poverty into areas of opportunity, and fostering and maintaining compliance with civil rights and fair housing laws. The duty to affirmatively further fair housing extends to all program participant's activities and programs relating to housing and urban development.

Assistance Listing number refers to the unique number assigned to each Federal assistance program publicly available in the Assistance Listing, which is managed and administered by the General Services Administration. The Assistance Listing number was formerly known as the Catalog of Federal Domestic Assistance (CFDA) number.

Authorized Organization Representative (AOR) is a person authorized to legally bind your organization and submit applications via Grants.gov. The AOR is authorized by the E-Business Point of Contact (E-Biz POC) in the System for Award Management (see E-Biz POC definition). An AOR may include an Expanded AOR and/or a Standard AOR.

Expanded Authorized Organization Representative is a user in Grants.gov who is authorized by the E-Biz POC to perform the functions of a Standard AOR, initiate and submit applications on behalf of your organization, and is allowed to modify organization-level settings and certifications in Grants.gov.

Standard Authorized Organization Representative is a user in Grants.gov who is authorized by the E-Biz POC to initiate and submit applications in Grants.gov. A Grants.gov user with the Standard AOR role can only submit applications when they are a Participant for that workspace.

Consolidated Plan is the document submitted to HUD that serves as the comprehensive housing affordability strategy, community development plan, and submission for funding under any of the Community Planning and Development formula grant programs (e.g., CDBG, ESG, HOME, and HOPWA). This Plan is prepared in accordance with the process described in [24 CFR part 91](#). This plan is completed by engaging in a participatory process to assess affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions with funding from formula grant programs. (See [24 CFR part 91](#) for HUD's requirements regarding the Consolidated Plan and related Action Plan).

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

Contractor means an entity that receives a contract as defined above and in [2 CFR 200.1](#).

Cooperative agreement has the same meaning defined at [2 CFR 200.1](#).

Deficiency, with respect to the making of an application for funding, is information missing or omitted within a submitted application. Examples of deficiencies include missing documents, missing or incomplete information on a form, or some other type of unsatisfied information requirement. Depending on specific criteria, a deficiency may be either Curable or Non-Curable.

A Curable Deficiency is missing or incomplete application information that may be corrected by the applicant with timely action. To be curable, the deficiency must:

- Not be a threshold requirement, except for documentation of applicant eligibility;
- Not influence how an applicant is ranked or scored versus other applicants; and
- Be remedied within the time frame specified in the notice of deficiency.

A Non-Curable Deficiency is missing or incomplete application information that cannot be corrected by an applicant after the submission deadline. A non-curable deficiency is a deficiency that is a threshold requirement, or a deficiency that, if corrected, would change an applicant's score or rank versus other applicants. If an application includes a non-curable deficiency, the application may receive an ineligible determination, or the non-curable deficiency may otherwise adversely affect the application's score and final funding determination.

E-Business Point of Contact (E-Biz POC) is an individual associated with the applicant organization who is responsible for the administration and management of award activities for the applicant organization. The E-Biz POC is likely to be an organization's chief financial officer

or authorizing official. The E-Biz POC authorizes representatives of their organization to apply on behalf of the organization (see Authorized Organization Representative definition). There can only be one E-Biz POC per unique entity identifier (see definition of Unique Entity Identifier below).

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

Environmental Justice means investing in environmental improvements, remedying past environmental inequities, and otherwise developing, implementing, and enforcing environmental laws and policies in a manner that advances equity and provides meaningful involvement for people and communities that have been environmentally underserved or overburdened, such as Black and Brown communities, indigenous groups, and individuals with disabilities. This definition does not alter the requirements under HUD's regulations at [24 CFR 58.5\(j\)](#) and [24 CFR 50.4\(l\)](#) implementing [Executive Order 12898](#). E.O. 12898 requires a consideration of how Federally assisted projects may have disproportionately high and adverse human health or environmental effects on minority and/or low-income populations. For additional information on environmental review compliance, refer to:

https://www.hud.gov/program_offices/comm_planning/environment_energy/regulations.

Equity has the meaning given to that term in Section 2(a) of Executive Order [13985](#) and means the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.

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

(1)

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

(b) The cost-reimbursement contract under the Federal Acquisition Regulations that a non-Federal entity receives directly from a Federal awarding agency or indirectly from a pass-through entity, as described in [2 CFR 200.101](#).

(2) The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (2) of the definitions of Federal financial assistance in [2 CFR 200.1](#), and this NOFO, or the cost-reimbursement contract awarded under the Federal Acquisition Regulations.

(3) Federal award does not include other contracts that a Federal agency uses to buy goods or services from a contractor or a contract to operate Federal Government owned, contractor operated facilities (GOCOs).

(4) See also definitions of Federal financial assistance, grant agreement, and cooperative agreement in [2 CFR 200.1](#).

Federal Financial Assistance has the same meaning defined at [2 CFR 200.1](#).

Grants.gov is the website serving as the Federal government’s central portal for searching and applying for Federal financial assistance throughout the Federal government. Registration on Grants.gov is required for submission of applications to prospective agencies unless otherwise specified in this NOFO.

Historically Black Colleges and Universities (HBCUs) are any historically Black college or university that was established prior to 1964, whose principal mission was, and is, the education of Black Americans, and that is accredited by a nationally recognized accrediting agency or association determined by the Secretary of Education to be a reliable authority as to the quality of training offered or is, according to such an agency or association, making reasonable progress toward accreditation. [A list of accredited HBCUs can be found at the U.S. Department of Education’s website.](#)

Minority-Serving Institutions (MSIs) are

- (1) a part B institution (as defined in [20 U.S.C. § 1061\(2\)](#));
- (2) a Hispanic-serving institution (as defined in [20 U.S.C. § 1101a\(5\)](#));
- (3) a Tribal College or University (as defined in [20 U.S.C. § 1059c\(b\)\(3\)](#));
- (4) an Alaska Native-serving institution or a Native Hawaiian-serving institution (as defined in [20 U.S.C. § 1059d\(b\)](#));
- (5) a Predominantly Black Institution (as defined in [20 U.S.C. § 1059e\(b\)\(6\)](#));
- (6) an Asian American and Native American Pacific Islander-serving institution (as defined in [20 U.S.C. § 1059g\(b\)\(2\)](#)); or
- (7) a Native American-serving nontribal institution (as defined in [20 U.S.C. § 1059f\(b\)\(2\)](#)).

Non-Federal Entity (NFE) means a state, local government, Indian tribe, Institution of Higher Education (IHE), or non-profit organization that carries out a Federal award as a recipient or subrecipient.

Primary Point of Contact (PPOC) is the person who may be contacted with questions about the application submitted by the AOR. The PPOC is listed in item 8F on the SF-424.

Promise Zones (PZs) are high poverty areas in select urban, rural and tribal communities designated from 2014-2016 where the Federal government partners with local leaders to increase economic activity, improve educational opportunities, leverage private investment, reduce violent crime, enhance public health and address other priorities identified by the community. [See Promise Zones.](#)

Racial Equity is the elimination of racial disparities and is achieved when race can no longer predict opportunities, distribution of resources, or outcomes – particularly for Black and Brown persons.

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

Resilience is a community's ability to minimize damage and recover quickly from natural disasters, extreme weather events, and other changing climate conditions.

Rural Partners Network (RPN) is an all-of-government program that helps rural communities find resources and funding to create jobs, build infrastructure, and support long-term economic stability on their own terms. The RPN is central to President Biden's commitment to ensuring that rural Americans have the opportunity to succeed – and that they can find that opportunity in rural America. Through the Rural Partners Network, the Administration is marshaling the combined resources of the federal agencies and other providers to partner directly with rural people and places and unlock the full potential of rural America.

Rural Partners Network (RPN) Community Networks (CN) are designated rural places by the Federal government. When being considered for an RPN CN, rural stakeholders were asked to define their geographic footprint, and their "community network" and select a "Host Entity." The "Host Entity" leads the local collaborations and partnerships. These RPN CNs are a collaboration among local leaders, residents, civic and business organizations, nonprofits, service providers, development agencies, and others representing the diversity of the region's population and perspectives. The RPN CN Host Entity and their stakeholders have defined their geographic footprint for their community network, which can be a single county – or can include multiple counties and towns in a geographically-distinct rural region. The official list of RPN CN is located on the [Rural.gov](https://www.rural.gov) website.

Small business is defined as a privately-owned corporation, partnership, or sole proprietorship that has fewer employees and less annual revenue than regular-sized business. The definition of "small"—in terms of being able to apply for government support and qualify for preferential tax policy—varies by country and industry. The U.S. Small Business Administration defines a small business according to a set of standards based on specific industries. See [13 CFR part 121](https://www.sba.gov/regulatory-and-compliance/13-cfr-part-121).

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

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

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

Threshold Requirements are eligibility requirements that must be met for an application to be reviewed, rated, and ranked. Threshold requirements are not curable, except for documentation

of applicant eligibility, which are listed in Section III.D., Threshold Eligibility Requirements. Similarly, there are eligibility requirements under Section III.E., Statutory and Regulatory Requirements Affecting Eligibility.

Underserved Communities has the meaning given to that term in Section 2(b) of Executive Order [13985](#) and refers to populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life, as exemplified by the list in the definition of “equity” above.

Unique Entity Identifier (UEI) means the identifier assigned by SAM to uniquely identify entities. As of April 4, 2022, the Federal government has transitioned from the use of the DUNS Number to the use of UEI, as the primary means of entity identification for Federal awards government-wide.

b. Program Definitions.

All Program Definitions Pertaining to the FY2024 FHIP NOFOs can be found here: [FY2024 FHIP NOFO PROGRAM DEFINITIONS \(hud.gov\)](#).

B. Authority

1. FHIP was established by Section 561 of the Housing and Community Development Act of 1987, as amended (see 42 U.S.C. 3616a). The implementing regulations are found at 24 CFR Part 125.

2. Funding for this NOFO is provided by the Consolidated Appropriations Act, 2024 (Public Law 118-42, approved March 9, 2024).

II. AWARD INFORMATION

A. Available Funds

Funding of approximately **\$500,000** is available through this NOFO.

Additional funds may become available for award under this NOFO consistent with VI.A.2.e., Adjustments to Funding. Use of these funds is subject to statutory constraints. All awards are subject to the funding restrictions contained in this NOFO.

B. Number of Awards

HUD expects to make approximately 1 awards from the funds available under this NOFO.

HUD may at its discretion, fund a single organization to deliver the full spectrum of activities eligible for funding, or make multiple awards under this NOFO.

C. Minimum/Maximum Award Information

Estimated Total Funding:

\$500,000

Minimum Award Amount:

\$200,000

Per Project Period

Maximum Award Amount:

\$500,000
Per Project Period

D. Period of Performance

Estimated Project Start Date:

04/30/2025

Estimated Project End Date:

04/30/2026

Length of Project Periods:

12-month project period and budget period

Other

Length of Periods Explanation of Other:

The project and budget period will be in the range of 12 to 18 months.

E. Type of Funding Instrument

Funding Instrument Type:

CA (Cooperative Agreement)

HUD expects to award a cooperative agreement to each applicant selected for an award. HUD will set forth the relationship between HUD and the awardee using a 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 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 cooperative agreement and for exercising available sanctions, including suspension, termination, and/or recapture of funds. HUD may refer violations or suspected violations to enforcement offices within HUD, the Department of Justice, or other enforcement authorities. HUD will also conduct monitoring reviews, request quarterly reports, and approve all proposed deliverables as documented in the Applicant's SOW, and determine whether the organization meets all certification and assurance requirements.

III. ELIGIBILITY INFORMATION

A. Eligible Applicants

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

Additional Information on Eligibility

Eligible applicants may be Qualified Fair Housing Enforcement Organizations (QFHOs) and Fair Housing Enforcement Organizations (FHOs), public or private not-for-profit organizations or institutions representing groups of persons protected under Title VIII of the Civil Rights Act of 1968, 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 certified by the Secretary under section 810(f) of the Fair Housing Act; and agencies that participate in the Fair Housing Assistance Program (FHAP). All applicants are required to complete Appendix B, EOI Eligibility Certification and submit it as a part of their application. An applicant's failure to meet an eligibility criterion by the application deadline will disqualify it.

