

**DEPARTMENT OF HOUSING  
AND URBAN DEVELOPMENT**

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**FAIR HOUSING INITIATIVES  
PROGRAM (FHIP)**



## FUNDING AVAILABILITY FOR THE FAIR HOUSING INITIATIVES PROGRAM (FHIP)

### Program Overview

*Purpose of the Program.* To increase compliance with the Fair Housing Act (the Act) and with substantially equivalent State and local fair housing laws.

*Available Funds.* Approximately \$16.5 million is allocated to three (3) Initiatives as follows:

A. Private Enforcement Initiative (PEI) \$10.5 million.

B. Education and Outreach Initiative (EOI) \$3.9 million.

C. Fair Housing Organizations Initiative (FHOI) \$2.1 million.

*Eligible Applicants.* Eligibility requirements are described in detail under each of the funded Initiatives and Components, set forth below, and eligible applicants may include: Qualified Fair Housing Organizations (QFHOs); Fair Housing Enforcement Organizations (FHOs); public or private, for-profit or not-for-profit organizations or institutions, or other public or private entities that are working to prevent or eliminate discriminatory housing practices; State and local governments or their agencies; and Fair Housing Assistance Program (FHAP) agencies (as defined in Section IV of this program section).

*Application Deadline.* May 2, 2001.

*Match:* No matching funds are required for the Education and Outreach or Private Enforcement Initiatives. However, sponsored organizations under the Fair Housing Organizations Initiative (FHOI) must meet the requirements described in Section IV (D)(1)(a) below.

### Additional Information

If you are interested in applying for funding under the Fair Housing Initiatives Program (FHIP), please review carefully the General Section of this SuperNOFA, the FHIP Authorizing Statute (Sec. 561 of the Housing and Community Development Act of 1987, as amended) and the FHIP Regulations (24 CFR 125.103-501).

### I. Application Due Date, Further Information, and Technical Assistance

*Application Due Date.* You must submit completed applications for all Initiatives and Components by 12 midnight, Eastern time, on or before May 2, 2001, at HUD Headquarters, at the address shown below.

See the General Section of this SuperNOFA for specific procedures governing the method of application submission (e.g., mailed applications,

express mail, overnight delivery, or hand-carried).

*Address for Submitting Applications.* Your application consists of an original signed application form (SF 424) and all items listed in the Checklist (See Appendix B). Submit your completed application (one original and five copies) to: FHIP SuperNOFA 2001 [Specify the Initiative/Component to which you apply], FHIP/FHAP Support Division, Fair Housing and Equal Opportunity, U.S. Department of Housing and Urban Development 451 Seventh Street SW., Room 5224, Washington, DC 20410.

When you submit your application, please provide the following information at the front top left corner of the mailing envelope: your organization's name, name of contact person, mailing address (including zip code), telephone number (including area code), and fax number. Applicants for more than one Initiative or Component must submit a separate signed original and five copies for each Initiative or Component.

*For Further Information and Technical Assistance.* You may contact Myron P. Newry of the FHIP Division, at 202-708-0800 (this is not a toll-free number). Persons with hearing or speech impairments may contact the Division by calling 1-800-290-1617 (this is a toll-free number).

*Satellite Broadcast.* HUD will hold an information broadcast via satellite for potential applicants to learn more about the program and preparing applications. For more information about the date and time of this broadcast, you should consult the HUD web site <http://www.hud.gov/grants>.

### II. Amounts Allocated

In Fiscal Year 2001, \$24.0 million was appropriated for the Fair Housing Initiatives Program. Approximately \$16.5 million is being made available on a competitive basis to eligible organizations responding to this SuperNOFA. The remaining approximately \$7.5 million has been designated for the National Housing Discrimination Audit 2001.

The amount available for each Initiative or Component and the award cap (the maximum amount of funds that can be awarded for each grant) are allocated as follows:

(A) *Private Enforcement Initiative (PEI).* Approximately \$10.5 million is allocated; award cap is \$250,000; project duration is 12 months.

(B) *Education and Outreach Initiative (EOI).* Approximately \$3.9 million is allocated to the Regional/Local/Community-Based Program; award cap

is \$100,000; project duration is 12 months; applications will be submitted to the following Components:

(1) EOI-General Component.

Approximately \$3.1 million is allocated.

(2) EOI-Disability Component.

Approximately \$800,000 is allocated.

(C) *Fair Housing Organizations*

*Initiative (FHOI).* Approximately \$2.1 million is allocated; project duration is three years. Award caps are as follows:

Year 1: \$350,000; no more than 15 percent of the award may be used by the sponsoring organization for its administrative costs,

Year 2: \$350,000; no more than 15 percent of the award may be used by the sponsoring organization for its administrative costs,

Year 3: \$350,000; no more than 15 percent of the award may be used by the sponsoring organization for its administrative costs.

### III. Program Description; Eligible Applicants; Eligible Activities

*Changes to this year's NOFA.* This year's FHIP NOFA is substantially different from previous years. The project duration for PEI and EOI awards is 12 months, and three years for FHOI. No FY 2001 funds have been allocated to the EOI-National Program. The instances where the Selecting Official may exercise discretionary authority to select applications out of rank order in each Initiative or Component have been revised as well: (a) the funding diversity provision has been eliminated; and (b) the geographic diversity provision, if applied, will be used to ensure that, to the extent possible, awards from each Initiative or Component will be distributed across more states. Changes also have been made in how the applications are rated. For example, up to five points will be awarded to applications where the applicant and proposed activities are located in areas not served by a State or local agency that participates in the Fair Housing Assistance Program (FHAP). In addition, under PEI and FHOI, points will be deducted if organizations that have received FHIP funding to conduct enforcement-related activities have not complied with the program requirements regarding mandatory referrals and reimbursement of the federal government for compensation resulting from FHIP-funded enforcement activity.

*Other Changes.* There is no Application Kit; however, a hard copy of the Housing Counseling and this Program NOFA and necessary forms will be available from the SuperNOFA Information Center at [www.HUD.gov/grants](http://www.HUD.gov/grants). We believe the NOFA more

clearly describes the requirements for completing a successful application; all of the forms and certifications needed to complete your application are included in the General and FHIP Sections of the SuperNOFA. [Additional clarification is provided in Appendix A, Most Frequently Asked Questions]

**Bonus Points:** The SuperNOFA provides for the award of up to two bonus points for eligible activities/projects that the applicant proposes be located in federally designated Empowerment Zones (EZs), Enterprise Communities (ECs), Urban Enhancement Enterprise Communities (EECs), or Strategic Planning Communities and serve the residents of these federally designated areas, and are certified to be consistent with the strategic plan of these federally designated references. (For ease of reference in the SuperNOFA, these federally designated areas are collectively referred to as "EZ/ECs" and residents of these federally designated areas as EZ/EC residents). This NOFA contains a certification which must be completed for the applicant to be considered for EZ/EC bonus points. A list of EZs, ECs, EECs and Strategic Planning Communities is available from the SuperNOFA Information Center, through the HUD web site at <http://www.hud.gov/grants>, and is included in the Appendix to the General Section of the SuperNOFA.

**Court Ordered Consideration.** For any application submitted by the City of Dallas, Texas, for funds under this SuperNOFA for which the City of Dallas is eligible to apply, HUD will consider the extent to which the strategies or plans in the city's application or applications will be used to eradicate the vestiges of racial segregation in the Dallas Housing Authority's low income housing programs. The City of Dallas should address the effect, if any, that vestiges of racial segregation in the Dallas Housing Authority's low income housing programs have on potential participants in the programs covered by this NOFA, and identify proposed actions for remedying those vestiges. HUD may add up to 2 points to the score based on this consideration. This special consideration results from an order to the U.S. District Court for the Northern District of Texas, Dallas, Division. (This Section is limited to applications submitted by the City of Dallas).

**Program Description.** The Fair Housing Initiatives Program (FHIP) assists fair housing activities that increase compliance with the Fair Housing Act (the Act) and with the substantially equivalent fair housing

laws administered by state and local government agencies (FHAP agencies). All activities funded under this NOFA must support the Department's goal to increase its enforcement actions. Applications selected for funding under EOI will support this goal by developing a complaint referral process that should result in referrals to HUD of credible, legitimate fair housing claims and other information regarding discriminatory housing practices. Applications selected for funding under PEI and FHOI must support this goal by complying with the *Mandatory Referral* requirement described in Section IV.

**Activities that are not eligible for funding.** You are reminded to read carefully the eligibility requirements for each Initiative and Component. Although all applications selected for funding under this NOFA must contribute to HUD's enforcement goal, enforcement-related activities are not eligible for funding under EOI and there is a limit on the amount of education-related activities that can be funded in an enforcement grant (PEI or FHOI). No awardee may use FHIP funds to settle a claim, satisfy a judgment, or fulfill a court order in any defensive litigation.

**Underserved Populations.** Immigrant populations (especially racial and ethnic minorities who are not English-speaking) are increasingly responsible for new household formations in the United States, and they often face formidable barriers because of discriminatory housing practices. Congress has recognized that where we live, perhaps more than any other factor, shapes our life prospects and who we become as individuals. It is especially important that fair housing services be directed to these immigrant populations and to the specific types of discrimination they may encounter. All applicants are encouraged to address the fair housing needs of these populations as follows:

**EOI and PEI.** In a tie-breaking situation, applications that list a specific example or examples of the outreach that will be conducted to advise immigrant and other underserved populations, as defined in Section IV, below, of the services offered by the project will be ranked higher than applications that do not. It is not sufficient to merely assert you will conduct outreach to these populations.

**FHOI.** HUD has determined that rural areas and areas with immigrant populations (especially racial and ethnic minorities who are not English speaking) are underserved. HUD has targeted for funding priority those projects which serve rural and immigrant populations that contain

large concentrations of persons protected under the Act where either no public or private fair housing enforcement organization exists or the jurisdiction is not sufficiently served by one or more public or private fair housing enforcement organizations. HUD expects to select one application that covers a rural area (see definition in Section IV (17) below) and one in an area with large concentrations of individuals who fall within one or more categories protected under the Act who are immigrants (especially racial and ethnic minorities who are not English speaking).

**(A) Private Enforcement Initiative (PEI).** This Initiative assists private, tax-exempt fair housing enforcement organizations in the investigation and enforcement of alleged violations of the Fair Housing Act and substantially equivalent State and local fair housing laws. As a condition of funding, you will be required to refer to HUD all cases arising from FHIP-funded enforcement activities (see *Mandatory Referrals*, Section IV below).

**(1) Eligible Applicants.** Eligible applicants are fair housing enforcement organizations (FHOs) with at least one year of experience in complaint intake, complaint investigation, testing for fair housing violations, and meritorious claims in the two years prior to the filing of this application (see, 24 CFR 125.401(b)(2) and qualified fair housing enforcement organizations (QFHOs) with at least two years of enforcement-related experience, as noted above, within the three years prior to filing this application, see 24 CFR 125.103. You must certify, in the Statement of Eligibility that you submit with this application, that your organization is an FHO or a QFHO and document in the Statement of Eligibility that your organization has the required one or two years of enforcement-related experience. If you fail to submit the completed Statement of Eligibility, your application will be declared ineligible. You are required also to submit with your application a copy of your Letter of Determination from the Internal Revenue Service (IRS) in support of your 501(c)(3) tax-exempt status. However, failure to provide this document with your application is a technical deficiency and you will have 14 days to provide the requested information (see Section V of the General Section of the SuperNOFA). If you do not provide the requested tax-exempt documentation within the prescribed timeframe, your application will be declared ineligible. You are not eligible if you are currently receiving PEI General Component funding

awarded to you under a previous NOFA, and, your grant agreement expires after June 30, 2002.