Applicants may be required to verify 501(c)(3) status in accordance with 24 CFR 5.109(l).

An applicant that is selected for and receives an award under this EOI-TCT NOFO is not eligible to receive an award under the FY2024 EOI-National Media Campaign (NMC) component.

Eligible Activities - Applicants must develop and implement a test coordinator training program for fair housing testing coordinators working for organizations participating in HUD's FHIP Private Enforcement Initiative (PEI) and Fair Housing Organizations Initiative (FHOI).

Applicants must propose training activities that address a variety of testing approaches and structures as well as provide coordinators with the most effective methodologies, technology, and techniques appropriate for productive testing approaches for each testing situation, including effective alternative methods for remote testing. Training should address primary differences in testing between regions (e.g., some states do not permit secret recordings). Activities should also include technical assistance after training is completed, throughout the grant period of performance.

The training must contain both basic and advanced training modules. Applicants must propose a plan to evaluate training quality, impact, and the need for additional or supplemental trainings.

Applicants must propose a strategy to provide test coordinator training on the training topics listed below:

1. General or Basic Test Coordinator Training (rental and sales) – Teach coordinators the principles and applications of testing, including audit testing, complaint-based enforcement testing, and systemic enforcement testing. The proposed training should educate test coordinators on designing tests with the most effective structure and approach (e.g., matched pair phone tests, or a triad of in person buyer tests). Training should include an overview of the history of testing and the housing industry from a national perspective, including how HUD, DOJ, the U.S. Supreme Court, advocates, and non-profits have used testing to further fair housing.

2. Advanced or Complex Test Coordinator Training (lending, insurance, appraisal valuation/bias, discriminatory effects discrimination) – Teach coordinators the principles and applications of testing in mortgage lending, appraisal and algorithmic bias, and homeowners' insurance contexts. In addition, teach coordinators to conduct testing to uncover evidence of discriminatory effects on classes of persons protected under the FHA (e.g., from source of income discrimination and discrimination resulting from criminal records policies). Provide an overview of the mortgage lending, appraisal, and insurance markets, as well as the history of testing in those contexts. Provide testing tools and methods that uncover covert forms of discrimination and/or recognize use of algorithms that result in unjustified effects protected class groups under the FHA or under a substantially equivalent state or local law. Discuss how testing in these contexts can help identify failures by HUD recipients to affirmatively further fair

housing. Modes of testing should include utilization of a variety of techniques, such as in-person testing, telephone testing, and internet/email testing.

Faith-based organizations

(1) Faith-based organizations may apply for this award on the same basis as any other organization, as set forth at [24 CFR part 5.109](#), and subject to the protections and requirements of 42 U.S.C. § 2000bb et seq., HUD will not, in the selection of recipients, discriminate against an organization based on the organization's religious character, affiliation, or exercise.

(2) A faith-based organization that participates in this program will retain its independence and may continue to carry out its mission consistent with religious freedom and conscience protections in Federal law, including the Free Speech and Free Exercise Clauses of the Constitution, 42 U.S.C. § 2000bb et seq., 42 U.S.C. § 238n, 42 U.S.C. § 18113, 42 U.S.C. §§ 2000e-1(a) and 2000e-2, 42 U.S.C. § 12113(d), and the Weldon Amendment, among others. Religious accommodations may also be sought under many of these religious freedom and conscience protection laws, particularly under the Religious Freedom Restoration Act.

(3) A faith-based organization may not use direct financial assistance from HUD to support or engage in any explicitly religious activities except where consistent with the Establishment Clause and any other applicable requirements. Such an organization also may not, in providing services funded by HUD, discriminate against a beneficiary or prospective program beneficiary on the basis of religion, religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice.

B. Ineligible Applicants

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

C. Cost Sharing or Matching

This Program does not require cost sharing or matching.

Applicants that do propose cost sharing or matching in their application will be required, if selected for an award, to provide the cost sharing or matching proposed in their applications.

D. Threshold Eligibility Requirements

Applicants who fail to meet any of the following threshold eligibility requirements are deemed ineligible. Applications from ineligible applicants are not rated or ranked and will not receive HUD funding.

1. Resolution of Civil Rights Matters

Outstanding civil rights matters must be resolved before the application submission deadline. Applicants with unresolved civil rights matters at the application deadline are deemed ineligible. Applications from ineligible applicants are not rated or ranked and will not receive HUD funding.

a. An applicant is ineligible for funding if the applicant has any of the charges, cause determinations, lawsuits, or letters of findings referenced in subparagraphs (1) – (5) that are not resolved to HUD’s satisfaction before or on the application deadline date for this NOFO.

- (1) Charges from HUD concerning a systemic violation of the Fair Housing Act or receipt of a cause determination from a substantially equivalent state or local fair housing agency concerning a systemic violation of a substantially equivalent state or local fair housing law proscribing discrimination because of race, color, religion, sex (including sexual orientation and gender identity), national origin, disability or familial status;
- (2) Status as a defendant in a Fair Housing Act lawsuit filed by the United States alleging a pattern or practice of discrimination or denial of rights to a group of persons raising an issue of general public importance under 42 U.S.C. § 3614(a);
- (3) Status as a defendant in any other lawsuit filed or joined by the Department of Justice, or in which the Department of Justice has intervened, or filed an amicus brief or statement of interest, alleging a pattern or practice or systemic violation of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Section 109 of the Housing and Community Development Act of 1974, the Americans with Disabilities Act, Violence Against Women Act, or a claim under the False Claims Act related to fair housing, non-discrimination, or civil rights generally including an alleged failure to affirmatively further fair housing;
- (4) Receipt of a letter of findings identifying systemic non-compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Section 109 of the Housing and Community Development Act of 1974; Violence Against Women Act; or the Americans with Disabilities Act; or
- (5) Receipt of a cause determination from a substantially equivalent state or local fair housing agency concerning a systemic violation of provisions of a state or local law prohibiting discrimination in housing based on sexual orientation, gender identity, or lawful source of income.

b. HUD will determine if actions to resolve the charge, cause determination, lawsuit, or letter of findings taken before the application deadline date will resolve the matter. Examples of actions that may be sufficient to resolve the matter include, but are not limited to:

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

2. Timely Submission of Applications

Applications submitted after the deadline stated within this NOFO that do not meet the requirements of the grace period policy are marked late. Late applications are ineligible and are not considered for funding. See Section IV. D. Application Submission Dates and Times.

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

4. **Litigation Against the United States.** An application is ineligible for funding if, as a current recipient of FHIP funds (within the last three years), the organization used any funds provided by HUD for the payment of expenses in connection with litigation against the United States (24 CFR 125.104(f)).

5. **Other Litigation.** An application is ineligible for funding if the organization proposes in its current application or used funds provided by HUD (within the last 3 years) to fund or support the settlement of a claim, satisfaction of a judgment, or fulfillment of a court order in any defensive litigation (42 U.S.C. 3616a(i)).

E. Statutory and Regulatory Requirements Affecting Eligibility

Eligibility Requirements for Applicants of HUD's Financial Assistance Programs

The following requirements affect applicant eligibility. Detailed information on each requirement is found in the "[Eligibility Requirements for Applicants of HUD's Competitive Programs](#)" document on HUD's Funding Opportunities page. Applicants who fail to meet any of these eligibility requirements are deemed ineligible to receive HUD funding.

1. Universal Identifier and System for Award Management (SAM.gov) Requirements
2. Outstanding Delinquent Federal Debts
3. Debarments or Suspensions, or both
4. Mandatory Disclosure Requirement
5. Pre-selection Review of Performance
6. Sufficiency of Financial Management System
7. False Statements
8. Prohibition Against Lobbying Activities

In addition, each applicant under this NOFO must have the necessary processes and systems in place to comply with the Award Term in Appendix A of [2 CFR part 170](#) if the applicant receives an award, unless an exception applies as provided in [2 CFR 170.110](#).

F. Program-Specific Requirements

1. **Fair Housing Related Activities.** All program activities must be fair housing related activities and must demonstrate an explicit connection to furthering the non-discrimination and affirmatively furthering fair housing provisions of the FHA.
2. **Fair Housing Act/Protected Classes.** All FHIP-funded projects must address housing discrimination based on race, color, religion, sex (including sexual orientation and gender identity; see Application to the Fair Housing Act of the Supreme Court's decision in *Bostock v. Clayton County, GA* [Bostock Legal Memorandum 02-09-2021.pdf \(hud.gov\)](#)), disability, familial status, and national origin and further the non-discrimination provisions of the Fair Housing Act and/or the obligation to affirmatively further fair housing. All services and activities must be available to all protected class members. The application's proposed activities must

reflect the commitment to address housing discrimination affecting members of all the above protected classes.

3. **Income Restrictions.** If an applicant has income restrictions for services, the application must identify the restrictions and explain how individuals who fall outside the restrictions will be equally served and how that service is provided.
4. **Affiliates/Subsidiaries.** HUD will not fund an organization if the parent or its affiliate/subsidiary organization has an open grant (previously funded) under the same EOI component and will not fund both a parent organization and its affiliate/subsidiary organization under this NOFO for the same component. In addition, HUD will not allow affiliate and parent organization staff sharing protocols whereby the parent organization shares key staff with an affiliate(s). All funded organizations must be fully independent functional organizations able to conduct business on an ongoing basis without support from parent or its staff to complete proposed program activities, and set apart from the parent organization.
5. **Co-applicants/Consortiums.** Each co-applicants or members of a consortium must individually meet the eligibility requirements.
6. **Nonprofits.** If applying as a 501(c)(3), the applicant must include an IRS report showing 501(c)(3) status prior to the application deadline. If an applicant's 501(c)(3) status has expired prior to application deadline date, the application must show that the organization has applied for renewal of tax-exempt status and that the application is pending. If an organization with a pending 501(c)(3) application is selected for a funding award, the applicant must provide proof that the 501(c)(3) renewal is approved prior to release of funding. If the applicant's pending application for renewal is subsequently denied, the award selection will be rescinded. Further, the applicant must maintain 501(c)(3) status throughout the grant period.
7. **Funding Request Amount Exceeding the Maximum Amount.** Applicants are ineligible for funding if they request funding over the maximum amount allowed, even if due to miscalculations or inconsistencies in the application.
8. **Inconsistencies in the Requested Amount.** If inconsistent amounts are requested in an application that is selected for an award, the amount requested on the SF-424 will be deemed the controlling amount for purposes of determining the amount of funding.
9. **Performance.** An organization is deemed ineligible for funding under this NOFO if it received a "poor" rating on its last **or most recent** performance assessment on a prior FHIP grant for any initiative/component and will remain ineligible for a period of one year after receipt of the poor performance rating unless the organization provides evidence that the rating was overturned through an appeal or that another resolution was accepted by the Government Technical Representative/Government Technical Monitor (GTR/GTM) to improve future performance. In addition, if an organization receives a "poor" performance rating on another FHIP grant *after* selection and receipt of funding under this NOFO, all remaining FHIP grant funds received under this NOFO will be rescinded and the organization will be deemed ineligible and will remain ineligible for a period of one year after receipt of the "poor" performance rating unless the organization provides evidence that the rating was overturned through an appeal or that another resolution was accepted by the GTR/GTM to improve future performance. FHAP agencies under a suspension or performance improvement plan, as designated under 24 CFR Part 115.210(a) and (b) at the time of application submission are ineligible for

funding unless the performance issues are resolved to HUD's satisfaction before the application deadline.

10. **Research/Survey Activities.** Applicants are ineligible for funding if their project is aimed solely at research or data gathering. If a successful application contains research and related activities, only the eligible portions of the application will be funded. In addition, proposed surveys must be approved by HUD or OMB under the Paperwork Reduction Act before the application submission.
11. **Rating Factors.** An application that includes **no** narrative responses to **any** of the four Rating Factors will be deemed ineligible for review by the Technical Evaluation Panel (TEP).
12. **Single Audit Requirement.** Through September 30, 2024, all applicants who have expended \$750,000 or more in Federal financial assistance within a single year (program or fiscal year) must be audited in accordance with the requirements as established in 2 CFR Part 200.501. Applicants that submit an application on or after October 1, 2024 are subject to the 2 CFR 200 modifications which increase the single audit threshold amount to \$1,000,000 for the funds that are the subject of that application. Therefore, a successful applicant that receives \$1,000,000 or more in Federal financial assistance during a single year which includes funding from this NOFO must set aside funds in its application to complete the audit.
13. **Independence of Awards.** The application submitted must be independent and capable of being implemented without reliance on other applications, or other grantees(s), including staff sharing protocols of key staff. Applicants can not use the performance (e.g., performance assessment rating or successfully completed activities) of another organization to meet the requirements of Rating Factor 1.