*Eligibility of Successor Organization.* HUD recognizes that QFHOs and FHOs may merge with each other or other organizations. The merger of a QFHO or an FHO with a new organization, that has a separate Employer Identification Number (EIN), does not confer QFHO or FHO status upon the successor. To determine whether the successor organization meets the eligibility requirements for this Initiative, HUD will look at the enforcement-related experience of the successor organization (based upon the successor organization's EIN). The successor organization is not eligible to apply under this Initiative unless it establishes in the Statement of Eligibility that it is a private, tax-exempt organization with the requisite two years for a QFHO or one year experience for an FHO.

(2) *Eligible Activities* include:

(a) Complaint intake of allegations of housing discrimination, testing, evaluating testing results, or providing other investigative and complaint support for administrative and judicial enforcement of fair housing laws;

(b) Investigations of individual complaints and systemic housing discrimination for further enforcement processing by HUD, through testing and other investigative methods;

(c) Mediation or other voluntary resolution of allegations of fair housing discrimination after a complaint has been filed; and

(d) Costs and expenses of litigating fair housing cases, including expert witness fees.

(B) *Education and Outreach Initiative (EOI).* This Initiative assists projects that inform and educate the public about the rights and obligations under the Act and substantially equivalent State and local fair housing laws. Under this Initiative, you must develop a complaint referral process so that activities funded under this Initiative will result in referrals to HUD of credible, legitimate fair housing claims and other information regarding possible discriminatory housing practices. HUD is not soliciting EOI National Program applications under this program NOFA. Applications are solicited for the EOI-Regional/Local/Community-Based Program only—where activities are conducted on a regional/local/community-based level. You may submit your application as a General Component or a Disability Component, depending upon its focus. These Components are explained below.

(1) *Eligible Applicants.* Eligible applicants are QFHOs; FHOs (under this Initiative an FHO need not have

engaged in enforcement-related activity for at least one year, see 24 CFR 125.103); public or private, for-profit or not-for-profit organizations or institutions and other public or private entities that are formulating or carrying out programs to prevent or eliminate discriminatory housing practices (this category includes entities that will be established as a result of receiving an award under this FHIP NOFA); State or local governments or their agencies; and agencies that participate in the Fair Housing Assistance Program (see the list of FHAP agencies at Appendix C). If you are a disability advocacy group or traditional civil rights organization, you are encouraged to apply under this Initiative.

(2) *Eligible Activities.* The following are eligible activities for either Component: conducting educational symposia; distributing existing fair housing materials throughout your project area; providing outreach and information on fair housing through printed and electronic media; and providing outreach to persons with disabilities and/or their support organizations and service housing providers, and the general public regarding the rights of persons with disabilities under the Act. When conducting your outreach activities, we encourage the use of existing, locally or nationally available fair housing materials; except that you may modify those existing materials in languages other than English or Braille.

*Disability Component.* Applications that have a special focus on the fair housing needs of persons with disabilities, so that persons with disabilities, housing providers and the general public better understand the rights and obligations under the Act and more fully appreciate the forms of housing discrimination that persons with disabilities may encounter, should submit their applications to the an EOI-Disability Component. Although the Component has a disability focus, the funded activities must provide education and outreach to all persons protected under the Act.

*General Component.* Applications for all other fair housing education and outreach activities should be submitted to the EOI-General Component.

(C) *Fair Housing Organizations Initiative (FHOI).* This Initiative provides assistance to projects that build the capacity of organizations to become viable fair housing enforcement organizations that conduct fair housing enforcement activities in underserved areas (as defined in Section IV) with large concentrations of persons protected by the Act. This is

accomplished with the assistance of a sponsoring organization. It is the sponsoring organization that submits the application under this Initiative. The sponsored organization whose enforcement capacity is enhanced by funding under this Initiative, will be allowed to participate in this Initiative for three years contingent upon annual performance reviews. Funds are allocated under this NOFA for three years, and may be distributed to the sponsored organization by the sponsoring organization. The sponsoring organization may receive administrative cost as described below. HUD has targeted for funding under this Initiative, projects that will provide fair housing enforcement services to rural areas or to areas with large concentrations of individuals who fall within one or more categories protected under the Act who are immigrants (especially racial and ethnic minorities who are not English speaking).

(1) *Eligible Applicants.* Only the sponsoring organization is eligible to apply under this Initiative. The sponsoring organization must be a qualified fair housing enforcement organization (QFHO) with at least two years of experience in complaint intake, complaint investigation, testing for fair housing violations, and meritorious claims in the three years prior to the filing of this application, as defined at 24 CFR 125.103. You must certify in the Statement of Eligibility that you submit with this application that your organization is a QFHO. If you fail to submit the completed Statement of Eligibility, your application will be declared ineligible. You are also required to submit a copy of your IRS tax-exempt status with your application. However, failure to provide this document with your application is a technical deficiency, and you will have 14 days to provide the requested information (see Section V of the General Section of the SuperNOFA). If you do not provide the requested tax-exempt documentation within the prescribed timeframe, your application will be declared ineligible.

*Eligibility of Successor Organization.* HUD recognizes that a QFHO may merge with one or more organizations. The merger of a QFHO into a new organization, that has a separate Employer Identification Number (EIN), does not confer QFHO status upon the successor organization. To determine whether the successor organization meets the eligibility requirements for this Initiative, HUD will consider the enforcement-related experience of the successor organization (based upon the successor organization's EIN). The

successor organization is not eligible to apply under this Initiative unless it can establish that it is a private, tax-exempt organization with the requisite two years experience of a QFHO.

(2) *Eligible Activities.* The proposed activities must build the enforcement capacity of the sponsored organization so that it can undertake all of the following activities by the conclusion of year three of the grant cycle:

(a) Complaint intake of allegations of housing discrimination, testing, evaluating testing results or providing other investigative and complaint support for administrative and judicial enforcement of fair housing laws;

(b) Investigations of individual complaints and systemic housing discrimination for further enforcement processing by HUD, through testing and other investigative methods;

(c) Mediation or other voluntary resolution of allegations of fair housing discrimination after a complaint has been filed; and

(d) Costs and expenses of litigating fair housing cases, including expert witness fees.

(3) *Administrative Costs for the Sponsoring Organization.* The sponsoring organization may use no more than 15 percent of the annually awarded funds to cover its costs to administer the grant.

#### IV. Program Requirements

(A) *Requirements For All Initiatives.* In addition to the Civil Rights Threshold requirements in Section II(B) of the General Section of this SuperNOFA, you must also meet the following requirements:

(1) All FHIP-funded projects must address housing discrimination based upon race, color, religion, sex, disability, familial status, or national origin.

(2) *Performance Measures and Products.* Your application must demonstrate how your project activities will support HUD goals, identify performance measures/outcomes in support of those goals, and identify current (baseline) conditions and target levels of the performance measures that you plan to achieve. Your application also must contain a strategy for generating project products, with related timelines and milestones. If selected for funding, your final performance measures and products will be negotiated between you and HUD as part of your executed grant agreement.

(3) *Reports and Meetings on Performance Measures and Products.* You are required to report quarterly on the status of project products against your approved milestones and timelines

and meet at least semi-annually with HUD to ensure that project activities satisfy grant requirements. In your final grant report, you must describe the status of performance measures in a spreadsheet format or other manner specified by the Department.

(4) *Single Award Limitation/Preference Must Be Stated.* You may submit applications under all Initiatives and Components but you will receive only one grant with the exception that successful FHOI applicants may receive a grant award under one of the other Initiatives. If you submit more than one application for funding, you must clearly state your preference in two places in each application you submit: (i) The Transmittal Letter and (ii) the Cover Page. If you are selected for funding in more than one Initiative or Component, the Selecting Official may honor your preference if it is in the best interests of the Program. Failure to submit your preference at the time of application will be treated as a technical deficiency, which may be corrected as noted in Section V of the General Section of this SuperNOFA.

(5) *Independence of Awards.* HUD will review each application separately and without reference to other applications submitted by you or others. Although there is no limit on the number of applications that you may submit, applications must be independent and capable of being implemented without reliance on the selection of other applications submitted by you or other applicants.

(6) *Project Starting Period.* For planning purposes, assume a start date no later than September 30, 2001.

(7) *Page Limitation and Formatting Requirements.* The narrative response for each of the five Factors for Award is limited to ten pages per factor (this page limit does not include attachments or documents, which also should be numbered, that are required under each factor). Narrative pages exceeding the ten-page limit, including unrequested items, such as brochures and news articles, will not be considered. The text must be double-spaced, and pages must be numbered consecutively (from the beginning of the Factor 1 narrative to the end of the Factor 5 narrative). Please use Courier 12 as the typeface or font for your narrative responses. You should respond fully to each factor. Failure to provide narrative responses to all factors and omitting requested information will result in full points not being allocated under the Factors for Award, which may significantly affect your overall score.

(8) *Training Funds.* All projects, except for FHOI, are 12-month projects. Your proposed budget must set-aside

funds to participate in HUD-sponsored or approved training (\$3,000 for EOI and PEI; and \$6,000 annually for FHOI). Requests to attend HUD-approved training must be submitted to the Governmental Technical Representative (GTR) for approval in advance of the requested training.

(9) *Payment Contingent on Completion.* Payments are contingent on the satisfactory completion of your project activities and products as reflected in your grant or cooperative agreement.

(10) *Accessibility Requirements.* All activities and materials funded by this Program must be accessible to persons with disabilities (24 CFR 8.4, 8.6, and 8.54).

(11) *Copyright Materials.* You may copyright any work that is eligible for copyright protection; however, HUD reserves the right to reproduce, publish, or otherwise use your work for Federal purposes, and to authorize others to do so as outlined in 24 CFR 84.36.

(12) *Complaints Against Grantees.* Complaints from the public against FHIP grantees should be forwarded to the Fair Housing and Equal Opportunity (FHEO) Hub Director in the region where the project is located (see Appendix C for list of FHEO Hub Directors). If, after notice and consideration of relevant information, HUD concludes that there has been inappropriate conduct, such as a violation of FHIP program requirements, grant, or cooperative agreement terms or conditions or any other applicable statute, regulation or other requirement, HUD will take appropriate action in accordance with 24 CFR 84.62. Such action may include: written reprimand; consideration of past performance in ranking future FHIP applications; reimbursement to HUD of the funds received under the grant; or temporary or permanent denial of participation in the FHIP in accordance with 24 CFR part 24.

(13) *Avoiding Double Payments.* If you are awarded funds under this SuperNOFA, you (and any subcontractor or consultant) may not charge or claim credit for the activities performed under this project to any other Federal project.

(14) *Ineligible Applications.* Your application will be declared ineligible for any of the following reasons:

(a) *General Section Requirements and Procedures.* If you do not meet the Civil Rights Threshold Requirements set forth in Section II (B) of the General Section of this SuperNOFA.

(b) *Debarment and Suspension.* If you are presently debarred, suspended, proposed for debarment, declared

ineligible, or voluntarily excluded from covered transactions by any Federal debarment or agency.

(c) *Award Caps.* If you request funding in excess of the maximum allowed under the Initiative or Component for which you are applying. Any amount over the award cap, even if less than one dollar, will be considered excessive. In addition, inconsistencies in the amount requested and/or miscalculations that result in amounts over the award caps will be considered excessive.

(d) *Research Activities.* If your project is aimed solely and primarily at research, including but not limited to surveys or questionnaires.

(e) *Statement of Eligibility.* Your application will be declared ineligible if you fail to submit the completed Statement of Eligibility with your application.

(f) *Ineligible PEI and FHOI Applicants.* (i) If you are not a private, tax-exempt organization. You must submit a copy of the Letter of Determination from the Internal Revenue Service declaring your 501(c)(3) tax-exempt status as a tax-exempt organization, with your application. This documentation should be readable and included as an attachment to your Statement of Eligibility. Failure to submit this documentation with your application will be treated as a technical deficiency, which may be corrected as noted in Section V of the General Section of this SuperNOFA. (ii) If you do not conduct a broad-based and full-service enforcement project that addresses discrimination against all persons protected by the Fair Housing Act on the basis of race, color, religion, sex, disability, familial status, or national origin. (iii) If you are currently receiving PEI General Component funding awarded to you under a previous NOFA, and, your grant agreement expires after June 30, 2002.

(15) *Ineligible Activities.*

(a) *Fair Housing and Free Speech.* None of the amounts made available under this NOFA may be used to investigate or prosecute under the Act any activity engaged in by one or more persons, including the filing or maintaining of a non-frivolous legal action, that is protected by the First Amendment to the U.S. Constitution. This includes activities engaged in for the purpose of achieving or preventing action by a government official or entity.

(b) *Suits against the United States.* No recipient of assistance under this Program may use any funds provided by HUD for the payment of expenses in

connection with litigation against the United States (24 CFR 125.104(f)).

(c) *Other Litigation.* No recipient of assistance under this Program may use any funds provided by HUD to settle a claim, satisfy a judgment, or fulfill a court order in any defensive litigation.

(16) *Key Personnel.* If your organization is selected for award, you must certify to HUD whether any key personnel have been convicted of a felony or crime involving fraud or perjury. In advising HUD, you must describe the type of conviction, the date entered and the penalty received and submit a copy of the report from the police or court documenting the conviction. Depending upon the facts, HUD may place special conditions upon the grant.

(17) *Definitions.* The definitions that apply to this FHIP section of the SuperNOFA are as follows:

*Broad-based proposals* are not limited to a single fair housing issue; instead, they cover multiple issues related to housing discrimination covered under the Act, such as: rental, sales and financing of housing. (See also Full Service Projects below).

*Disability advocacy groups* mean organizations that traditionally have provided for the civil rights of persons with disabilities. This would include organizations such as Independent Living Centers, and cross-disability legal services groups. Organizations must be experienced in providing services to persons with a broad range of disabilities, including physical, cognitive, and psychiatric/mental disabilities. Organizations must demonstrate actual involvement of persons with disabilities throughout their activities, including on staff and board levels.

*Enforcement actions* include investigations and charges issued under the Act, settlements with relief equivalent to, or greater than, what HUD would seek had a charge been issued; settlements with relief for a broad class of victims; referrals to the Department of Justice (DOJ), where it has legal authority to take further action: zoning and land use cases [42 U.S.C. 3614(b)]; pattern and practice cases (42 U.S.C. 3614(a)); requests for prompt judicial action; [42 U.S.C. 3610(e)]; and allegations of criminal violations of the Act (42 U.S.C. 3631).

*Enforcement proposals* are potential complaints under the Act that are timely, jurisdictional, and well-developed, that could reasonably be expected to become enforcement actions if an impartial investigation finds evidence supporting the allegations and

the cases proceeded to a resolution with HUD involvement.

*Fair Housing Assistance Program (FHAP) Agencies* mean State and local government agencies that administer laws substantially equivalent to the Act, as described in 24 CFR part 115.

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

*Full-service projects* must include the following enforcement-related activities in your project application: interviewing potential victims of discrimination; analyzing housing-related issues; taking in complaints; testing; evaluating testing results; conducting preliminary investigations; conducting mediation; enforcing meritorious claims through litigation or referral to administrative enforcement agencies; and disseminating information about fair housing laws.

*Meritorious claims* mean enforcement activities by an organization as defined in 24 CFR 125.103.

*Operating budget* means your organization's total planned budget expenditures from all sources, including the value of in-kind and monetary contributions, in the period for which funding is requested.

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

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

*Rural Areas*, according to the Rural Housing and Economic Development Program of Community Planning and Development (CPD), may be defined in one of five ways:

(i) A place having fewer than 2,500 inhabitants (within or outside of metropolitan areas).

(ii) A county with no urban population (i.e., city) or 20,000 inhabitants or more; territory, persons and housing units in the rural portions of "extended cities."

(iii) The rural portions of extended cities in the United States as identified by the U.S. Census Bureau.

(iv) Open country which is not part of or associated with an urban area. The United States Department of Agriculture (USDA) describes open country as a site separated by open space from any adjacent densely populated urban area. Open space includes undeveloped land, agricultural land, or sparsely settled areas, but does not include physical barriers (such as rivers or canals) public parks, commercial and industrial developments, small areas reserved for

recreational purposes, and open space set aside for future development.

(v) Any place with a population not in excess of 20,000 and that is not located in a Metropolitan Statistical Area.”

*Traditional Civil Rights Organizations* mean non-profit organizations or institutions and/or private entities with a history and primary mission of securing Federal civil rights protection for groups and individuals protected under the Act or substantially equivalent State or local laws and that are engaged in programs to prevent or eliminate discriminatory housing practices.

*Underserved Areas* mean jurisdictions that contain large concentrations of persons protected under the Act and where either no public or private fair housing enforcement organizations exist or the jurisdiction is not sufficiently served by one or more public or private enforcement fair housing organizations.

*Underserved Populations* mean individuals who fall within one or more of the categories protected under the Act and who are also: (1) Of an immigrant population (especially racial and ethnic minorities who are not English-speaking), (2) in rural populations, (3) among the homeless, and (4) among persons with disabilities who can be historically documented to have been subject to discriminatory practices not having been the focus of Federal, State or local fair housing enforcement efforts.

(B) *Additional Requirements For Private Enforcement Initiative (PEI) and Fair Housing Organizations Initiative (FHOI).*

(1) *Mandatory Referrals.* You must refer to HUD all cases arising from FHIP-funded enforcement activities. In all FHIP-funded cases where you find a basis for filing a complaint on behalf of a bona fide complainant other than your organization, you must file the complaint with HUD unless the complainant refuses, in writing, to do so. In addition to filing with HUD, a bona fide complainant may file in Federal or State Court.

(2) *Outreach Expenses.* The funds awarded for enforcement grants may be used for outreach and education activities (outreach activities) in order to promote awareness of your project’s services, as follows: under FHOI, you may designate up to 10 percent of the requested funds for outreach activities; under PEI, you may designate up to 5 percent of the requested funds for outreach activities.

(3) *Tester Requirements.* Testers in your FHIP-funded testing activities must not have prior felony convictions or convictions of crimes involving fraud or

perjury. All testers must receive training acceptable to HUD or be experienced in testing procedures and techniques.

Testers and the organizations conducting tests, and the employees and agents of these organizations may not:

(a) Have an economic interest in the outcome of the test; however, testers retain their right to recover damages as provided by law;

(b) Be a relative related by adoption, blood, or marriage of any party in a case;

(c) Have had any employment or other affiliation, within the past year, with the person or organization to be tested; or

(d) Be a licensed competitor of the person or organization to be tested in the listing, rental, sale, or financing of real estate.

(4) *Review and Approval of Testing Methodology.* If your Statement of Work (SOW) proposes testing, other than rental testing, prior to your carrying out the testing activities, HUD reserves the right to require, as a product under the SOW, copies of the following documents to be reviewed and approved by HUD prior to your carrying out the testing activities:

(a) The testing methodology to be used, and

(b) The training materials to be provided to testers.

The testing methodology and training materials that you submit to HUD for review and approval are for enforcement purposes and will remain confidential.

(5) *Conflict of Interest and Use of Settlement Funds Certifications.*

(a) You must certify that you will not solicit funds from or seek to provide fair housing educational or other services or products for compensation either directly or indirectly to any person or organization that has been the subject of FHIP-funded testing by your organization during the 12 month period following the test. This does not preclude providing training or technical assistance that is court ordered or contained in a negotiated settlement. HUD reserves the right to negotiate with awardees additional provisions addressing potential conflicts of interest.

(b) You must reimburse the United States for FHIP-funded activities whenever you receive funds as the result of enforcement activities funded in whole or in part by the FHIP program, including testing. You must provide information about reimbursements and/or potential reimbursements in a report that you submit to HUD (see Reports below). To accomplish this, you must reimburse the United States for the FHIP-funded activities in accordance with procedures set forth in your grant or cooperative

agreement. This reimbursement requirement does not apply to compensation received as a result of a judgment in State or Federal court. For example:

FHIP grant \$15,000 (\$10,000 which is for testing: 20 tests @ \$500 each). One test results in a \$15,000 conciliation. Additional expenses paid from non-FHIP funds: \$100.	
Amount of reimbursement to United States:	\$400.00
= \$500 (Amt. of FHIP funds to conciliate)	.....
– \$100 (Deduct non-FHIP funds used)	.....
Subtotal \$400	.....

(6) *Reports.* You must provide reports in a format (which may be computer-generated), at a frequency and with contents specified by HUD. At a minimum, the report must include the number and basis of claims/complaints filed with HUD, a FHAP agency, or in Federal/State court and the number and terms of settlements or other outcomes achieved. In the event HUD does not prescribe a format or frequency, you will provide a narrative report within 90 days after all grant activities have ended. You do not have to produce the terms of settlements that a court or other tribunal orders be kept confidential. You will also be required to provide status reports on case referrals you have made to HUD or a FHAP agency. These reports are for enforcement purposes and will remain confidential.

(7) *Enforcement Log.* You are required to record information about the funded project in a case tracking log (or Fair Housing Enforcement Log) in a format prescribed by HUD. Such information must include: the number of complaints of possible discrimination you have received; the protected basis of these 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; the entity to which the case was referred; and the resolution and type of relief sought and received. You must agree to make this log available to HUD. This log will be considered confidential for enforcement purposes.

(C) *Additional Requirements For Education and Outreach Initiative. Complaint Referral Process:* You must develop a process for referring complaints to HUD. HUD expects this complaint referral process will result in an increased number of referrals to HUD of credible, legitimate fair housing



claims and other information regarding discriminatory practices.