Advancing Racial Equity

In accordance with Executive Order [13985](#), Executive Order 14091, *Executive Order on Further Advancing Racial Equity and Support for Underserved Communities Through The Federal Government*, and Federal fair housing and civil rights laws, your application must address the following:

- You analyzed the racial composition of the persons or households who are expected to benefit, directly or indirectly, from your proposed award activities;
- You identified any potential barriers to persons or communities of color equitably benefiting from your proposed award activities;
- You detailed the steps you will take to prevent, reduce, or eliminate these barriers; and
- You have measures in place to track your progress and evaluate the effectiveness of your efforts to advance racial equity in your award activities.

Note that any actions taken in furtherance of this section must be consistent with Federal nondiscrimination requirements.

This narrative is required and must address the four bullets outlined in the paragraph above. Applicants will submit this narrative according to the instructions in Section IV.B. This narrative will be evaluated for sufficiency and will not change the applicant's score or rank as compared to other applicants. If the narrative is deemed insufficient, it will be a "Curable Deficiency" that will be communicated to the applicant for correction with a notice of deficiency.

Applicants must satisfy the above requirements in a separate one-page narrative entitled Advancing Racial Equity Narrative.

Affirmative Marketing and Outreach

Any outreach or marketing conducted under a HUD award must be conducted broadly throughout the local area and nearby areas and targeted to reach any eligible persons in demographic groups that would be unlikely or least likely to be aware of the benefits of a HUD award absent such efforts, or entities that serve such groups. Such demographic groups may include, for example, Black and Brown persons or communities, individuals with limited English proficiency, individuals with disabilities, or families with children. Strategies for affirmative marketing or outreach include outreach through community contacts or service providers or at community centers serving the target population; and marketing on websites, social media channels, television, radio, and print media serving local members of the targeted group. You must submit a narrative describing the affirmative marketing/outreach activities that will be conducted if you are selected for a HUD award.

Applicants will address the issues outlined in the paragraph above in response to Rating Factor 2(2)(c).

Experience Promoting Racial Equity

In accordance with Executive Order 13985, Executive Order On Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, Executive Order 14091, Further Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, and Federal fair housing and civil rights laws, your application must demonstrate that the applicant has the experience and/or the resources to effectively address the needs of underserved communities, particularly Black and Brown communities. This may include experience successfully working directly with such groups, experience designing or operating programs that equitably benefit such groups, or experience successfully advancing racial equity in other ways. This may also include experience soliciting, obtaining, and applying input from such groups when designing, planning, or implementing programs and activities.

This narrative is required and must address the issues outlined in the paragraph above. Applicants will submit this narrative according to the instructions in Section IV.B. This narrative will be evaluated for sufficiency and will not change the applicant's score or rank as compared to other applicants. If the narrative is deemed insufficient, it will be a "Curable Deficiency" that will be communicated to the applicant for correction with a notice of deficiency.

Applicants must satisfy the above requirements in a separate one-page narrative entitled Experience Promoting Racial Equity Narrative.

Affirmatively Furthering Fair Housing

With some exceptions for Federally recognized Indian tribes and their instrumentalities, the application must discuss how the applicant will carry out the proposed activities in a manner that affirmatively furthers fair housing in compliance with the Fair Housing Act and its implementing regulations and how applicants will meet the requirements of the definition of affirmatively furthering fair housing at 24 CFR 5.151. If the applicant will carry out proposed activities with an Assessment of Fair Housing (AFH), the proposed activities should be consistent with the

AFH's fair housing goals and with fair housing strategies specified in the jurisdiction's Consolidated Plan or Public Housing Agency Plan.

Applicants will address this requirement in response to Rating Factor 2(1)(c).

G. Criteria for Beneficiaries.

1. Review and Approval of Testing Training Materials. If funded, the applicant is required to submit copies of the following documents to HUD for review and approval prior to conducting any training:

- i. all training materials to be used during test coordinator training; and
- ii. all template forms, protocols, cover letters, testing reports, etc., used for or in relation to conducting testing.

2. Training Funds. The applicant's proposed budget must set aside \$7,500 annually to be utilized to participate in HUD sponsored mandatory or approved training, to include but is not limited to training related to appraisal and/or algorithmic bias and discrimination resulting from criminal records policies when such discrimination may violate the FHA and/or substantially equivalent state or local fair housing laws. Do not specify amounts over \$7,500 for this training set aside requirement under the applicant's budget submission. If an applicant is awarded more than one FHIP grant (under more than one component/initiative), 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.

An applicant that is a successful grantee for more than two FY2024 awards will not be permitted to set aside more than \$15,000 per year during the grant period of performance for training purposes. Any amount that exceeds \$15,000 per year for a single grantee for training purposes as a result of multiple awards will be reduced by the GTR/GTM during negotiations, and the excess funds will be transferred back to fair housing activities. In addition, the \$7,500 training funds set aside must either be expended, or the grantee must have a clearly established plan to expend the funds, by the end of the third quarter of the grant period of performance. HUD reserves the right to require the return to Treasury of any training funds not expended or subject to a clearly established plan for expenditure by the third quarter of the grant period of performance.

IV. APPLICATION AND SUBMISSION INFORMATION

A. Obtain an Application Package

Instructions for Applicants

All application materials, including the Application Instructions and Application Package, are available through Grants.gov. You must access and review all available application materials. You must submit your application electronically via Grants.gov under the Funding Opportunity Number cited within this NOFO. Your application must list the applicable Funding Opportunity Number.

You can request a waiver from the requirement for electronic submission, if you demonstrate good cause. An example of good cause may include: a lack of available Internet access in the geographic area in which your business offices are located. However, lack of SAM registration or valid UEI is not good cause. If you cannot submit your application electronically, you must ask in writing for a waiver of the electronic application submission requirements. HUD will not

grant a waiver if you fail to submit to HUD by email or postmark by mail a request for a waiver at least 15 calendar days before the application deadline. If HUD grants a waiver, a paper application must be received before the deadline for this NOFO. To request a waiver, you must contact:

Name:

Stephanie Thomas

Email:

Stephanie.W.Thomas@hud.gov

HUD Organization:

FHEO

Street:

451 7th Street SW

City:

Washington

State:

DC DISTRICT OF COLUMBIA

Zip:

20410

All waiver requests will be submitted to FHEO's Assistant Secretary or designee for a final determination. If you are granted a waiver, the notification will provide instructions on where to submit the application and how many copies are required.

NOTE: paper copy applications must be received by HUD in Room 5222B no later than 4:30 PM Eastern Standard Time on the application deadline date to allow time for scanning during business hours in accordance with HUD policy. The scanning facility at HUD Headquarters closes at 5:00 PM Eastern Time. Applications not received in Room 5222B by 4:30 PM Eastern Standard Time on the deadline date shall be deemed ineligible. There is no grace period for paper application submissions.

B. Content and Form of Application Submission

You must verify that boxes 11, 12, and 13 on the SF-424 match the NOFO for which you are applying. If they do not match, you have downloaded the wrong Application Instruction and Application Package.

Submission of an application that is otherwise sufficient, but is under the wrong Assistance Listing and Funding Opportunity Number is a Non-Curable Deficiency, and will be rejected, unless otherwise stated under the Threshold requirements section. When applying with a UEI that does not match the organization name as registered in sam.gov will result in an ineligible applications.

1. Content

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
Application for Federal Assistance (SF-424)	This form is required.	Review section IV.B.2.a. of this NOFO for detailed application requirements.
Applicant and Recipient Assurances and Certifications (HUD 424-B)	This form is required.	Review section IV.B.2.a. of this NOFO for detailed application requirements.
Applicant/Recipient Disclosure/Update Report (HUD 2880)	This form is required.	Review section IV.B.2.a. of this NOFO for detailed application requirements.
Disclosure of Lobbying Activities (SF-LLL)	This form is conditionally required.	Review section IV.B.2.a. of this NOFO for detailed application requirements.
Certification Regarding Lobbying Activities	This form is required.	
Federal Assistance Representations and Certifications	This form is required via sam.gov	To assure compliance with statutory requirements for HUD programs, you must complete the “Federal Assistance Representations and Certifications” section of your sam.gov registration. HUD and OMB use information reported within sam.gov for general management of Federal assistance awards programs. For more information on how to update your sam.gov registration, visit SAM.gov or the Federal Service Desk, FSD.gov. You can search for help at FSD any time or request help from an FSD agent Monday-Friday 8 a.m. to 8 p.m. ET.
Grant Application Detailed Budget Worksheet (HUD-424-CBW)		This form is contained within the Instruction Package.
Certification of Consistency with Promise Zone Goals and Implementation (HUD-50153)		This form is contained within the Instruction Package.

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
Minority Serving Institutions Preference Points - Documentation		

Form HUD-50153 and/or MSI documentation is only required if applicant wishes to be considered for those preference points.

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

- a. Separate narrative response to the criteria for each Rating Factor (1, 2, 3 and 4) as described in Section V. Application Review Information.
- b. Project Abstract - Use Appendix C Sample or a similar format to include:
 - i. Initiative and Component;
 - ii. Amount of funding requested;
 - iii. Whether the organization is a new FHIP applicant;
 - iv. Grant purpose;
 - v. Activities to be performed;
 - vi. Expected outcomes;
 - vii. Intended beneficiaries;
 - viii. Subrecipient activities or a statement that applicant does not intend to use subawards.
- c. SOW Chart (*see* Appendix A for sample SOW Chart).
- d. Applicable Lists and/or Charts as described in the Rating Factor criteria in Section V. of this NOFO.
- e. Completed Appendix B EOI Eligibility Certification.
- f. Advancing Racial Equity Narrative.
- g. Experience Promoting Racial Equity Narrative.

Do not include images, photos, graphics, or footnotes in the Project Abstract.

2. Other Submission Requirements

- a. Standard Application, Assurances, Certifications and Disclosures

(1) Standard Form 424 (SF-424) Application for Federal Assistance

The SF-424 is the government-wide form required to apply for Federal assistance programs, discretionary awards, and other forms of financial assistance programs. You must complete and submit the form with the other required forms and information as directed in this NOFO.

By signing the forms in the SF-424 either through electronic submission or in paper copy submission (for those granted a waiver), you and the signing authorized organization representative affirm that you both have reviewed the certifications and assurances associated with the application for Federal assistance and (1) are aware the submission of the SF-424 is an assertion that the relevant certifications and assurances are established and (2) acknowledge that the truthfulness of the certifications and assurances are material representations upon which HUD will rely when making an award to the applicant. If it is later determined the signing authorized organization representative to the application made a false certification or assurance, caused the submission of a false certification or assurance, or did not have the authority to make a legally binding commitment for the applicant, the applicant and the individual who signed the application may be subject to administrative, civil, or criminal action. Additionally, HUD may terminate the award to the applicant organization or pursue other available remedies. Each applicant is responsible for including the correct certifications and assurances with its application submission, including those applicable to all applicants, those applicable only to Federally recognized Indian tribes, or Alaskan native villages and those applicable to applicants other than Federally recognized Indian tribes, or Alaskan native villages.

(2) Assurances (HUD 424-B)

By submitting your application, you provide assurances that, if selected to receive an award, you will comply with U.S. statutory and other requirements, including, but not limited to civil rights requirements. All recipients and subrecipients of the award are required to submit assurances of compliance with Federal civil rights requirements. *See, e.g.*, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, Violence Against Women Act, and the Age Discrimination Act of 1975; *see also* [24 CFR §§ 1.5; 3.115; 8.50; and 146.25](#). HUD accepts these assurances in the form of the HUD 424-B, which also require compliance with HUD Reform Act requirements and all general Federal nondiscrimination requirements in the administration of the Federal assistance award.