(D) *Additional Requirements For Fair Housing Organizations Initiative.* Sponsored organization's viability and fair housing enforcement capacity. Over the duration of the grant, the sponsored organization must demonstrate its capacity to become a viable, fair housing enforcement organization that conducts fair housing-related enforcement activities and leverages non-FHIP resources. These are the performance measures that, if not met, may result in termination of the grant, and your description for achieving these measures will be considered when evaluating your application. We will look for this description in your response to Rating Factor 3: Soundness of Approach. Specifically:

(a) Fair Housing-related enforcement activities. The sponsored organization must conduct all of these enforcement-related activities by the conclusion of year 3 of the grant: complaint intake, complaint investigation, testing for fair housing violations, and meritorious claims. Your application must identify which activities the sponsored organization will conduct at the end of the grant year 1, 2 and 3. Your performance measures will be based upon this description, and failure to meet them may result in termination of the grant.

(b) Organizational resources. The sponsored organization must not rely exclusively on FHIP funding. At the conclusion of each grant year, the sponsored organization must show increasing support from sources other than what is awarded under this program. Specifically, at the conclusion of year 1, no less than 5% of the funds supporting the sponsored organization's fair housing enforcement-related activities must be funded from non-FHIP funds; at the conclusion of year 2, no less than 10% of the funds supporting the sponsored organization's fair housing enforcement-related activities must be from non-FHIP funds; and at the conclusion of year 3, no less than 20% of the funds supporting the sponsored organization's fair housing enforcement-related activities must be from non-FHIP funds. Your application must state how you will meet these requirements. Your performance measures will be based upon these requirements, and failure to meet them may result in termination of the grant.

## V. Application Selection Process

(A) *Rating and Ranking.* Your application for funding will be evaluated competitively against all other

applications submitted under one of the following Initiatives or Components:

- (1) Private Enforcement Initiative (PEI)
- (2) Education and Outreach Initiative (EOI)-Regional/Local/Community-Based Program:
  - a. General Component (EOI-GC)
  - b. Disability Component (EOI-DC)
- (3) Fair Housing Organizations Initiative (FHOI)

All eligible applications will be reviewed and points awarded based upon: (1) your narrative responses to the Factors for Award and (2) bonus points, if entitled. The maximum number of points to be awarded for the Factors for Award is 100. This SuperNOFA provides for the award of up to two bonus points for eligible activities/projects located in EZ/EC areas, if applicable. In addition, for applications submitted by the City of Dallas, Texas, HUD may add up to 2 more points to the score based on a special consideration from a court order as described in Section III of the General Section of this SuperNOFA. Applications with a score of seventy (70) points (bonus points are included in this score) or more will be considered of sufficient quality for funding. The Selecting Official will not select for award any application with a score below seventy (70) points. Generally, applications of sufficient quality for funding will be selected in rank order under each Initiative or Component. HUD reserves the right to select applicants out of rank order to achieve greater geographic distribution of awards under each Initiative or Component, as described in Section V (C) below. Selections under each Initiative or Component will continue to be made until either all allocated funds have been obligated or until no applications of sufficient quality remain.

(B) *Tie Breaking. PEI and EOI-General Component.* When two or more applications have the same score, HUD will rank as higher the application that lists one or more examples of the outreach it will engage in to advise immigrant (especially racial and ethnic minorities who are not English-speaking) and other underserved populations, as defined in Section IV of this NOFA, of the services offered by the project. If applying this procedure does not break the tie, the application with the higher score under Rating Factor 3: Soundness of Approach will be ranked higher. If Rating Factor 3 does not break the tie, the application with the higher score under Rating Factor 1: Capacity of the Applicant and Relevant Organizational Experience will be ranked higher. If Rating Factor 1 does

not break the tie, the application requesting the lower FHIP funding will be ranked higher.

*FHOI.* When two or more applications have the same overall score, the application with the higher score under Rating Factor 3: Soundness of Approach will be ranked higher. If this does not break the tie, the application with the higher score under Rating Factor 1: Capacity of the Applicant and Relevant Organizational Experience will be ranked higher. If this does not break the tie, the application requesting the lower FHIP funding will be ranked higher.

(C) *Achieving Geographic Diversity of Awards.* HUD reserves the right to select applications out of rank order to ensure that, to the extent possible, applications from more states for each Initiative or Component are selected for funding. If the Selecting Official exercises this discretion, it shall be applied to all qualified applications (applications of sufficient quality for funding "applications that received a score of 70 or more points) in each Initiative or Component in which the Selecting Official applies geographic diversity. The geographic diversity provision will be applied as follows: when there are two or more applications of sufficient quality from the same state, the application(s) with the lower score(s) will be moved to the end of the qualified applicant queue. The applications moved to the end of the qualified applicant queue will retain their rank order.

(D) *Factors for Award Used to Evaluate and Rate All Applications.* The factors for rating and ranking applications and the maximum points for each factor are provided below. Failure to provide the required information under the appropriate Factor will result in a lower score for that Factor—for example, information in the Project Abstract, although useful for developing a project synopsis, is not considered in the evaluation of applications.

Please respond fully to each Factor for Award and, when directed, identify other sources in support of your response. The Factors for Award are set out as follows:

*In general.* This section applies to all applicants. Your responses to this and the In Addition section below must not exceed 10 pages per factor.

*In addition.* This section identifies issues to which you must respond, if required, by the particular Initiative or Component for which you are applying.

*Attachments.* Where certain forms or documents are required for the Initiative or Component under which you are applying, these attachments, will not be

counted toward the 10-page limit on narrative responses for each factor.

**Rating Factor 1: Capacity of Applicant and Relevant Organizational Experience (20 Points)**

You must describe staff expertise and your organization's ability to complete the proposed activities within the grant period. You must also provide performance assessments conducted by your funding sources, including HUD, that have been done of your organization's performance of these activities. This performance assessment must be signed by or attached to a transmittal signed by the authorized representative of the funding source(s).

*In General.* HUD recognizes that, in carrying out the proposed activities, you may have persons already on staff, plan to hire additional staff, or rely on subcontractors or consultants to perform specific tasks.

(a) (10 Points) *Number and expertise of staff (this includes subcontractors and consultants).* You must show that you have sufficient, qualified staff who will be available to complete the proposed activities. Provide the following information for all staff assigned to or hired for this project, not just key personnel (those persons identified in attachments to Rating Factor 3: Soundness of Approach):

(i) Identify, by name and/or title, all persons that will be assigned to the project. You must describe the knowledge and experience of the proposed overall project director and day-to-day program manager in planning and managing large and complex interdisciplinary programs. Indicate the percentage of time that key personnel will devote to your project. To receive maximum points, your day-to-day program manager must devote a minimum of 75% of his/her time to the project. You may demonstrate capacity by thoroughly describing your prior experience in fair housing. You should indicate how this prior experience will be used in carrying out your proposed activities. Your application must clearly identify those persons that are on staff at the time this application is filed, and those persons who will be assigned at a later date; describe each person's duties and responsibilities and their expertise (including years of experience) to perform project tasks; indicate whether the staff person is assigned to work full-time or part-time (if part-time, indicate the percentage of time each person is assigned to the project).

(ii) Attach resumes for all key personnel.

(iii) Describe the qualifications to be considered in the selection of staff who will be assigned or hired at a later date,

when you expect they will begin working on the project (for example, 30 days from the execution of the grant or cooperative agreement), and how project activities will be carried out until then.

(iv) Describe the racial/ethnic diversity of project staff and the applicant's governing board. If there is no diversity, please explain.

(b) (5 Points) *Organizational experience.* In responding to this subfactor, you must show that your organization has either: (i) conducted a past project or past projects identical or similar in scope and complexity to the project proposed in this application (whether FHIP-funded or not), or (ii) engaged in activities that, although not identical or similar, are readily transferable to the proposed project. Experience will be judged in terms of recent, relevant and successful experience of your staff to undertake eligible activities. In rating this factor, HUD will consider experience within the last 5 years to be recent, experience pertaining to the specific activities to be relevant, and experience producing specific accomplishments to be successful. The more recent the experience and the more experience your own staff members who work on the project have in successfully conducting and completing similar activities, the greater the number of points you will receive for this rating factor. If the applicant organization has not engaged in projects similar to the scope and activities proposed in the application, two (2) points will be deducted.

*In addition.* If you are applying for funding under PEI or FHOI, provide the following information when responding to this subfactor:

(i) Respond completely to all questions in the Statement of Eligibility. For PEI, you must clearly state whether you are a QFHO or an FHO. The requested information must establish that your organization has engaged in each of the enforcement-related activities, for at least one year (if you are an FHO) or two years (if you are a QFHO). For FHOI, you must be a QFHO.

(ii) Describe the procedure you will use to ensure that testers comply with the requirements in Section IV (B) (4) of this program NOFA.

(iii) If you propose to conduct testing other than rental or accessibility testing, document that, at a minimum, you have conducted successful rental or accessibility testing. Provide a general description of when and where the tests occurred, the entities tested, and the overall results of the tests, including complaints filed and the settlements or remedies secured.

FHOI. Provide a statement of organizational capacity and experience of the sponsored organization.

*In general.*

(c) (5 Points) *Performance on past project(s).* You must describe your organization's past performance record in the projects you cite in the preceding sub-factor in support of your capacity and expertise to perform the project for which you are seeking funding under this NOFA. Include a description of the purpose of the past project and what was accomplished. Attach a copy of the funding entity's performance assessment/review of this project, whether FHIP-funded or not. If the past project was HUD-funded, include a copy of the most recent SF 269A, Financial Status Report.

—Indicate if complaints were filed with HUD or a FHAP agency, the number of complaints that were filed [unless you received a prior PEI or FHOI FHIP award (see (a)(i) below), this number will not be considered when evaluating this response] and provide a status report on the cases filed.

*In addition.*

(a) If you have received an FHOI or a PEI award under the FY 1998, 1999 or 2000 FHIP NOFA, you must:

(i) discuss your compliance with the mandatory referral requirement of all cases arising from FHIP-funded activities requirement, as described in those NOFAs. Three (3) points will be deducted for this subfactor if you have not complied with the requirement.

(ii) discuss your compliance with the requirement to reimburse the Federal government for compensation received from FHIP-funded enforcement activities. If you have not reimbursed the Federal government for such compensation, explain why you have not. Also, state whether you reported to HUD any likely compensation that may result in such reimbursement. One (1) point will be deducted for this sub-factor if you have not complied with the requirement.

*Attachments.* All applicants must submit: Statement of Eligibility; resumes of all key personnel; for those who have received funding for other projects, a copy of the most recent performance assessment from the funding source, if it was a HUD funded project, the most recent SF 269. In addition, FHOI, and PEI applicants must submit the Internal Revenue Service's, Letter of Determination declaring your 501(c)(3) status as a tax exempt organization.

**Rating Factor 2: Need/Distress/Extent of the Problem (20 Points)**

(a) (15 Points) *Documentation of Need.* You must describe the fair

housing need, its urgency and how your project is responsive to that need. To justify the need for your project, you must describe the following:

(1) The fair housing need, including:  
 (a) Geographic area to be served;  
 (b) Populations protected by the Act that will be served—your project must serve all persons protected by the Act; and

(c) The presence of housing discrimination, segregation and/or other indices of discrimination in the project area based upon race, color, religion, sex, national origin, familial status, or disability and submit data and studies that support this indication.

(2) The urgency of the identified need. For example:

(a) The consequences to persons protected by the Act if your application is not selected for funding;

(b) Whether other fair housing public or private agencies or organizations provide the services identified in your application;

(3) Other sources that support the need and urgency for this project. For example, use reports, statistics, and other data sources that are sound and reliable, including but not limited to, HUD or other Federal, state or local government reports analyses, relevant economic and/or demographic data, including those that show segregation, foundation reports and studies, news articles, and other information that relate to the identified need. Chapter V of the *Fair Housing Planning Guide, Vol. 1* has other suggestions for supporting documentation. You may access the Guide from the HUD web at "www.hud.gov." If the proposed activity is not covered under the scope of the Consolidated Plan and Analysis of Impediments to Fair Housing Choice (AI), you should so indicate, and use other sound data sources to identify the level of need and the urgency in meeting the need. If your application addresses needs that are identified in the AI, you will receive more points than applicants that do not relate their program to the identified needs. For you to receive maximum points for this factor, there must be a direct relationship between your proposed activities, community needs, and the purpose of the program funding.

To the extent possible, the data you use should be specific to the area where the proposed activity will be carried out. You should document needs as they apply to the area where activities will be targeted, rather than the entire locality or state. If the data presented does not specifically represent your target area, you should discuss why the target areas were proposed.

(4) The link between the need and your proposed activities:

(a) how the proposed activities augment or improve upon on-going efforts by public and private agencies, organizations and institutions in the target area, and/or why, in light of other on-going efforts, the additional funding you are requesting is necessary.

In addition, with respect to (a) Documentation of Need, the following apply to specific FHIP Initiatives or Components:

*EOI-Disability Component.* Your project must serve all persons protected by the Act. However, your project may, in addition, focus on the need to inform persons with disabilities, housing providers and the public about the rights and obligations under the Act so that these persons more fully appreciate the forms of housing discrimination that those with disabilities may encounter.

*PEI and EOI-General Component.* If you intend to conduct outreach and inform immigrant (especially racial and ethnic minorities who are not English-speaking) and other underserved populations of the services being offered by the project, please identify the underserved population and list one or more examples of the outreach you will conduct.

*FHOI.* HUD has targeted for funding under this Initiative, projects that will provide fair housing enforcement services to rural areas or to areas with large concentrations of individuals who fall within one or more categories protected under the Act who are immigrants (especially racial and ethnic minorities who are not English-speaking). Although HUD has targeted these areas, you are still required to justify the need for the sponsored organization by: (i) Demonstrating the presence of housing discrimination, segregation and/or other indices of discrimination in the project area based upon race, color, religion, sex, national origin, familial status, or disability and submit data and studies that support your claim; and (ii) explain why the project area is underserved and why the proposed sponsored organization is needed.

(b) (5 Points) *Underserved Areas.* Up to five points will be awarded when the applicant and project area are not served by a State or local FHAP agency. In instances where the applicant is located in an area not served by a FHAP agency but the project activities are conducted in various geographic areas, some that are not served by a State or local FHAP agency, points will be awarded as follows:

5 points will be awarded if more than 80% of the activities are conducted in

areas not served by a State or local FHAP agency.

4 points will be awarded if more than 60% but less than 80% of the activities are conducted in areas not served by a State or local FHAP agency.

3 points will be awarded if more than 40% but less than 60% of the activities are conducted in areas not served by a State or local FHAP agency.

2 points will be awarded if more than 20% but less than 40% of the activities are conducted in areas not served by a State or local FHAP agency.

1 point will be awarded if less than 20% of the activities are conducted in areas not served by a State or local FHAP agency.

You must indicate whether (a) you are located in an area that is served by a State or local FHAP agency (see Appendix C for a list of FHAP agencies); (b) the activities you propose will be conducted in a project areas served by a State or local FHAP agency; and (c) explain why the project area is underserved and/or why the proposed organization or activity is needed.

*Attachments.* None required.

### Rating Factor 3: Soundness of Approach (40 Points)

You must describe your project in detail, demonstrate how your project activities will support HUD goals, propose suggested performance measures/outcomes in support of these goals, and identify current baseline conditions and target levels of the performance measures that you plan to achieve. Also attach a Statement of Work (SOW) and budget. Your proposed activities must support HUD's goal to substantially increase the number of enforcement actions.

(5 Points) *Describe Project.* Describe in broad terms the design and objectives of your project and your plan for accomplishing those objectives. Please discuss the following:

(i) Project purpose.

(ii) Persons to be served.

(iii) Geographic area to be served.

(iv) Proposed activities and who will conduct these activities, you or a subcontractor(s) or consultant(s).

(v) The methodology you will use to carryout these activities and tasks.

*Information Requirements.* Your application must include a description of the enforcement proposals to be referred to HUD to increase enforcement actions. Your description must explain the information you intend to collect and analyze, the type of complaints you anticipate referring to HUD for enforcement purposes, and describe the procedure you will implement for referring such complaints. If you

propose a testing program, you must explain how you plan to structure the tests, train investigators, conduct investigations, etc. This description should make clear the safeguards to be used to ensure that complaints referred to HUD for enforcement action are fully jurisdictional under the Act and supported by credible and legitimate evidence that the Act has been violated. Describe the procedures you will put in place to ensure that referrals of all complaints are sent to HUD. Failure to provide this description will result in reduced points for this subfactor.

*In addition.* If you apply under the:

*EOI.* Enforcement-related activities are not eligible for funding. Describe how activities or final products can be used by other organizations and agencies.

*PEI/FHOI.* You may conduct limited outreach activities (5% for PEI and 10% for FHOI), as described in Section IV (B) (2). This must be reflected clearly in your SOW and Budget. In general.

(b) (5 Points) *Describe Budget and Financial Controls.* HUD will also assess the soundness of your approach by evaluating the quality, thoroughness, and reasonableness of the budget and financial controls of your organization, including information on your proposed program cost categories. As part of your response, you must prepare a budget that: (1) Is reasonable and cost-effective in achieving the goals identified in your proposed SOW; (2) relates tasks in the SOW to the proposed budget costs; (3) is cost-effective in achieving its anticipated results, as well as in achieving significant impact on fair housing; and (4) documents and justifies all cost categories in accordance with the cost categories indicated in the Budget Narrative Workplan that is discussed in more detail in (a) through (k) below:

Management of project over grant period.

*Cost Effectiveness of Program.* Discuss and provide supportive facts concerning the extent to which your proposed program is cost effective in achieving the anticipated results of the proposed activities. Also, indicate how the proposed project will achieve a significant impact on the community.

*Financial Management Capacity.* Identify and provide documentation to support your organization's financial management system. In addition, provide documentation about your capabilities in handling financial resources and maintenance of an adequate accounting and internal control procedures.

*FHOI.* Provide a statement of transfer of programmatic and management

responsibilities from the sponsoring to sponsored organization by the end of grant year 3.

(c) (5 Points) *Describe Support of HUD Goals.* In addition. If you are applying under the:

*EOI.* Describe the elements of the complaint referral process you will develop as a task under this grant. Explain how the process will result in an increased number of referrals to HUD of credible, legitimate fair housing claims and other information regarding discriminatory practices.

*FHOI.* Over the course of the grant, the sponsored organization must conduct fair housing-related enforcement activities and leverage non-FHIP resources. These are the performance measures that, if not met, may result in termination of the grant, and your description for achieving these measures will be considered when evaluating your application. Specify:

1. *Fair Housing related enforcement activity.* The sponsored organization must conduct all of these enforcement related activities by the conclusion of year 3 of the grant: complaint intake, complaint investigation, testing for fair housing violations, and meritorious claims. Your application must identify which activities the sponsored organization will conduct at the end of the grant year 1, 2 and 3. Your performance measures will be based upon this description, and failure to meet them may result in termination of the grant.

2. *Organizational resources.* The sponsored organization must not rely exclusively on FHIP funding. Your application must show that at the conclusion of each grant year, the sponsored organization is leveraging non-FHIP resources. Specifically, at the conclusion of year 1, no less than 5% of the funds supporting the sponsored organization's fair housing enforcement-related activities must be from non-FHIP funds; year 2, no less than 10% of the funds supporting the sponsored organization's fair housing enforcement related activities must be from non-FHIP funds.

*PEI/FHOI.* Describe a procedure to ensure that referrals of all complaints are made as required by this NOFA. Your description should include safeguards to ensure that referred complaints are fully jurisdictional under the Act and supported by credible and legitimate evidence that the Act has been violated.

(d) (5 Points) *Proposed Performance Measures and Products.* Identify and discuss the specific methods and measures you will use (in addition to HUD reporting requirements) to

measure progress, evaluate program effectiveness, and identify program changes necessary to improve performance. Describe how you will obtain, document and report the information. The more descriptive and illustrative your plan is for documenting and providing this information, the greater the number of points you will receive. You should: identify current (baseline) conditions and set appropriate target levels and milestones with timelines for such performance measures and proposed products. FHIP funded projects must address housing discrimination based upon race, color, religion, sex, disability, familial status, or national origin.

Attachments.

(e) (10 Points) *Proposed Statement of Work (SOW), and Financial Management and Audits Information.*

The Statement of Work and budget are attachments that will not count toward the 10-page limit on the narrative response to this factor. However, points will be assigned based on the quality and accuracy of the SOW and budget.

*Statement of Work—*Submit a proposed SOW that comprehensively outlines in chronological order the administrative and program activities and tasks to be performed during the grant period. Your outline should identify all activities and tasks to be performed and by whom (i.e., you or a sub-contractor), and the products that will be provided to HUD and when. The tasks identified in the SOW should be related to the proposed budget costs reflected in the budget.

(f) (10 Points) The Budget Form and the Budget Information—Non-Construction Programs SF-424A, must show the total cost of the project and indicate other sources of funds that will be used for the project. While the costs are based only on estimates, the budget narrative work plan must include information such as quotes obtained from various vendors, or you may rely on historical data. Applicants must round all budget items to the nearest dollar.

A written budget narrative must accompany the proposed budget. It must explain and attach back-up documentation for each cost category. Generally, estimated costs for high-cost items or subcontractors/consultants should be supported by bids from at least three (3) sources. Where there are travel costs for subcontractors/consultants, you must show that local subcontractors/consultants are not available and that the combined travel costs (per diem rates should be consistent with Federal Travel Regulations) and rates and fees of the

out-of-town subcontractors/consultants do not exceed the rates and fees charged by local subcontractors and consultants.

(a) *Direct Labor—by position or individual*, specify the estimated hours per position, the rate per hour, estimated cost per staff position and the total estimated direct labor costs;

(b) *Fringe Benefits—by staff position*, identify the rate, the salary base on which the rate was computed, estimate the cost per position, and the total estimated fringe benefits cost;

(c) *Material Costs—indicate the item*, unit costs per item, the number of items to be purchased, estimated cost per item, and the total estimated material costs;

(d) *Transportation Costs—where use of a local private vehicle is proposed*, costs must indicate the proposed number of miles (travel costs should be consistent with Federal Travel Regulations), rate per mile of travel identified by item, and estimated total private vehicle costs. Where air transportation is proposed, costs should identify the destination(s), number of trips per destination, estimated air fare and total estimated air transportation costs. If other transportation costs are listed, you should identify the other method of transportation selected, the number of trips to be made and destinations, the estimated costs, and the total estimated costs for any other transportation costs.