(3) Applicant Disclosure Report Form 2880 (HUD 2880)

The form HUD 2880 is required if you are applying for assistance within the jurisdiction of HUD to any project subject to Section 102(d) of the HUD Reform Act . Assistance is provided directly by HUD to any person or entity, but not to subrecipients. It includes assistance for the acquisition, rehabilitation, operation, conversion, modernization, renovation, or demolition of any property containing five or more dwelling units that is to be used primarily for residential purposes. It includes assistance to independent group residences, board and care facilities, group homes and transitional housing but does not include primarily nonresidential facilities such as intermediate care facilities, nursing homes and hospitals. It also includes any change requested by a recipient in the amount of assistance previously provided, except changes resulting from annual adjustments in Section 8 rents under Section 8(c)(2)(A) of the United States Housing Act of 1937 ([42 U.S.C. § 1437f](#)). [See 24 CFR part 4 for additional information.](#)

(4) Code of Conduct

Both you, as the award recipient, and all subrecipients must have a code of conduct (or written standards of conduct). The code of conduct must comply with the requirements included in the “Conducting Business in Accordance with Ethical Standards” section of the Administrative, National and Department Policy Requirements and Terms for HUD Financial Assistance

Awards-- 2024, as well as any program-specific requirements. These requirements include ethical standards related to conflicts of interest for procurements in [2 CFR 200.318\(c\)](#) and [2 CFR 200.317](#), as well as HUD-specific conflict of interest standards. HUD maintains a list of organizations that have previously submitted written standards of conduct on its [Code of Conduct for HUD Grant Programs webpage](#). But it is your responsibility to ensure that the standards are compliant with the noted requirements and that HUD has the latest version of the written standards. Updated written standards should be submitted with the application. Any updates to your written standards, after the application period, should be submitted as directed by the HUD program contact for this NOFO.

(5) False Statements

Applicant understands that providing false or misleading information during any part of the application, award, or performance phase of an award may result in criminal, civil or administrative sanctions, including but not limited to: fines, restitution, and/or imprisonment under 18 USC 1001, 18 USC 1012, or 18 USC 287; treble damages and civil penalties under the False Claims Act, 31 USC 3729 et seq.; double damages and civil penalties under the Program Fraud Civil Remedies Act, 31 USC 3801 et seq.; civil recovery of award funds; suspension and/or debarment from all federal procurement and non-procurement transactions, FAR Part 9.4 or 2 CFR Part 180; and other remedies including termination of active HUD award.

(6) Lobbying Activities

Applicants are subject to the provisions of Section 319 of Public Law 101-121, 31 U.S.C. 1352, (the Byrd Amendment), and 24 CFR part 87, which prohibit recipients of federal awards from using appropriated funds for lobbying the executive or legislative branches of the Federal government in connection with a Federal award. All applicants must submit with their application the signed “Certification Regarding Lobbying” form. In addition, applicants must disclose, using Standard Form LLL (SF-LLL), “Disclosure of Lobbying Activities,” any funds, other than federally appropriated funds, that will be or have been used to influence federal employees, members of Congress, or congressional staff regarding specific awards. Federally recognized Indian tribes and tribally designated housing entities (TDHEs) established by Federally recognized Indian tribes as a result of the exercise of the tribe’s sovereign power are excluded from coverage of the Byrd Amendment, but state-recognized Indian tribes and TDHEs established only under state law shall comply with this requirement.

You must submit the signed lobbying forms identified in Section IV. B. 1. above; if the applicant does not participate in lobbying activities, you may state on the form that it is not applicable to your organization.

3. Format and Form

Narratives and other attachments to your application must follow the following format guidelines. Do not submit password protected or encrypted files.

10 Pages maximum length of narratives

Double spaced 12-point (minimum) Times Roman font on letter sized paper (8 1/2 x 11 inches) with at least 1-inch margins on all sides.

a. Points may be deducted for a narrative response exceeding the 10-page limit. HUD will not read materials in excess of the 10-page limit, except for materials expressly excluded from the

page limits by the terms of Section V. of this NOFO. Applicants may submit fewer pages if desired. The narrative pages must be double-spaced, including all text, titles and headings.

b. The following items do not count towards the 10-page rating factor narrative maximum: Rating Factor 3 responses, and Rating Factor lists or charts expressly excluded from page limits as provided in NOFO Section V.A.1, the Advancing Racial Equity narrative, and the Experience Promoting Racial Equity narrative.

C. System for Award Management (SAM) and Unique Entity Identifier (UEI)

1. SAM Registration Requirement

You must register at www.sam.gov before submitting an application. You must maintain current information in SAM on immediate and highest-level owner and subsidiaries, as well as on all predecessors that a Federal award within the last three years, if applicable. Information in SAM must be current for all times during which you have an active Federal award or an application or plan under consideration by HUD.

2. UEI Requirement

All entities doing business with the Federal government must use the UEI created in SAM.gov. Your application must include a valid UEI that is registered and active at www.sam.gov. **When submitting an application with a UEI that does not match the organization name as registered in sam.gov will result in an ineligible application.**

3. Requirement to Register with Grants.gov

Anyone planning to submit applications on behalf of an organization must register at Grants.gov and be approved by the E-Biz POC in SAM to submit applications for the organization. Registration for SAM and Grants.gov is a multi-step process and can take four (4) weeks or longer to complete if data issues arise. Applicants without a valid registration cannot apply through Grants.gov. Complete registration instructions and guidance are provided on Grants.gov.

An applicant that submits an application with the incorrect UEI because of a typographical error will be given the opportunity to cure the error, provided the applicant organization had a valid registered UEI on the date and at the time the application was submitted and is able to prove it. An applicant organization that submits an application with the incorrect UEI and who does not have a valid registered UEI on the date and at the time the application was submitted is ineligible.

D. Application Submission Dates and Times

1. Application Due Date Explanation

The application deadline is 11:59:59 PM Eastern time on

11/19/2024

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

“Received by Grants.gov” means the applicant received a confirmation of receipt and an application tracking number from Grants.gov. Grants.gov then assigns an application tracking

number and date-and timestamp each application upon successful receipt by the Grants.gov system. A submission attempt not resulting in confirmation of receipt and an application tracking number is not considered received by Grants.gov.

Applications received by Grants.gov must be validated by Grants.gov to be received by HUD.

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

HUD strongly recommends you review your application before you submit it at Grants.gov. Also, HUD recommends you submit your application at least **48 hours before the deadline** and during regular business hours to allow enough time to correct errors or overcome other problems.

2. Grants.gov Customer Support

Grants.gov provides customer support information on its website at <https://www.grants.gov/web/grants/support.html>. If you have difficulty accessing the application and instructions or have technical problems, contact Grants.gov customer support center by calling (800) 518-GRANTS (this is a toll-free number) or by sending an email to support@grants.gov. The customer support center is open 24 hours a day, seven days per week, except Federal holidays. Individuals who are deaf or hard of hearing, as well as individuals who have speech or other communication disabilities may use a relay service to reach Grants.gov Customer Support. To learn more about how to make an accessible telephone call, visit the [webpage for Federal Communications Commission](#).

3. Grants.gov Application Submission

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

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

Take note of the Grants.gov tracking number, as it is needed by the Grants.gov customer support center should you seek their assistance.

HUD may extend the application deadline for any program if Grants.gov is offline or not available to applicants for at least 24 hours immediately prior to the deadline date, or the system

is down for 24 hours or longer and impacts the ability of applicants to cure a submission deficiency within the grace period.

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

If these events occur, HUD will post a notice on its website establishing the new, extended deadline for the affected applicants. HUD will also publish the extension on Grants.gov.

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

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

4. Amend or Revise an Application

Before the submission deadline, you may amend a validated application through Grants.gov by submitting a revised and complete application including the new or changed material. The revised application must be received and validated by Grants.gov by the applicable deadline.

If HUD receives an original and a revised application for a single proposal, HUD will evaluate only the last submission received by Grants.gov before the deadline.

5. Grace Period for Grants.gov Submissions

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

6. Late Applications

An application received after the NOFO deadline date that does not meet the Grace Period requirements will be marked late and will not be reviewed by HUD for funding

consideration. Improper or expired registration and password issues are not sufficient causes to allow HUD to accept applications after the deadline date.

7. Corrections to Deficient Applications

HUD will not consider information from applicants after the application deadline except for curable deficiencies.

HUD will uniformly notify applicants of each curable deficiency. See curable deficiency definition in section I.A of this NOFO. Examples of curable (correctable) deficiencies include inconsistencies in the funding request and failure to submit required certifications. These examples are non-exhaustive.

When HUD identifies a curable deficiency, HUD will notify the authorized organization representative identified on the SF-424 Application for Federal Assistance via email. This email is the official notification of a curable deficiency.

You must email corrections of Curable Deficiencies to applicationsupport@hud.gov within the time limits specified in the notification. The time allowed to correct deficiencies will be no less than 48 hours and no more than 14 calendar days from the date of the email notification. The start of the cure period will be the date stamp on the email sent from HUD. If the deficiency cure deadline date falls on a Saturday, Sunday, Federal holiday, or on a day when HUD's Headquarters are closed, then the applicant's correction must be received on the next business day HUD Headquarters offices in Washington, DC are open.

The subject line of the email sent to applicationsupport@hud.gov must state: Technical Cure and include the Grants.gov application tracking number or the GrantSolutions application number (e.g., Subject: Technical Cure - GRANT123456 or Technical Cure - XXXXXXXXXXXX). If this information is not included, HUD cannot match the response with the application under review and the application may be rejected due to the deficiency.

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

8. Authoritative Versions of HUD NOFOs

The version of this NOFO posted on Grants.gov includes the official documents HUD uses to solicit applications.

9. Exemptions

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

E. Intergovernmental Review

This program is not subject to [Executive Order 12372, Intergovernmental Review of Federal Programs](#).

F. Funding Restrictions

1. **Retainer Fees.** FHIP recipients are under specific restrictions (as outlined in the grant agreement documents) regarding establishment of retainer agreements and recovery of legal fees from HUD-funded cases. Data on fees, settlements, and verdicts are matters of public record. Awardees must provide this information to HUD annually. Neither the grantee nor the individual(s) on whose behalf any action is filed can request that HUD waive these provisions.
2. **Funding.** Grantees must use FHIP funds only for those approved activities funded under their cooperative agreement for this NOFO.
3. **Number of Awards.** An organization may not receive more than one award under a single component. This restriction includes two organizations with separate EINs that

apply separately for funding under a single component but identify more than one of the same direct personnel and/or key staff for both organizations (i.e. key staff sharing). HUD will fund only one organization. This restriction ensures HUD's commitment to continued program integrity by eliminating double payments under a single component to an organization or individuals. This restriction includes but is not limited to any organization affiliate, associate, subsidiary, or other organizations that engage in direct personnel and/or key staff sharing protocols.

4. **Performance Standards.** Applicants must maintain at least a "good" annual performance assessment rating from the HUD FHIP GTR or funding may be reduced until performance issues are resolved and, if unresolved, HUD has the right to rescind funding.
5. **Administrative Costs.** Salaries, fringe benefits and other administrative costs charged against the project or program element for the sole purpose of administering the grant/cooperative agreements shall not exceed 10% of the annual grant award (Federal and cost share). One hundred percent of the salaries and fringe benefits related to these functions are considered administrative costs. Examples of administrative costs include but are not limited to: preparation and submission of grant applications, fiscal tracking of grants funds, maintaining project files and performance measures, collection and submission of deliverables accounting staff wages and benefits, building rent, consulting expenses, management wages and benefits (such as Executive Director and support staff), depreciation of office equipment, insurance, legal staff wages and benefits, office supplies. Building rent is eligible only under the following conditions: the rent must be for existing facilities not requiring rehabilitation or construction except for minimal alterations to make the facilities accessible for a person with disabilities; no repairs or renovations of the property may be undertaken with funds under this NOFO; and properties in the Coastal Barrier Resources System designated under the Coastal Barrier Resources Act (16 U.S.C. 3501) cannot be leased or rented with federal funds.
6. **Non-administrative Costs.** Salaries and fringe benefits related to the implementation of the project or program element of the cooperative agreement are not considered administrative costs. For example: the salaries and fringe benefits for technical staff to conduct work to accomplish specific Fair Housing goals as outlined in the program tasks or project elements are not administrative costs.