(e) *Per diem—*you must identify per diem or subsistence costs per travel day, the number of travel days, and the estimated costs for per diem/subsistence which should total estimated transportation costs. You must use the Federal Travel Regulation for per diem rate for cities listed under

“Transportation Costs” in your costs estimates.

(f) *Equipment charges—*must identify the type of equipment, quantity, unit costs and total estimated equipment costs;

(g) *Consultant Costs—*indicate the type, estimated number of consultant days, rate per day, total estimated consultant costs per consultant and total estimated costs for all consultants;

(h) *Subcontract Costs—*identify each proposed subcontract and amount (each proposed subcontract must include a separate budget that identifies proposed costs by cost categories). [In addition, your project budget should include any costs related to subcontract(s) with the FHAP agencies and disability advocacy and/or traditional civil rights organizations that account for activities related to the subcontractor’s role in the project.] Your application must include a separate detailed budget for each subcontract.

(i) *Other Direct Costs—*listed by item, quantity, unit costs, total for each item listed, and total direct costs for the award; and

(j) *Indirect Costs—*should identify your approved indirect cost rate base to which the rate applies and total indirect costs. If you do not have an accepted, Federally negotiated indirect cost rate, you may use direct cost for all of your program costs. Alternately, you may develop a proposed indirect cost rate in accordance with Office of Management and Budget (OMB) Circular A-122, Cost Principles and Procedures for Non-Profit Organizations, and provide supportive documentation on this calculation.

(k) *Audit Information—*You must submit a certification from an Independent Public Accountant or your

cognizant government auditor, stating that the financial management system you employ meets prescribed standards for fund control and accountability required by: OMB Circular A-133, Audits of States, Local Governments and Non-Profit Organizations; OMB Circular A-110 (as codified at 24 CFR part 84), Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and other Non-Profit Organizations; and/or OMB Circular A-102 (as codified at 24 CFR part 85) Uniform Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally-Recognized Indian Tribal Governments. This information must contain the name and telephone number of the Independent Auditor, cognizant Federal auditor, or other audit agency, as applicable.

**Include All Tasks Shown On This Form**

*Statement of Work For* \_\_\_\_\_

The applicant, \_\_\_\_\_, agrees to undertake the following activities in accordance with its FY 2001 application for funding under the \_\_\_\_\_ Initiative \_\_\_\_\_ Component (if applicable) for a \_\_\_\_\_-month project commencing \_\_\_\_\_, 2001 in the geographic area of \_\_\_\_\_. For FHOI, provide a timetable for transfer of activities/responsibilities from the sponsoring to the sponsored organization.

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**ADMINISTRATIVE ACTIVITIES**

Activities	Tasks	Submitted by	Submitted to
1. ....	.....	.....	GTR/GTM
2. ....	.....	.....	GTR/GTM
3. ....	.....	.....	GTR/GTM
4. ....	.....	.....	GTR/GTM
5. ....	.....	.....	GTR/GTM
6. Complete HUD-2880 Disclosure Statements.	Submit Disclosure Statement. If no changes occur, submit statement of no change with final report.	When changes occur	GTR/GTM
7. Complete SF-269A Financial Status Report and Written Quarterly Status Reports on All Activities.	Submit SF-269A and Copy of Written Report	Quarterly .....	GTR/GTM
8. Voucher for Payment .....	Submit payment request to LOCCS .....	Per Payment Schedule.	GTR/GTM
9. Complete Listing of Current or Pending Grants/Contracts/Other Financial Agreeemnts.	Submit Listing for Recipient and any contractors.	45 Days and At end of Grant.	GTR/GTM
10. Prepare summary of First Year (24 month grants).	Submit summary of first year accomplishments.	395 days .....	GTR/GTM

ADMINISTRATIVE ACTIVITIES—Continued

Activities	Tasks	Submitted by	Submitted to
11. Prepare and Submit Draft of Final Report	Submit Draft of Report. Report Summary should include objectives, accomplishments and results. Complaint and testing activities should summarize data on complaints received and tests conducted by basis and issue and outcomes including Number of credible, legitimate Complaints Filed with HUD, State or local Fair Housing Agency, Department of Justice or Private Litigator; and Types of Relief/Results..	One month before end of grant term..	GTR/GTM
12. Complete Final Report and Provide Copies of All Final Products Not Previously Submitted.	Submit a copy of the Final Report and All Final Products not previously submitted to GTR and GTM..	Within 90 days after end of grant term..	GTR/GTM
13. Submit 2 copies of Final Report and all Final Program Products produced under the Grant (with diskette, where feasible) to HUD..	Activities and database entry sheet(s) to HUD. Copy of HUD database entry sheet(s) or detailed description of items submitted to GTR and GTM.	Within 90 days after end of grant term..	GTR/GTM

KEY PERSONNEL

Activities	Title		Submitted by	Submitted to
		Name		
1. Contact HUD and/or other information sources to obtain any appropriate materials prior to development of new materials.	List of materials requested .....		90 days .....	GTR/GTM. Submit one copy of all final products to HUD
2. Review/refine referral process to refer potential victims to HUD, DOJ, a state or local agency, or a private attorney.	Copy of Referral Process. All audit-based enforcement actions should be referred to HUD.		45 days .....	GTR/GTM
3. Intake and process complaints, including testing and referral. Complete Enforcement Log which details complaints received; dates; the protected basis of these 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; and resolution/type of relief sought and received. (PEI and FHOI PROJECTS ONLY).	Submit copy of Enforcement Log and a Report on number of enforcement proposals referred to HUD.		Quarterly .....	GTR/GTM
4. Non-rental Testing methodology and tester training must be received/approved by HUD.	Submit testing methodology and tester training to HUD for review and approval.		60 days .....	GTR/GTM GTR/GTM GTR/GTM GTR/GTM GTR/GTM GTR/GTM GTR/GTM GTR/GTM GTR/GTM GTR/GTM GTR/GTM GTR/GTM

If you have a Federally negotiated indirect rate, you should use that rate as the appropriate base in this section. In

all other instances, you should include your current overhead rate, if any, which has been tailored to your

organization's operating budget. The rate and base used here is illustrative only.

BUDGET NARRATIVE WORKPLAN FORMAT

Name of Organization: \_\_\_\_\_ Budget Period: \_\_\_\_\_ months

Position or individual	Estimated hours	Rate per hour	Estimated cost	Federal cost	In-kind cost
		\$	\$	\$	\$

BUDGET NARRATIVE WORKPLAN FORMAT—Continued

Name of Organization: \_\_\_\_\_ Budget Period: \_\_\_\_\_ months

Position or individual	Estimated hours	Rate per hour	Estimated cost	Federal cost	In-kind cost
		\$	\$	\$	\$
		\$	\$	\$	\$
Total direct labor .....		\$		\$	\$
Fringe benefits	Rate	Base	Estimated cost	Federal cost	In-kind cost
F.I.C.A. ....		\$	\$	\$	\$
Unemployment Insurance <sup>1</sup> .....		\$	\$	\$	\$
Health Insurance <sup>2</sup> .....		\$	\$	\$	\$
Workers Compensation <sup>1</sup> .....		\$	\$	\$	\$
Total fringe benefits .....		\$		\$	\$
Materials	Quality	Unit cost	Estimated cost	Federal cost	In-kind cost
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
Total materials .....		\$		\$*	\$
Local travel	Mileage/ fare	Rate/mile	Estimated cost	Federal cost	In-kind cost
		\$	\$	\$	\$
		\$	\$	\$	\$
Subtotal local travel .....		\$		\$	\$

\* Materials/Equipment prices must be supported by vouchers/cash register receipts of same or similar item or lease quotes from vendor at time of budget negotiation.

<sup>1</sup> Rates may vary by State.

<sup>2</sup> Rates may vary by organization.

Air travel destination	Number of travelers	Roundtrip fare	Estimated cost	Federal cost	In-kind cost
		\$	\$	\$	\$
Subtotal air travel .....		\$		\$	\$
Other travel items	Quantity	Unit cost	Estimated cost	Federal cost	In-kind cost
		\$	\$	\$	\$
		\$	\$	\$	\$
Subtotal other travel .....		\$		\$	\$
Per diem subsistence	Number of travelers	Number of days/rate per day	Estimated cost	Federal cost	In-kind cost
		\$	\$	\$	\$
Per diem subsistence .....		\$		\$	\$
Total travel .....		\$		\$*	\$
Equipment	Quantity	Unit cost	Estimated cost	Federal cost	In-kind cost
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
Total equipment costs .....		\$		\$**	\$

Air travel destination	Number of travelers	Roundtrip fare	Estimated cost	Federal cost	In-kind cost
Consultants	Days	Rate per day	Estimated cost	Federal cost	In-kind cost
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
Total consultants .....		\$		\$***	\$

\* All travel must be grant related and rates cannot exceed the Federal rate.  
 \*\* Lease/purchase of equipment must be supported by three quotes at time of budget negotiation.  
 \*\*\* Daily rate cannot exceed \$406 per day unless waiver is obtained from Grant Officer.

Subcontracts	Rate/service	Quantity	Estimated cost	Federal cost	In-kind cost
			\$	\$	\$
Total subcontracts .....			\$	\$*	\$
Other direct	Quantity	Unit cost	Estimated cost	Federal cost	In-kind cost
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
Total other direct .....			\$	\$	\$
Indirect	Rate	Base	Estimated cost	Federal cost	In-kind cost
	**		\$	\$	\$
Total indirect .....			\$	\$	\$
	Total estimated cost			Total federal cost	Total in-kind cost
Total costs .....			\$	\$	\$
Amount to enter on Form 424 funding matrix .....			\$	\$	\$

\* When individual subcontract fees exceed 10% of your grant amount, an itemized budget is required.  
 \*\* If you have a Federally negotiated indirect rate, you should use that rate as the appropriate base in this section. In all other instances, you should include your current overhead rate, if any, which has been tailored to your organization's operating budget. The rate and base used here is illustrative only.

**Rating Factor 4: Leveraging Resources (10 Points)**

This factor addresses your ability to secure additional community resources to support your project. Points will be awarded on the basis of the percentage of non-FHIP resources you have identified and how firm the commitment is for those resources.

(10 Points) Firm Commitment of Leveraging. HUD encourages you to secure resources from sources other than what is requested from this program. Community resources may include funding or in-kind contributions, such as work space or services or equipment, allocated to the purpose(s) of your proposal. Resources may be provided by governmental entities (including other HUD

programs), public or private non-profit organizations, for-profit private organizations, or other entities willing to work with you. In order to secure points you must establish leveraging of community resources by providing letters of firm commitment from the organizations and/or individuals who will support your project. Each letter of firm commitment must: (i) Identify the organization and/or individual committing resources to the project, (ii) identify the sources and amounts of the leveraged resources (the total FHIP and non-FHIP amounts must match those in your proposed budget submitted under Factor 3), and (iii) describe how these resources will be used as part of your SOW. The letter must be signed by the individual or organization official

legally able to make commitments for the organization. If the resources are in-kind or donated goods, the commitment letter must indicate the dollar value of those resources. No points will be awarded for general letters of support endorsing the project from organizations and/or individuals (including elected officials) in your community. The commitment is firm if the offerer conditions it on the making of an award under this program NOFA.