Indirect Cost Rate

Normal indirect cost rules under [2 CFR part 200, subpart E](#) apply. If you intend to charge your indirect costs to the award, your application must clearly state the rate and distribution base you intend to use. If you have a Federally negotiated indirect cost rate, your application must also include a letter or other documentation from the cognizant agency showing the approved rate. Successful applicants whose rate changes after the application deadline must submit the new rate and documentation to assure the award agreement incorporates the applicable rate.

Applicants other than state and local governments. If you have a Federally negotiated indirect cost rate, your application must clearly state the approved rate and distribution base and must include a letter or other documentation from the cognizant agency showing the approved rate. If your organization does not have a current negotiated rate (including provisional rate) and elects to use the de minimis rate, your application must clearly state you intend to use the de minimis rate of 10% of Modified Total Direct Costs (MTDC), as defined at [2 CFR 200.1](#). Costs must be

consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both, as described in [2 CFR 200.403](#). Once elected, the de minimis rate must be applied consistently for all Federal awards until the organization chooses to negotiate a rate, which the organization may apply to do at any time. Documentation of the decision to use the de minimis rate must be retained on file for audit.

State and local governments. If your department or agency unit has a Federally negotiated indirect cost rate, your application must include that rate, the applicable distribution base, and a letter or other documentation from the cognizant agency showing the negotiated rate. If your department or agency unit receives more than \$35 million in direct Federal funding per year, you may not claim indirect costs until you receive a negotiated rate from your cognizant agency for indirect costs as provided in [Appendix VII to 2 CFR part 200](#).

If your department or agency unit receives no more than \$35 million in direct Federal funding per year and your department or agency unit has developed and maintains an indirect cost rate proposal and supporting documentation for audit in accordance with [2 CFR part 200, Appendix VII](#), you may use the rate and distribution base specified in that indirect cost rate proposal.

Alternatively, if your department or agency unit receives no more than \$35 million in direct Federal funding per year and does not have a current negotiated rate (including provisional) rate, you may elect to use the de minimis rate of 10% of MTDC. As described in [2 CFR 200.403\(d\)](#), costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both. Once elected, the de minimis rate must be applied consistently for all Federal awards until your department or agency chooses to negotiate for a rate, which you may apply to do at any time. Documentation of the decision to use the de minimis rate must be retained on file for audit.

NOTE: Applications submitted on or after October 1, 2024 for projects to commence on or after October 1, 2024 are subject to the 2 CFR 200 modifications; applicants that do not have a current negotiated indirect cost rate may use the *de minimus* rate of 15% (instead of the 10% reflected in the text above).

Statutory or regulatory restrictions apply ONLY if a statute or regulation imposes restrictions that are different from the indirect cost rate requirements in [2 CFR 200](#).

G. Other Program-specific Requirements

V. APPLICATION REVIEW INFORMATION

A. Review Criteria

Applicants must provide responses to all four rating factors or points will be reduced. The maximum number of Rating Factor points awarded under this NOFO is 100. In addition, a maximum four (4) Preference Points are available if the criteria are met, for a total of 104 possible NOFO points. Please see the chart below:

Rating Factors Summary	Points
Rating Factor 1. Capacity of Applicant and Relevant Organizational Experience	
(1) Description and expertise of staff	20

(2) Organizational Experience and Capacity	16
Rating Factor 2. Need/Distress/Extent of the Problem	
(1) Problem Statement and AFFH	7
(2) Proposed Solution	8
(3) Continued Need	4
Rating Factor 3. Soundness of Approach	
(1) Proposed Statement of Work (SOW) and Information Requirements	16
(2) Budget and Cost Estimates	14
Rating Factor 4. Achieving Results and Program Evaluation	
(1) Measurement	5
(2) Evaluation Plan	10
TOTAL	100
Preference Points: Promise Zones (PZ); Minority Serving Institution (MSI); and/or Environmental Justice (EJ) [up to a 4 preference points per application]	+4
Maximum Points including Rating Factors and possible Preference Points	104

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

1. Rating Factors

Rating Factor 1: Capacity of Applicant and Relevant Organizational Experience

Maximum Points: 36

<p>Applicants will clearly address the extent to which the organization has the staff experience and organizational capacity necessary to successfully implement and complete the proposed project throughout the grant period of performance.</p> <p>(1) Description and expertise of staff (Up to 20 points)</p> <p>Applications that earn maximum points will fully demonstrate that the organization has:</p> <p>a. A Complete and Effective Staffing Plan (up to 6 points)</p> <p>Demonstrate the organization currently has and actively maintains sufficient and sufficiently qualified staff and describe the addition of new hires and/or proposed consultants and/or contractors, if applicable, during the period of performance to successfully implement and complete the proposed project.</p> <p>Demonstrate the organization currently has more than two current key staff members on board with fair housing related experience, including test coordinator experience.</p> <p>Clearly explain the applicant’s ability to implement its project without reliance on another organization or its key staff. Additionally, applicants may not use the performance (eg. performance assessment review rating or successfully completed activities) of another organization. Applicant must have current key staff on hand to receive points under this subfactor.</p> <p>If applicant’s staff performs activities in any capacity on other FHIP grants or shares staff with other organizations, provide a list or chart that will not be counted toward the rating factor page limits which includes the name of the organization sharing activities, the staff</p>
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members, and the role of and amount of time each staff member devotes to all FHIP related activities that the organization is undertaking including but not limited to as a grantee, subgrantee, affiliate, contractor, consultant, or in any other capacity.

Failure to provide information that demonstrates that the applicant organization has current sufficient staff to complete the proposed project will result in a deduction of 6 points from this subfactor.

b. Clearly Identified Staff Roles (up to 6 points)

Identify each staff member assigned to the project and the estimated percentage of time each will dedicate.

Identify a dedicated Project Manager currently on staff who will devote at least 25% of their time to the project over the entire period of performance, including name and title and percentage of time devoted to proposed project.

If applicable, provide a plan to effectively oversee and evaluate the performance of contractors.

If applicable, provide the following information in a list or chart which will not count toward rating factor page limit: identify all open FHIP grant awards and each staff person assigned to the projects, including name, position and percentage of time devoted to those project(s). Staff time and effort under each Initiative/Component must represent time and effort over the entire grant period of performance. Applicants applying for or that currently have multiple open FHIP grants must describe how the applicant will manage, operate, and maintain activities, performance requirements and timetables for these multiple grants. Applicant should state if it has no open FHIP grants and/or is not currently applying for any other FHIP grants; points will not be deducted if this section is not applicable.

c. Project Related Staff Experience (up to 4 points)

Describe each key staff member's experience relative to their proposed project position, and include fair housing related experience for fair housing professionals; and describe how each key staff members' experience (fair housing or otherwise) will contribute to the success of the proposed project.

For proposed hires identify the position, the position requirements that will assist the organization in successful project completion, the percentage of time the new staff member will devote to the project, and the activities or responsibilities of the new hire.

For proposed consultants, contractors or partnerships, identify the relevant experience that will contribute to the organization successfully completing the proposed activities, including any fair housing related experience if applicable, and the project related activities or responsibilities of the consultant or contractor.

Please do not include resumes.

d. Training Related Experience (up to 4 points)

Describe applicant organization key staff members' specific experience and expertise in test training, test coordinating and/or training test coordinators, and in providing fair housing or similar training or disseminating information to community, college, university, public or other large audiences.

Describe specific staff experience developing and updating tester training materials or other effective methods for outreach or training to large audiences.

2) Organizational Experience (Up to 16 points). Applications that earn maximum points will describe the organization’s ability to complete the proposed project effectively and within the grant period of performance, and will fully demonstrate the organization has:

a. Past Project Experience (up to 4 points)

Demonstrate the organization has conducted past project(s) (FHIP funded or not) similar in scope and complexity to proposed project, OR/AND engaged in activities that, although not necessarily similar, are readily transferable to the proposed project, AND briefly describe the results of any listed past projects and/or activities.

b. Independent “Specialized Training Experience” (up to 12 points)

i. Demonstrate that the applicant has experience developing and administering tester training and/or test coordinator training related to fair housing at the time that the application is submitted. This description should include the number of years of organizational tester training experience, a brief description of the experience, average number of participants trained, and training results. Describe the organization's proposal to add staff and/or contractors to successfully complete the proposed project. *(up to 4 points)*.

ii. Describe the organization’s experience as it relates to the proposed project, including fair housing enforcement and tester training experience:

A. Describe specific organizational experience developing or updating tester training material or test coordinator training material, or other effective methods for outreach or training to large audiences that will contribute to the proposed project; and explain how the organization monitors effectiveness of training delivery, and the types of technical assistance provided to coordinators with varying levels of experience in fair housing testing. *(up to 2 points)*

B. Describe the organization's specific experience and expertise in test coordinator training, and/or in providing fair housing or similar training or disseminating information to community, college, university, public, or other large audiences. In addition, applicants that received a HUD funded FY2020 or later FHIP Test Coordinator Training grant must provide information to explain how well the applicant performed relative to the activities and goals agreed upon in the grant. In scoring this section, HUD will evaluate performance relative to goals and how well the applicant satisfied the requirements *(up to 2 points)*.

C. Goals and Accomplishments. Describe performance relative to quarterly and annual reports submitted for the last Test Coordinator Training grant award or for similar past training projects, as well as other goals set during the grant period and approved extension(s) thereof. For example, include information on accomplishments and successful cases resulting from the training. Indicate whether funds were fully spent, if goals were met in a timely manner, and explain why they were not, if applicable. If an extension was required, explain the reason for the extension and why funds were not expended within the grant period. *(up to 2 points)*

iii. Measuring Student (Test Coordinator) Feedback – Explain how applicant measures test coordinator or other training feedback and makes course and/or test adjustments as a result. Applicants must attach a separate narrative that describes their process for collecting student feedback data. In addition, for applicants that received a previous FHIP

Test Coordinator Training Grant, summarize data collected during the last training grant, and attach a copy of the data collection instrument utilized, if applicable. *(up to 2 points)*

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

Maximum Points: 19

This Rating Factor addresses the applicant's assessment of the need for training services for test coordinators and the extent to which the proposed activities described in response to Rating Factor 3 address these needs.

(1) Problem Statement (Up to 7 points). Applicants should define the fair housing test coordinator training needs of FHIP grantees. Applicants must:

- a. Describe the specific test coordinator training needs, including needs of FHIP PEI and FHOI grantees whose testers work in areas of high concentration of LEP persons, rural or underserved areas, or with underserved communities. (up to 2 points)
- b. Propose a plan to assess all FHIP organizations receiving PEI and FHOI enforcement related funding and determine how many grantees need to have test coordinators trained and what type of updated training is needed for those test coordinators. In addition, the need must be based on the success of previous test coordinator trainings and/or the populations served by continued testing in those respective areas. (up to 3 points)
- c. AFFH. In compliance with Section III. F. above, applicant must describe how the proposed NOFO activities are aligned with AFFH requirements, including how its proposed activities will work towards one or more of the following: (1) address significant disparities in housing needs for protected groups, (2) address disparities in access to opportunity for protected groups, (3) address segregation and promote integration, (4) transform racially or ethnically concentrated areas of poverty into areas of opportunity, and/or (5) foster and maintain compliance with civil rights and fair housing. (up to 2 points)

(2) Proposed Solution (up to 8 points). Applicants should describe their proposed solution to address general/basic and advanced/complex fair housing test coordinator training needs identified above:

- a. Describe how the applicant plans to address the identified fair housing test coordinator training needs and the link between the need and the applicant's proposed activities. This should include the presence of systemic housing discrimination, high segregation indices, or evidence of discrimination prohibited by the FHA. (up to 2 points)
- b. Describe why the test coordinator training will be effective. (up to 2 points)
- c. Documented Need and Affirmative Marketing. Use relevant information from various studies done by HUD or any other reliable source to support need and solution. Reference information should be current within the last 5 years. State how the services or other benefits provided under this grant will be affirmatively marketed broadly throughout the local area and nearby areas to any demographic groups that would be unlikely or least likely to apply absent such efforts. (up to 2 points)
- d. Describe how training participants and the overall training will be evaluated to determine success in terms of increased fair housing testing knowledge and how updated training will increase or improve testing in the populations being served. (up to 2 points)

(3) Continued Need (Up to 4 points)

- a. Describe and document the overall need and continuing demand for each of the following training delivery methods: in-person, online-interactive, and online non-interactive.
- b. Describe how applicant and training partners propose to train test coordinators who serve communities with LEP individuals, persons with disabilities and other underserved populations in underserved areas. Applicants must also describe how its activities will provide equal access to test coordinators with disabilities, including making reasonable accommodations as necessary and ensuring any electronic materials and applications are fully accessible for persons with disabilities, and how the applicant will take reasonable steps to ensure meaningful access for persons of limited English Proficiency.