If your project will not be supported by non-FHIP resources, then you will not receive any points under this factor. Points will be assigned based on the following scale:

Two points will be awarded if your project will be supported by non-FHIP funds, but those funds are less than 5%



of the project's total costs are from non-FHIP funds.

Four points will be awarded if more than 5%, but less than 10% of the project's total costs are from non-FHIP funds.

Six points will be awarded if more than 10% but less than 20% of the project's total costs are from non-FHIP funds.

Eight points will be awarded if more than 20% but less than 30% of the project's total costs are from non-FHIP funds.

Ten points will be awarded if more than 30% of the project's total costs are from non-FHIP funds.

#### **Rating Factor 5: Comprehensiveness and Coordination (10 Points)**

This factor addresses the extent to which you coordinate your activities with other organizations in the project area, participate or promote participation in the project area's Consolidated Planning process (including Analysis of Impediments to Fair Housing Choice), and create linkages with other activities in the community. In other words, to what extent are you working with others to address community needs in your project area. In evaluating this factor, HUD will consider the extent to which you demonstrate:

(a) (5 points) *How your proposed activities are linked to and coordinated with activities of other organizations in the target community.* This includes a discussion of how FHIP-funded activities will augment and improve on-going efforts by public and private agencies, organizations, and institutions in the target area. Describe in your proposal how your project activities will be coordinated with organizations in your project area, and linked with:

(i) Other proposed or on-going HUD-funded program activities;

(ii) Other proposed or on-going State, Federal, local or privately-funded activities which, taken as a whole, support and sustain a comprehensive system to address the purpose of these programs; and

(iii) Other activities undertaken to address barriers to housing choice identified in the Consolidated Plan's Analysis of Impediments to Fair Housing Choice.

In addition, describe how you will participate in, and/or promote participation in the project area's Consolidated Planning process.

(b) (5 points) *Outreach activities to promote awareness of project activities.* This includes (i) a discussion of how your methods or approaches will ensure that project activities and materials are

made available to local groups and organizations, (ii) identification of such groups and organizations in your project area, and (iii) an explanation of how your project will promote coordination with various groups or organizations in your project area. At a minimum, your application should discuss procedures you will use to promote awareness of the services provided by your proposal.

#### **(F) Applicant Notification and Award Procedures.**

(1) *Notification.* No information will be available to you during the period of HUD evaluation, which begins on the closing date of this program NOFA and lasts approximately 90 days thereafter, except to advise you, in writing or by telephone, if HUD determines that your application is ineligible or has technical deficiencies which may be corrected as described in Section V of the General Section of the SuperNOFA. Selections will be announced by HUD when the evaluation and selection process is completed. HUD will also advise applicants who were not selected of the scores they received. HUD will not release the names of applicants or their scores to third parties. Selections do not become final until final negotiations with HUD are successfully concluded.

(2) *Negotiations.* If you are selected, HUD will require you to participate in negotiations to determine the specific terms of your cooperative or grant agreement. HUD will follow the negotiation procedures described at Section III of the General Section of the SuperNOFA. The selection is conditional and does not become final until the negotiations between the applicant and the Department are successfully concluded and the grant or cooperative agreement is executed. HUD will negotiate only with the person identified in the application as the Director of the organization or if specifically identified in the application, the Project Director. HUD will not negotiate with any third party (i.e., a subcontractor, etc.)

(3) *Funding Instrument.* HUD expects to award a cost reimbursable or fixed-price cooperative or grant agreement to each applicant selected for award. Upon completion of negotiations, HUD reserves the right to use the funding instrument it determines is most appropriate.

(4) *Adjustments to Grant Amounts.* As provided in Section III of the General Section of the SuperNOFA, HUD may approve an application for an amount lower than the amount requested, fund only portions of your application, withhold funds after approval, and/or require that special conditions be added to your grant agreement, in accordance

with 24 CFR 84.14, the requirements of this SuperNOFA, 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 amounts remain to fund the full amount requested in the application, and HUD determines that partial funding is a viable option;

(d) The past record of key personnel warrants special conditions, or

(e) The Selecting Official determines it is in the best interests of the Program.

(5) *Performance Sanctions.* A grantee or subcontractor failing to comply with the procedures set forth in its grant agreement will be liable for such sanctions as may be authorized by law, including repayment of improperly used funds, termination of further participation in the FHIP, and denial of further participation in programs of HUD or any Federal agency.

#### **VI. Application Submission Requirements**

In addition to the forms, certifications and assurances required of applicants to all HUD programs, which can be found at Section II of the General Section of the SuperNOFA, you must submit with each FHIP application, the forms, certifications and assurances described below and found at Appendix B.

##### *In general.*

When applying under any Initiative or Component you must submit the following:

(A) *Transmittal Letter.* Your transmittal letter must identify: (1) The dollar amount requested, (2) the specific FHIP Initiative, or in the case of EOI, the specific Component (General or Disability), for which you are applying, and (3) your preference for selection, if you are applying to more than one Initiative or Component.

(B) *Narrative Statement.* Respond completely to each of the five Factors for Award. Failure to provide the required information in the appropriate Factor will result in a lower score for that Factor—for example, information in the Project Abstract, although useful for developing a project synopsis, will not be considered when evaluating applications. The narrative responses must not exceed 10 pages per factor (required attachments are not counted); text must be double-spaced and pages numbered consecutively (starting with Factor 1 through the end of Factor 5). Please use Courier 12 as the typeface or font for your narrative responses.

Listed below are requirements by Factor:

*Award Factor 1: Capacity of Applicant and Relevant Organizational Experience*—Statement of Eligibility; Performance Assessments/Evaluation of Past Projects, and if HUD funded, the SF 269a, PEI and FHOI Applicants:

(1) *Testing Experience*. You must document your prior testing experience (see Factor 1: Capacity of the Applicant and Relevant Organizational Experience), and

(2) *Letter of Determination from IRS* of your 501(c)(3) tax-exempt status.

*Award Factor 2: Need/Distress/Extent of the Problem*.

Submit data and studies that indicate the presence of housing discrimination, segregation and/or other indices of discrimination in the project area based upon race, color, religion, sex, national origin, familial status or disability, and explain why the project area is underserved and why the proposed organization is needed.

*Award Factor 3: Soundness of Approach*—Statement of Work, Budget Form(s), Budget Narrative. You must submit a certification from an Independent Public Accountant or your cognizant government auditor on your financial management and audit information. In addition, you must describe the information you intend to collect and analyze, the type of complaints you anticipate referring to HUD for enforcement purposes, and describe the procedure you will implement for referring such complaints.

*In addition:*

Depending upon the Initiative or Component for which you are seeking funding, you must respond to the following points in your narrative responses:

(C) EOI Applicants:

(1) You must describe the elements you will use to develop the process for referring fair housing complaints to HUD.

(D) FHOI Applicants

(1) The sponsored organization must conduct all of these enforcement-related activities by the conclusion of year 3 of the grant: complaint intake, complaint investigation, testing for fair housing violations, and meritorious claims. The application must specify which activities will be conducted in year 1, year 2, and year 3. Even though HUD has targeted for award projects that assist rural and immigrant populations, you must explain why the proposed fair housing enforcement organization is needed.

(2) Performance Measures. You must address the following:

(a) The sponsored organization's capacity to become a viable, fair housing

enforcement organization that conducts fair housing related enforcement activities and leverages non-FHIP resources.

(b) That the sponsored organization will meet the required performance measures for sponsored organizations and how these measures will be achieved.

*Award Factor 4: Leveraging Resources*—Letter(s) of Firm Commitment.

*Award Factor 5: Comprehensiveness and Coordination*—No Attachments Required.

## VII. Corrections to Deficient Applications

Section V of the General Section of the SuperNOFA provides the procedures for corrections to deficient applications.

## VIII. Environmental Requirements

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

## IX. Authority

Section 561 of the Housing and Community Development Act of 1987, as amended, (42 U.S.C. 3616) established the Fair Housing Initiatives Program (FHIP) and the implementing regulations are found at 24 CFR part 125.

## Appendix A—Frequently Asked Questions

Q. In previous years, FHIP applicants were not required to submit the Certification of Consistency with the Consolidated Plan, is the Certification required this year?

A. Yes.

Q. Where can I find a copy of the Application Kit?

A. There will be no Application Kit for the FY2001 FHIP SuperNOFA. The NOFA more clearly describes the requirements for completing a successful application and all forms and certifications needed to complete the application are included in the General and FHIP Sections of the SuperNOFA.

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

A. The maximum number is 10 pages per factor. This does not include any attachments that may be required under each factor (for example, the proposed statement of work and budget required under Factor 3: Soundness of Approach). The narrative pages must be double spaced and you are encouraged to use Courier 12 font or typeface.

Q. The FHIP SuperNOFA refers to QFHOs and FHOs. What is the difference between them?

A. These terms are defined in the FHIP regulations. Both organizations must be organized as private, tax-exempt, charitable organizations, that have engaged in enforcement-related activities. The amount of enforcement-related experience is an eligibility requirement for PEI, least one year for and FHOI, at least two years. (See 24 CFR 125.103, for a QFHO; and 24 CFR 125.401(b)(2) for an FHO.)

Applicants to PEI and FHOI are required to complete the Statement of Eligibility—where they self-identify as a QFHO or an FHO and provide information, including dates of your enforcement-related activities. The information you provide should enable HUD to determine if your organization meets at least one or two year enforcement-related experience requirement. Your application will be declared ineligible, if you fail to submit the completed Statement of Eligibility with your application.

Q. May an applicant subcontract out a percentage of its activities to subcontractors or consultants, if it is selected for an FHIP award?

A. Yes. However, when the fees to a particular subcontractor or consultant exceed 10% of the grant amount, an itemized budget is required.

Q. Is an organization "engaged in testing for fair housing violations" if it hires a subcontractor or consultant to conduct its testing program?

A. Yes, so long as the applicant analyzes the test results.

Q. Does the SuperNOFA identify what makes an application ineligible?

A. Yes. See the eligibility requirements for each Initiative and Section IV(B)(14) and (15) of the FHIP SuperNOFA.

Q. Are there major differences between this year's SuperNOFA and last year's?

A. Yes, those differences are explained in Section III of the FHIP NOFA. The differences are: (1) Fewer components; (2) Uniform Project Duration and Award Caps; (3) Redesign of FHOI; (4) Changes to Rating system; (5) Changes to Selection Process; (6) No Application Kit; and (7) No EOI-National Program NOFA.

Q. At what point may an FHOI "sponsored organization" apply under any FHIP Initiative?

A. A sponsored organization is eligible after three (3) years to apply for funds under EOI and, depending upon its record of conducting enforcement-related activities, may be eligible to apply for funds under PEI.

Q. What are award caps?

A. An award cap is the maximum amount that will be awarded under the Initiative for which you are applying. If you request an amount over this maximum amount, your application will be declared ineligible.