Rating Factor 3: Soundness of Approach

Maximum Points: 30

This factor addresses the soundness, quality and potential effectiveness of the proposed work plan or SOW and the commitment of the applicant to sustain the proposed project activities. In rating this factor, HUD will evaluate the extent to which the applicant presents a detailed and sound approach for providing the proposed services. HUD will also evaluate the extent to which the applicant demonstrates the cost-effectiveness of its activities, and convincingly explains how the proposed activities will yield long-term results.

Two sub-factor requirements make up the total possible points (up to 30 points) for Rating Factor 3: SOW, and Budget and Cost Estimates.

(1) Proposed SOW (Up to 16 points). Each applicant must submit a SOW Narrative and a SOW Chart (see sample in Appendix A). The SOW Narrative will be evaluated on the extent to which the applicant provides a clear detailed description of the proposed project goals/objectives, activities, and where applicable, proposed outcome measures. Each SOW Narrative and Chart must be based on the specific training activities proposed in the application. The SOW should reflect program tasks which the applicant expects are reasonable for completion. If funded, the grantee is responsible for completing the SOW activities agreed upon during negotiations. In addition, the applicant must describe each course it plans to offer and indicate which of the test coordinator training eligible activities the applicant proposes to address in each course. Applicants must denote any national standards that may have been incorporated into the development of the curriculum. HUD will award higher points to those applicants that design curricula to address all eligible testing types outlined for the advanced training.

A. SOW Narrative

1. Proposed Curriculum – For each course listed in your application answer the following:

- a. Insert a brief course description including instructional goals for each course.
- b. In a narrative, provide a course outline (no more than two pages per course) describing the following:
 - i. Course Title.
 - ii. Course length for classroom and/or web-based session.
 - iii. All topics to be covered during the course and learning objectives for each course. Learning objectives must encompass comprehension, application, and analysis.
 - iv. Explain how participant (student) course evaluations are incorporated into both classroom and web-based courses.
 - v. Privacy and security policies in place to ensure that test coordinators taking remote training

courses are protected, and how the remote training will be conducted in a way that verifies the identity of test coordinators (student) and eliminates the opportunity for fraud, cheating, and other circumstances that would result in questions about the veracity, impact, and applicability of the training.

vi. What criteria will be established to denote successful completion of the course.

vii. The process through which curriculum is developed. Describe research conducted and indicate experts consulted for curriculum or test content development.

viii. Indicate the number of proposed courses and delivery methods to be offered, the expected number of test coordinators to be trained and training methods for each class.

c. Administrative Staff and Trainers. Please include:

i. Number of administrative staff devoted to training program management for training activities under the application.

ii. Number of Trainers to be utilized for the proposed courses.

iii. Description of how trainers are selected and the specific selection criteria employed.

iv. Description of how the applicant will monitor trainers including use of student feedback.

d. Delivery Methods – Indicate the delivery method to be used for each course offered (i.e. “web-based” or “in person”)

2. Applicants must describe how the proposed delivery method(s) will be accessible to persons with disabilities. Sections 504 and 508 of the Rehabilitation Act, the Americans with Disabilities Act – Applicants offering training on-line must describe how they will comply with Section 508 requirements, as well as the applicable effective communication requirements of Section 504 and Titles II and III of the Americans with Disabilities Act, as applicable to the applicant. Please visit <https://www.section508.gov> for more details.

3. Training Partners– List the name of the identified sub-grantees and/or training partners, if applicable, that will enable the applicant to successfully implement the SOW and explain in a narrative the role each partner will play in the logistical support, marketing and outreach for the proposed activities and the impact on cost-effectiveness. Applicants may utilize in-house staff, sub-recipients, consultants, and training partners with requisite experience and capacity.

4. Management Activities - Applicants must describe management activities that will be performed as part of the projected SOW, including monitoring and oversight of organizational staff and if applicable, sub-grantees, consultants, and/or training partners.

The SOW narrative must include the elements 1 through 4 listed above and should identify quantifiable project goals and describe how those goals are related to each of the specific needs identified in Rating Factor 2 "Need/Distress/Extent of Problem." Goals are the results or outcomes the applicant aims to accomplish. The SOW Narrative should also describe the proposed activities, the specific deliverables, and the anticipated outcomes. **(Up to 6 points)**

B. SOW Chart (Appendix A). Applicants should use the format in Appendix A as an example to describe the organization's specific SOW tasks. The Administrative Tasks listed in Appendix A are standard tasks, but the applicant may edit the section to fit the applicant's specific tasks, including adding additional tasks to complete the applicant’s proposed project. Under the Program Tasks section, each applicant should complete a detailed SOW based on the specific

EOI activities proposed in the organization's application, including activities, tasks, and proposed outputs/outcomes where applicable. The SOW Chart must describe in detail:

- i. all proposed project activities and major tasks **(Up to 3 points)**;
- ii. a list of team members/staff and partners as identified in applicant's response Rating Factor 1 who will be responsible and accountable for completing the tasks **(Up to 3 points)**;
- iii. the steps to successfully implement the proposed tasks and activities required to successfully complete the proposed project **(Up to 2 points)**; and
- iv. the proposed outcomes where applicable **(Up to 2 points)**.

Applicants may receive up to six (6) points for the submission of a complete SOW Narrative and up to ten (10) points for a complete SOW Chart.

(2) Budget and Cost Estimates (Up to 14 points).

HUD will assess the soundness of the planned approach by evaluating the quality, thoroughness, necessity, cost-effectiveness, and reasonableness of costs to carry out the project activities, and the rationale for the proposed budget and narrative. The applicant's budget submission must include both the Budget Narrative and the HUD 424-CBW Grant Application Detailed Budget Worksheet; a budget narrative for all subcontractors or sub-recipients; and a HUD 424-CBW Grant Application Detailed Budget Worksheet for subcontractors or sub-recipients whose budget amounts exceeds \$5,000.

A. Budget Narrative (Up to 7 Points)

1. The applicant's Budget Narrative should support the budget and must relate to the tasks in the SOW, including identifying key team members/staff and partners listed in Rating Factor 1 who will be responsible and accountable for completing major tasks.

In addition, the Budget Narrative must thoroughly describe the organization's Financial Management Capacity, including the organization's financial management system(s) and its Board's role in financial management or oversight.

2. The applicant's Budget Narrative must describe the organization's capabilities in handling financial resources, disseminating payments to third parties, e.g., contractors, and in maintaining adequate accounting and internal control procedures.

Applicants with current or prior FHIP grants must provide a list or chart of all HUD FHIP grants received since 2020, including the grant number and dollar amount awarded. In addition, applicants should include the amount expended and obligated within 30 days prior to the date the application is submitted. A description of the applicant's activities and the results (outcomes) achieved in the previous FHIP grant(s) is also required.

B. HUD-424-CBW (Up to 7 Points)

Applicant must provide a Grant Application Detailed Budget Worksheet, HUD-424-CBW that clearly lists costs associated with project implementation and completion. The HUD-424-CBW must relate to the tasks in the SOW. A separate HUD-424-CBW must be provided for each contractor or subcontractor whose budget amount exceeds \$5,000. There will be an automatic 5-point deduction (in addition to any other point reduction(s)) from this subfactor if the applicant submits a form HUD 424-CB, instead of the required detailed form HUD 424-CBW.

All Factor 3 criteria are exempt from the 10-page limit. Applicants may receive up to seven points for the Budget Narrative and up to seven points for the HUD 424-CBW worksheet.

Rating Factor 4: Achieving Results and Information Collection

Maximum Points: 15

The applicant must outline its strategy for monitoring, evaluating and improving its program performance against its proposed goals during the grant period of performance.

1. Measurement. This Rating Factor emphasizes HUD’s determination to ensure that applicants meet the commitments made in the application as well as in the cooperative agreements, and to assess the organization’s performance in achieving agreed upon performance goals. In scoring this section, HUD will consider applicant methodologies used to evaluate overall program performance. Applicants that utilize a variety of methods and techniques to evaluate performance, including those methods and techniques identified in this Rating Factor, will be awarded higher points. The applicant should identify:

- a. quantifiable outputs and outcomes that measure progress on the goals identified in Rating Factor 3;
- b. its strategy for measuring stated outputs and outcomes (e.g., data collection methods, frequency of data collection);
- c. technological tools in place to capture, maintain, analyze and share data; and
- d. an explanation of how the data collected will be validated. **(Up to 5 Points)**

2. Evaluation Plan. This section addresses how the applicant will evaluate its project results and make improvements as needed to demonstrate program effectiveness. Describe and explain your plan to evaluate your organization’s progress toward meeting its stated objectives and goals, including: a description of the thresholds that will be used to determine progress toward goals; timelines for continuous periodic evaluation; and a description of how the results of regular periodic evaluation, including student feedback, will be used to improve progress, increase efficiency and effectiveness of the program and implement modifications or adjustments if expectations are not on track to be met. **(Up to 10 points)**

This program does not offer points for Section 3.

2. Other Factors

Policy Initiative Preference Points

This NOFO supports the following policy initiatives, for which a maximum of four (4) preference points may be awarded. Preference points are added to your overall application score.

Environmental Justice (2 points)

Promise Zones (PZ) (2 points)

Minority-Serving Institutions (2 points)

You may voluntarily choose to address preference point policy initiatives in your application. Addressing these policy initiatives is not a requirement to apply for or receive an award. If you voluntarily choose to address a policy initiative in your application, you will be required to adhere to the information submitted with your application should you receive an award. The

proposed information will be included as a binding requirement of any Federal award you receive as a term and condition of that award.

This NOFO does not offer preference points for Climate Change

Environmental Justice: In accordance with [Executive Order 12898](#), Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, and EO 14008, HUD will award up to two (2) points for applications proposing activities that advance Environmental Justice (as defined in Section I.A.4 of this NOFO). For the purposes of this HUD program, activities that advance Environmental Justice include doing the following for people or communities that have been environmentally underserved or overburdened (e.g. low-income and Black and Brown communities):

- Reducing or mitigating exposure to environmental and health hazards (e.g. industrial facilities, EPA superfund sites, brownfields and legacy pollution, heat islands).
- Improving protection from and resilience to environmental harms (e.g. fire-resistant materials, floodproofing).
- Expanding environmental benefits (e.g. clean air and water, public transportation, bike and walking paths, clean energy, green technology, biodiversity).
- Overcoming prior disinvestment in environmental infrastructure (e.g. drainage systems, green spaces, pollution controls).

To receive points under this Section, your application must describe in detail how your proposed activities will advance Environmental Justice in one or more of these ways.

In addition, to receive points under this Section, your application must also clearly describe how your activities will be informed by input from affected communities. To provide those affected a meaningful opportunity to participate in the design and implementation of your activities, you should make key information available online and through other media, engage with community leaders, solicit public feedback, hold public meetings at a variety of times and locations or virtually, and respond appropriately to community concerns.

This NOFO does not offer HBCU preference points.

Minority-Serving Institutions

An applicant designated by the U.S. Department of Education as an MSI will receive up to two (2) preference points when the application includes documentation of the applicant's status as an [HBCU](#), [Hispanic-serving institution](#), [Tribal-controlled postsecondary institution](#), [Alaska Native-serving or Native-Hawaiian-serving institution](#), [Predominantly Black Institution](#), [Asian and Native American Pacific Islander-serving institution](#), or Native American-serving nontribal institution. This policy preference is pursuant to Executive Orders [13985](#), [14041](#), [14045](#), and [14031](#).

An applicant partnering with an [HBCU](#), [Hispanic-Serving Institution](#), [Tribal-controlled postsecondary institution](#), Alaskan Native-serving or Native-Hawaiian-serving institution, Predominantly Black Institution, [Asian and Pacific Islander-serving institution](#), or Native American-serving nontribal institution will receive up to two (2) Preference Points when the application includes a Letter of Commitment certifying that a partnership is in place and signed by an authorizing official of the MSI and documentation of the status of college or university as

an [HBCU](#), [Hispanic-serving institution](#), [Tribal-controlled postsecondary institution](#), [Alaska Native-serving or Native-Hawaiian-serving institution](#), [Predominantly Black Institution](#), [Asian and Native American Pacific Islander-serving institution](#), or Native American-serving nontribal institution. This policy preference is pursuant to Executive Orders [13985](#), [14041](#), [14045](#), and [14031](#).

Promise Zones

In order to be considered for and receive preference points you must submit form HUD-50153 as stated above.

This program does not offer Rural Partners Network Community Networks preference points.

B. Review and Selection Process

1. Past Performance

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

OMB-designated repositories of governmentwide data, as noted in [2 CFR 200.206\(a\)](#)

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

Timely use of funds received from HUD

Timely submission and quality of reports submitted to HUD

Meeting program requirements

Meeting performance targets as established in the HUD agreement

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

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

The number of persons served or targeted for assistance

Promoting self-sufficiency and economic independence

Producing positive outcomes and results

HUD may reduce scores based on the past performance review, if specified under V.A. Rating Factors. Whenever possible, HUD will obtain and review past performance information. If this review results in an adverse finding related to integrity of performance, HUD reserves the right to take any of the remedies provided in the [Pre-Selection Review of Performance section of the Eligibility Requirements for Applicants of HUD Financial Assistance Programs](#).

2. Assessing Applicant Risk

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

- (1) Financial stability;

(2) Quality of management systems and ability to meet the management standards prescribed in this part;

(3) History of performance. The applicant's record in managing Federal awards, if it is a prior recipient of Federal awards, including timeliness of compliance with applicable reporting requirements, failing to make significant progress in a timely manner, failing to meet planned activities in a timely manner, conformance to the terms and conditions of previous Federal awards, and if applicable, the extent to which any previously awarded amounts will be expended prior to future awards;

(4) Reports and findings from audits performed under Subpart F—Audit Requirements of 2 CFR part 200 or the reports and findings of any other available audits; and

(5) The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities.

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

Up to seven (7) points may be deducted from an applicant's overall rating score as follows:

one (1) point if the applicant received less than an "Excellent"

five (5) points if the applicant received less than a "Good"

one (1) point if the applicant is deemed "High Risk" (all new FHIP applicants are deemed high risk)

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

In addition, HUD evaluates the integrity of the applicant as reflected in government-wide websites, information in HUD's files, the federal Do Not Pay portal, public information and information received during HUD's Name Check Review process. If this integrity evaluation results in an adverse finding, HUD reserves the right to take any available remedies including those provided in 2 CFR 200.206, 2 CFR 200.208, NOFO Section III., and the Do Not Pay Website review.

3. Rating and Ranking. Only eligible applications will be rated and ranked.

4. Maximum Score. The maximum number of points to be awarded for the Rating Factors is 100. Applicants may also be awarded a total of four (4) preference points for PZ, MSI, and/or Environmental Justice if criteria are met. Applicants may receive a total of 104 points including rating factor and preference points.

a. Minimum Score to be Funded. Only applications with a TEP rating score of 75 points, exclusive of preference points, or more will be considered of sufficient quality for funding.

b. Ranking. All eligible applicants will be placed in rank order based on the total

application score.

c. 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.

5. Adjustments to Funding. HUD may approve an application for an amount lower than the amount requested, fund only portions of the application, withhold funds after approval, reallocate funds among activities and/or require that special conditions be added to the grant agreement, under 24 CFR 84.14 or where:

- a. HUD determines the amount requested for one or more eligible activities is unreasonable or unnecessary;
- b. An ineligible activity is proposed in an otherwise eligible project;
- c. Insufficient funding amounts remain to award the full amount requested in the application, and HUD determines that partial funding is a viable option; or
- d. The past record of key personnel warrants special conditions.

6. Reallocation of Funds. After HUD finalizes awards under this NOFO, if funds are still available, HUD will reallocate those remaining funds among Initiatives as follows. Funds from any EOI component will first be reallocated within the EOI Initiative, and then to other FHIP Initiatives, based on demand.

VI. AWARD ADMINISTRATION INFORMATION

A. Award Notices

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

1. Final Award

After HUD has made selections, HUD will finalize specific terms of the award and budget in consultation with the selected applicant. If HUD and the selected applicant do not finalize the terms and conditions of the award in a timely manner, or the selected applicant fails to provide requested information, an award will not be made to that applicant. In this case, HUD may select another eligible applicant. HUD may also impose specific conditions on an award as provided under [2 CFR 200.208](#).

2. Adjustments to Funding

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

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

- (1) Is ineligible for funding under applicable statutory or regulatory requirements;
- (2) Fails, in whole or in part, to meet the requirements of this notice;

(3) Duplicates activities funded by other Federal awards; or

(4) Duplicates activities funded in a prior year.

b. HUD may adjust the funding for an application to ensure funding diversity, geographic diversity, and alignment with HUD administrative priorities.

c. If an applicant turns down an award offer, or if HUD and an applicant do not finalize the terms and conditions of the award in a timely manner, HUD may withdraw the award offer and make an offer of funding to another eligible application.

d. If funds remain after all selections have been made, remaining funds may be made available within the current FY for other competitions within the program area, may be held for future competitions (if allowable in accordance with the applicable appropriation or authorizing statute), or may be used as otherwise provided by authorizing statute or appropriation.

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

3. Funding Errors

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

4. Additional Applicant Notification and Award Procedures.

a. Notification. Information about the review and award process will not be available during the HUD evaluation period, which begins on the application deadline date for this NOFO and lasts for approximately 90 days thereafter. However, you will be advised, in writing or by telephone, if HUD determines that your application is ineligible, or has technical deficiencies which may be corrected. HUD will only communicate with persons specifically identified in the SF-424 in the application. HUD will not provide information about the application to any third party such as a contractor.

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

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

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

B. Administrative, National and Departmental Policy Requirements and Terms for HUD Applicants and Recipients of Financial Assistance Awards

Unless otherwise specified, the following requirements apply and are detailed on HUD's Funding Opportunity page in the document titled, "[Administrative, National & Departmental Policy Requirements and Terms for HUD Financial Assistance – 2024](#)." You must review each requirement to ensure compliance is considered when preparing your application materials (e.g., staff, budget, and timeline). Failure to comply with these requirements may impact your ability to receive or retain a financial assistance award from HUD.

1. Compliance with The Fair Housing Act ([42 U.S.C. 3601-3619](#)) and implementing regulations at [24 CFR part 100 et seq](#)
2. Compliance with Title VI of the Civil Rights Act of 1964, [42 U.S.C. 2000d-2000d-4](#)(Nondiscrimination in Federally Assisted Programs) and implementing regulations at [24 CFR part 1](#)
3. Compliance with the Age Discrimination Act of 1975 ([42 U.S.C. 6101-6107](#)) and implementing regulations at [24 CFR part 146](#)
4. Compliance with Section 504 of the Rehabilitation Act of 1973 ([29 U.S.C. 794](#)) and implementing regulations at [24 CFR part 8](#)
5. Compliance with the Americans with Disabilities Act, [42 U.S.C. 12101 et seq](#)
6. Compliance with Affirmatively Furthering Fair Housing (AFFH) requirements, including 24 CFR 5.150 et seq
7. Compliance with Economic Opportunities for Low-and Very Low-income Persons (12 U.S.C. 1701u) requirements, including those listed at [24 CFR part 75](#)
8. Compliance with Improving Access to Services for Persons with Limited English Proficiency (LEP) requirements, including those listed within [Federal Register Notice, FR-4878-N-02](#) (also see [HUD's webpage](#))
9. Compliance with Accessible Technology requirements, including those listed on in [HUD's Policy on Section 508 of the Rehabilitation Act and Accessible Technology](#)
10. Compliance with Equal Access Requirements (e.g., [24 CFR 5.105\(a\)\(2\)](#) and [5.106](#))
11. Compliance with Ensuring the Participation of Small Disadvantaged Business, and Women-Owned Business requirements at [2 CFR 200.321](#)
12. Compliance with Energy Efficient and Sustainable by Design
13. Compliance with Uniform Relocation Assistance and Real Property Acquisition Policies Act (42 USC 4601 et seq.) (URA) requirements, [49 CFR part 24](#), and applicable program regulations
14. Compliance with Participation in HUD-Sponsored Program Evaluation

15. Compliance with OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ([2 CFR part 200](#)). Awards made from this NOFO will conform with the updated 2 CFR 200 regulations that go into effect on October 1, 2024.
16. Compliance with Drug-Free Workplace requirements ([2 CFR part 2429](#))
17. Compliance with the requirements related to safeguarding resident/client files (e.g., 2 CFR 200.303(e))
18. Compliance with the Federal Funding Accountability and Transparency Act of 2006 ([2 CFR part 170](#)) (FFATA), as amended
19. Compliance with Eminent Domain
20. Compliance with Accessibility for Persons with Disabilities requirements, including 24 CFR parts 8 and 100; 28 CFR part 35
21. Compliance with applicable Violence Against Women Act requirements in the Housing Chapter of VAWA, 34 U.S.C. 12491-12496, 24 CFR part 5, subpart L, and program-specific regulations, if applicable
22. Compliance with Conducting Business in Accordance with Ethical Standards/Code of Conduct, including [2 CFR 200.317](#), [2 CFR 200.318\(c\)](#) and other applicable conflicts of interest requirements
23. Compliance with the [Build America, Buy America \(BABA\) Act](#) procurement requirements
24. Compliance with System for Award Management and Universal Identifier Requirements at [2 CFR part 25](#)
25. Compliance with [section 106\(g\) of the Trafficking Victims Protection Act of 2000 \(TVPA\), as amended \(22 U.S.C. 7104\(g\)\)](#) and implementing regulations at [2 CFR part 175](#) (Award Term for Trafficking in Persons)
26. Compliance with Award Term and Condition for Recipient Integrity and Performance Matters (see [Appendix XII to 2 CFR part 200](#))
27. Compliance with Suspension and Debarment regulations ([2 CFR part 2424](#) and [2 CFR part 180](#))
28. Compliance with environmental justice requirements that apply in accordance with Executive Orders [12898](#) and [14008](#), and OMB Memorandum [M-21-28](#), which implements the *Justice40 Initiative*, section 223 of Executive Order [14008](#).
29. Compliance with [HUD Secretary Fudge’s April 12, 2022 memorandum](#), “Eliminating Barriers That May Unnecessarily Prevent Individuals with Criminal Histories from Participation in HUD Programs”
30. Compliance with equity requirements, including racial equity and underserved communities and LGBTQ+ requirements that apply in accordance with Executive Orders [13985](#), [13988](#), and 14091
31. Compliance with 41 U.S.C. § 4712, which includes informing your employees in writing of their rights and remedies, in the predominant native language of the workforce. Under 41 U.S.C.

§ 4712, employees of a contractor, subcontractor, grantee, subgrantee, and personal services contractor may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing information that the employee reasonably believes is evidence of gross mismanagement of a Federal contract or grant, a gross waste of Federal funds, an abuse of authority relating to a Federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract) or grant. (See [Federal Contractor or Grantee Protections | Office of Inspector General, Department of Housing and Urban Development \(hudoig.gov\)](#))

32. Compliance with [2 CFR 200.216, Prohibition on Certain Telecommunication and Video Surveillance Services or Equipment](#) and Executive Orders 14091 and 14110, which includes prohibition on the use of HUD funds to purchase or fund any form of facial or biometric recognition technology for the purpose of surveillance or any other use that may adversely impact equitable access to housing

Environmental Review

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

Remedies for Noncompliance

HUD may apply the remedies at [2 CFR 200.339](#) or impose additional conditions to remedy noncompliance with any Federal State, or local statutes, regulations, or terms and conditions of the financial assistance award. If noncompliance cannot be remedied, HUD may terminate a Federal award, in whole or in part, for any of the reasons specified in [2 CFR 200.340, Termination](#).

[2 CFR 200.340 Termination](#) A Federal award may be terminated in whole or in part if the grantee fails to comply with the terms and conditions of the award or if HUD determines the award no longer effectuates the program goals or agency priorities. Also see 2 CFR 200.339 Remedies for noncompliance - full range of available remedies HUD can take if a non-Federal entity fails to comply with federal statutes, regulations, or terms of an award. See also 2 CFR 200.339 Remedies for noncompliance which conveys the full range of available remedies HUD can take if a non-Federal entity fails to comply with federal statutes, regulations, or terms of an award.

Lead-Based Paint Requirements

When providing education or counseling on buying or renting housing that may include pre-1978 housing under your HUD award you must inform clients of their rights under the Lead Disclosure Rule ([24 CFR part 35, subpart A](#)), and, if the focus of the education or counseling is on rental or purchase of HUD-assisted pre-1978 housing, then you must also inform clients of the Lead Safe Housing Rule (subparts B, R, and, as applicable, F - M).

C. Reporting

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

1. Recipient Integrity and Performance Matters

You should be aware that if the total Federal share of your Federal award includes more than \$500,000 over the period of performance, the award will be subject to post award reporting requirements reflected in [Appendix XII to 2 CFR part 200, Award Terms and Conditions for Recipient Integrity and Performance Matters](#).

2. Race, Ethnicity and Other Data Reporting

HUD requires recipients that provide HUD-funded program benefits to individuals or families to report data on the race, color, religion, sex, national origin, age, disability, and family characteristics of persons and households who are applicants for, participants in, or beneficiaries or potential beneficiaries of HUD programs in order to carry out the Department's responsibilities under the Fair Housing Act, Executive Order 11063, Title VI of the Civil Rights Act of 1964, and Section 562 of the Housing and Community Development Act of 1987. These authorities prohibit discrimination in housing and in programs receiving financial assistance from the Department and direct the Secretary to administer the Department's programs and activities in a manner affirmatively to further these policies and to collect certain data to assess the extent of compliance with these policies. Each recipient shall keep such records and submit to the Department timely, complete, and accurate compliance reports at such times, and in such form and containing such information, as the Department may determine to be necessary to enable it to ascertain whether the recipient has complied or is complying with 24 CFR parts 1 and 121. In general, recipients should have available for the Department data showing the demographics of beneficiaries of Federally-assisted programs.

Recipients must submit Form HUD-27061, Racial and Ethnic Data Reporting Form found at https://www.hud.gov/program_offices/administration/hudclips/forms/.

3. Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 109-282) as amended (FFATA)

FFATA requires information on Federal awards be made available to the public via a single, searchable website, which is www.USASpending.gov. Accordingly, each award HUD makes under this NOFO will be subject to the requirements provided by the Award Term in Appendix A to [2 CFR part 170](#), "REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION," unless the Federal funding for the award (including funding that may be added through amendments) is not expected to equal or exceed \$30,000. Requirements under this Award Term include filing subaward information in the Federal Funding Accountability and Transparency Act (FFATA) Sub-award Reporting System (FSRS.gov) by the end of the month following the month in which the recipient awards any sub-award equal to or greater than \$30,000.

4. Program-Specific Reporting Requirements

a. Performance Reporting. All HUD-funded programs, including this program, require recipients to submit, not less than annually, a report documenting achievement of outcomes under the purpose of the program and the work plan in the award agreement. (24 CFR 125.104(e))

b. Quarterly Reporting/Final Report. All grant recipients under this NOFO are required to submit quarterly reports and a final report which must include meaningful data derived from client feedback on how they benefited from the organization's project activities. Reports must

also include outcomes and evidence of continued project success in quarterly reports 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.

D. Debriefing

For a period of at least 120 calendar days, beginning 30 calendar days after the public announcement of awards under this NOFO, if requested, HUD will provide a debriefing related to their application. The AOR or the AOR's successor must submit a written request for debriefing via mail or email to the POC in Section VII Agency Contact(s) of this NOFO. Information provided during a debriefing may include the applicant's final score for each rating factor, final evaluator comments for each rating factor, and the final assessment indicating the basis upon which funding was approved or denied.

Non-funded applicants will receive the total application score, and non-funded and ineligible applicants will receive a debriefing summary to include overall applicant Rating Factor scoring averages and average common errors.

VII. AGENCY CONTACT(S)

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

Name:

Stephanie Thomas

Phone:

202-402-6938

Email:

Stephanie.W.Thomas@hud.gov

Individuals who are deaf or hard of hearing, as well as individuals who have speech or communication disabilities may use a relay service to reach the agency contact. To learn more about how to make an accessible telephone call, visit the webpage for the [Federal Communications Commission](#).

Note that HUD staff cannot assist applicants in preparing their applications.

VIII. OTHER INFORMATION

1. Compliance of this NOFO with the National Environmental Policy Act (NEPA)

This NOFO provides assistance in promoting or enforcing fair housing or nondiscrimination laws. Accordingly, under [24 CFR 50.19\(c\)\(3\)](#), this NOFO is categorically excluded from environmental review under the National Environmental Policy Act of 1969 (42 U.S.C. 4321).

2. Web Resources.

- [Affirmatively Furthering Fair Housing](#)
- [Assistance Listing\(formerly CFDA\)](#)

- [Climate Action Plan](#)
- [Climate and Economic Justice Screening Tool \(CEJST\)](#)
- [Code of Conduct Requirements and E-Library](#)
- [Environmental Review](#)
- [Equal Participation of Faith-Based Organizations](#)
- [Fair Housing Rights and Obligations](#)
- [Federal Awardee Performance and Integrity Information System](#)
- [Federal Funding Accountability and Transparency Act \(FFATA\) Subaward Reporting System](#)
- [Grants.gov](#)
- [Healthy Homes Strategic Plan](#)
- [Healthy Housing Reference Manual](#)
- [Historically Black Colleges and Universities \(HBCUs\)](#)
- [HUD's Disability Overview](#)
- [HUD's Strategic Plan](#)
- [HUD Grants](#)
- [HUD Reform Act](#)
- [HUD Reform Act: Hud Implementing Regulations](#)
- [Limited English Proficiency \(LEP\)](#)
- [NOFO Webcasts](#)
- [Procurement of Recovered Materials](#)
- [Promise Zones](#)
- [Rural.gov](#)
- [Rural Partners Network Community Networks](#)
- [Section 3](#)
- [State Point of Contact List](#)
- [System for Award Management \(SAM\)](#)
- [Real Estate Acquisition and Relocation](#)
- [Unique Entity Identifier](#)
- [USA Spending](#)

3. Program Relevant Web Resources

www.hud.gov/fairhousing

APPENDIX

FR-6800-N-71-A

FHIP - EDUCATION AND OUTREACH INITIATIVE (EOI) TEST COORDINATOR TRAINING COMPONENT

APPENDIX A

STATEMENT OF WORK- SAMPLE FORMAT - All applicants should use the format outlined in this Appendix as an example and guidance to describe the organization's specific SOW tasks. The Administrative Tasks listed in Appendix A are standard tasks, however an

applicant may edit the section to fit its specific tasks. Under the Program Tasks section, each applicant should complete a detailed SOW based on the specific EOI activities proposed in the organization's application, including activities and tasks, and proposed outcomes where applicable.

FY2024 NOFO

Statement of Work for:

The recipient, _____, agrees to undertake the following activities in accordance with its FY 2024 application for funding _____ under the _____ Initiative and _____ Component for a _____-month project commencing _____ 2025 in the geographic area of _____.

STATEMENT OF WORK (SOW)			
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 grant (with CD/flash drive, where feasible).	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			
These activities are a 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. Train recipients on the process of referring potential victims to HUD, DOJ, a state or local agency, or a private attorney. Task: Copy of training process. Train that audit-based enforcement actions should be referred to HUD.		45 days	
3. Train on the intake and complaints process, including testing and referral. Complete training on the 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 training and other forms for review/approval.		60 days	
5. Train staff on fair housing. Task: number of hours spent in training.			
6. Train on conducting at least ____ trainings for landlords, lenders, insurers or real estate agents.			
7. Train on conducting at least ___ trainings for potential victims of discrimination.			
8. Train on making referrals of non-fair housing issues.			
9. Train on evaluating potential complaints for enforcement.			
10. Train on the distribution of fair housing PSA to media outlets/ distribute PSA to ___ media outlets			
11. Train on conducting meetings with housing industry and/or government officials/ Conduct meetings with housing industry or government officials.			

12. Providing fair housing information to local/ state officials on obligations to AFFH.			
13. Develop and/or Train on developing partnership with local university (or others) to develop and execute innovative approaches for the creation of diverse communities.			
14. Conduct and/or provide training on conducting fair housing workshops for members of protected classes and housing industry personnel.			

APPENDIX B

Education & Outreach Application CERTIFICATION

WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802).

In accordance with 24 CFR 125.103 (definitions) and 125.301 (Education and Outreach Initiative), which states:

§ 125.301 Education and Outreach Initiative.

(a) The Education and Outreach Initiative provides funding for the purpose of developing, implementing carrying out, or coordinating education and outreach programs designed to inform members of the public concerning their rights and obligations under the provisions of fair housing laws,

I, _____, certify under penalty of perjury
AOR name as it appears on SF-424

that _____
Applicant Organization name as it appears on SF-424

_____ is a tax-exempt, nonprofit, charitable organization and has a “letter of determination” from the IRS confirming 501(c)(3);

OR

_____ is not a tax-exempt, nonprofit, charitable organization.

AND I certify that

_____ is either
Applicant Organization name as it appears on SF-424

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

[As defined by 24 CFR Part 125.103, and has at least two years of enforcement-related experience; and is currently engaged in each of the activities at the time this application is submitted: Complaint intake; Complaint investigation; Testing for fair housing violations; and Enforcement of meritorious claims];

OR

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

OR

_____ a Nonprofit organization representing groups of persons protected under Title VIII of the Civil Rights Act of 1968;

OR

_____ a State or local government agency or an agency certified by the Secretary under section 810(f) of the Fair Housing Act;

OR

_____ an Other public or private entity formulating or carrying out programs to prevent or eliminate discriminatory housing practices.

I, _____ the undersigned, certify under penalty of perjury

AOR Named on SF-424

that the information provided above is true and correct.

Authorized Signature

Date

WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802).

APPENDIX C

REQUIRED ABSTRACT – SAMPLE FORMAT - All applicants should use the format outlined in this Appendix as an example and as guidance to describe the organization's project.

FY2024 NOFO ABSTRACT for:

The applicant organization, _____, if awarded, agrees to undertake the following activities in accordance with its FY2024 application for funding in the amount of \$ _____ under the _____ Initiative- _____ Component (if

applicable) for a ____-month project commencing (month/year) in the geographic area of _____.

(Insert Name of Applicant) **is/is not** (select one) a new FHIP applicant.

Award Description:

a. Purpose (up to 3,600 character limit)

b. Activities to be Performed (up to 4,900 character limit)

c. Expected Outcomes (up to 4,900 character limit)

d. Intended Beneficiaries (up to 3,600 character limit)

e. Subrecipient Activities, Or Indicate “None” if the applicant does not intend to use subawards (up to 1,000 character limit)

Award Description Key Words/Phrases	Definitions
Purpose	A brief summary of how and where the award funds will or may be used.
Activities To Be Performed	A list of eligible proposed activities that the applicant proposes to implement within the grant period of performance.
Expected Outcomes	A list of the proposed outcomes or performance measures for the grant award.
Intended Beneficiaries	A list of intended eligible beneficiaries or protected classes to be targeted through the grant award activities.
Subrecipient Activities	A list of eligible proposed activities that must be executed within the subaward’s period of performance.