Q. Where do you send completed applications?

A. All completed applications must be received by the FHIP Office in Washington, DC. These applications should be mailed to the address stated in the SuperNOFA under the Section Address for Submitting Applications.

Q. What is the best method of knowing that the appropriate person has received my application? Should I follow up with a call?

A. Include with your completed application a complete copy of the Acknowledgment of Application Receipt. Be sure to include your correct mailing address and the person to whom the Acknowledgment should be sent. HUD will not acknowledge the receipt of applications over the telephone.

Q. What is the website address?

A. [Http://www.hud.gov/grants](http://www.hud.gov/grants).

Q. What is the due date?

A. The due date is outlined in the SuperNOFA under Section I, Application Due Date.

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

A. Yes, technical questions should be directed to Myron P. Newry of the [FHIP/ FHAP Support Division, at (202) 708-0800 (this is not a toll-free number).] Persons with hearing or speech impairments may call 1-800-290-1617 (this is a toll-free number).

Q. What is meant by geographic diversity?

A. In order to ensure a wider distribution of FHIP funding, the Assistant Secretary may apply the geographic diversity procedure to select qualified applicants out of rank order. It applies only when more than one qualified organization is in the same State, i.e., when more than one qualified organization is in the same State, the selecting official may select the highest ranked among them and the

other(s) is moved to the bottom of the qualified applicant queue. If sufficient funds remain, it is possible that applications moved to the end of the queue may be selected for award.

### Appendices B and C

Forms that must be filed with all FHIP applications, in addition to the forms found at Section III of the General Section of the SuperNOFA and the list of HUD offices and FHAP agencies are in Appendices B and C that follow:

**BILLING CODE 4210-32-P**

**APPENDIX B  
STATEMENT OF ELIGIBILITY**

**WARNING. Your application will be declared ineligible if you fail to submit this completed statement with your application.**

+++++

**PRIVATE ENFORCEMENT INITIATIVE**

**FOR ALL PEI APPLICANTS:**

**1) Organizational Status**

Is your organization a private, tax-exempt, nonprofit, charitable organization?

- YES
- NO

a) If yes, have you attached a copy of the *Letter of Determination* from the Internal Revenue Service confirming your status as a 501(c)(3) tax-exempt organization.

- YES
- NO

2) Are you a Qualified Fair Housing Organization (QFHO) or a Fair Housing Organization (FHO) with at least one year's experience in complaint intake, complaint investigation, testing for fair housing violations, and meritorious claims? If you check "no," you are not eligible under this Initiative.

- YES
- NO

Please check whether you are a QFHO or an FHO, as noted.

- QFHO (with at least 2 years of enforcement-related experience)
- FHO (with at least 1 year of enforcement-related experience)

3) Is your project broad-based and full service? If you check "no," your organization is not eligible to apply under this Initiative.

YES  NO

4) Do you currently have a PEI-General Component Grant that will expire after June 30, 2002? If you answer yes, you are not eligible for a PEI award under the FY 2001 FHIP NOFA.

YES  NO

5) Briefly describe your experiences in each of the following fair housing enforcement activities. Your organization must have engaged in each of these activities for at least one year in the two years preceding the filing of this application. It is not necessary that the activities were conducted simultaneously nor for consecutive/continuous years, as long as each activity has been conducted for at least one year within the past two years. (Do not limit this description to FHIP funded enforcement activities.)

When responding to the following, include dates, so that HUD can readily determine whether you have met the "at least one year" requirement.

- a) Number of complaints received and processed, by basis (e.g. race, color, religion, sex, disability, familial status, and national origin) and issue (e.g. rental, sales, lending).
- b) Number of complaints referred to HUD for investigation.
- c) Describe your testing program, types of tests (rental, sales, lending, insurance), and basis (e.g. race, color, religion, sex, disability, familial status, and national origin), including number of tests conducted (both individual and systemic).

i. Do you contract out portions of your testing program?

YES  NO

If yes, please explain what is contracted out and what roles you perform.

- d) Describe the investigative experience, apart from testing, conducted by your organization.



## STATEMENT OF ELIGIBILITY

### EDUCATION AND OUTREACH INITIATIVE REGIONAL/LOCAL/COMMUNITY-BASED PROGRAMS

1) Please check your appropriate organizational status:

- State or local government;
- Qualified fair housing enforcement organization (QFHO);
- Fair housing enforcement organization (FHO);
- Public or private, for-profit and not-for-profit organization or institution and other public or private entity that is formulating or carrying out programs to prevent or eliminate discriminatory housing practices;
- Fair Housing Assistance Program (FHAP) Agency (State and local agency funded by FHAP).

2) Are you a college or university proposing an educational project?

- YES                       NO

3) Have you received FHIP awards in the past?

- YES                       NO

If yes, list all grants in chronological order, starting with the most recent FHIP grant.

Initiative	Component	Grant #	Amount	Start/ End dates

**STATEMENT OF ELIGIBILITY****FAIR HOUSING ORGANIZATIONS INITIATIVE**

**WARNING. Your application will be declared ineligible if you fail to submit this completed statement with your application.**

+++++

**1) Organizational Status**

Is your organization a private, tax-exempt, nonprofit, charitable organization?

YES       NO

If yes, have you attached a copy of the Letter of Determination from the Internal Revenue Service confirming your status as a 501(c)(3) tax-exempt organization?

YES       NO

**2) Are you a QFHO?**

YES       NO

**3) Is your project broad-based and full service? If you check "no," your organization is not eligible to apply under this Initiative.**

YES       NO

**4) Briefly describe your experiences in each of the following fair housing enforcement activities. Your organization must have engaged in each of these activities for at least two years in the three years preceding the filing of this application. It is not necessary that the activities were conducted simultaneously nor for consecutive/continuous years, as long as each activity has been conducted for at least two years within the past three years. (Do not limit this description to FHIP funded enforcement activities.)**



When responding to the following, include dates, so that HUD can readily determine whether you have met the "at least two years" requirement.

- a) Number of complaints received and processed, by basis (e.g. race, color, religion, sex, disability, familial status, and national origin) and issue (e.g. rental, sales, lending).
  - b) Number of complaints referred to HUD for investigation.
  - c) Describe your testing program, types of tests, (rental, sales, lending, insurance), and basis (e.g. race, color, religion, sex, disability, familial status, and national origin), including number of test conducted (both individual and systemic).
  - d) Describe the investigative experience, apart from testing, conducted by your organization.
  - e) Summarize the complaint outcomes, including judicial and administrative findings; number of pending complaints; and number of awards and amount to plaintiffs of monetary/non-monetary relief.
5. Have you received FHIP awards in the past?

YES

NO

If yes, list all grants in chronological order, starting with the most recent FHIP grant.

Initiative	Component	Grant #	Amount	Start/ End dates

## APPENDIX C

### Checklist for Completeness of Application

Use this checklist to ensure that your application includes all required items

- Copy of SF-424 (Place a copy of the SF-424 and attached HUD-424-M (Matrix) on top of application package. This should not be the originals.
- Transmittal Letter
- Cover Page
- Checklist
- Project Abstract outlining project activities
- Factor No. 1 Response
  - Attachments: Statement of Eligibility, Performance of Past Projects, SF-269a, *Letter of*
  - Determination* from IRS on 501(c)(3), if applicable.
- Factor No. 2 Response
  - Attachments: No attachments required
- Factor No. 3 Response
  - Attachments: SOW, Budget Form(s), Budget Narrative, Audit Information.
- Factor No. 4 Response
  - Attachments: Letter(s) of Firm Commitment
- Factor No. 5 Response
  - Attachments: No attachments required.
- Application Forms and Certifications**
- SF-424 Application for Federal Assistance and HUD-424-M (Matrix)
- SF-424-A Budget Information - Non-construction Programs
- SF-424 B Standard Assurances - Non-construction Programs
- Applicant Disclosure Report (HUD-2880)
- Certification of Payments to Influence Federal Transactions (HUD-50071)
- OMB SF-LLL Disclosure of Lobbying Activities
- Certification for a Drug-Free Workplace (HUD-50070)
- Certification of Consistency with the EZ/EC Strategic Plan (HUD-2990), if applicable
- Certification of Consistency with the Consolidated Plan (HUD-2991)
- Certification Regarding Debarment and Suspension (HUD-2992)
- List of Current or Pending Financial Agreements
- Acknowledgment of Application Receipt (HUD-2993)
- Client Comments and Suggestions (HUD-2994)

## Cover Page FY 2001 FHIP Application

Check Initiative/Component (only one box) for which the application is being submitted.  
Submit a separate application and 5 copies for each Initiative/Component for which funding is sought.

Applicant Name \_\_\_\_\_

Initiative/Component	Catalog of Federal Domestic Assistance No.
<input type="checkbox"/> Private Enforcement Initiative	14-410
Education and Outreach Initiative/Regional-Local-Community Based Program	14-409
<input type="checkbox"/> General Component	14-409
<input type="checkbox"/> Disability Component	14-409
<input type="checkbox"/> Fair Housing Organizations Initiative	14-413

If you submit more than one application, you must indicate in the table below all Initiatives and Components for which you are applying. In addition, if you apply for funding under more than one Initiative or Component, you must state your priority for selection and submit your preference in the table below (you must also indicate your preference selection in the Transmittal letter). If you fail to submit your preference, your application will be technically deficient.

### Applicant's Preference for Award

Initiative/Component	Applied (Yes or No)	Rank-Order for Selection Preference
Private Enforcement Initiative		
EOI-Regional-Local-Community based Disability Component		
EOI-Regional-Local-Community based General Component		
Fair Housing Organizations Initiative		

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**All Current or Pending Grants/Contracts/Other Financial Agreements**


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All applicants are required to list all current or pending grants, contracts, or other financial agreements. The listing must include the name and address of the funding source, a brief description of the project services/activities, the start and end dates for the grant or contract, and the amount of the contract or grant. This list must be updated during the negotiations for any award under the FY 2001 FHIP, as provided for in the grant agreement schedule of articles.

A blank form is provided for your use, or you may submit the information in any convenient format.

Sample Format

List of Current and Pending Grants/Contracts/Other Financial Agreements

Name and Address of Funding Source	Brief Description of Services/Activities Provided	Dollar Amount of Grant or Contract	Start Date and Expiration Date

**All Current and Pending Grants/Contracts/Other Financial Agreements**

Name and Address of Funding Source	Brief Description of Services/Activities Provided	Dollar Amount of Grant or Contract	Start Date and Expiration Date

## APPENDIX D

## FHEO FIELD STRUCTURE - OFFICE OF FAIR HOUSING AND EQUAL OPPORTUNITY

<u>FHEO OFFICES</u>	<u>DIRECTORS</u>	<u>TELEPHONE NO.</u>	<u>AREA COVERED</u>
<b>BOSTON Hub</b> Thomas P. O'Neill Federal Bldg. 10 Causeway Street, Room 375 Boston, MA 02222-1092	Marcella Brown	(617) 565-6977	MA, CT, ME, VT, NH, RI
<b>NEW YORK CITY Hub</b> 26 Federal Plaza New York, NY 10278-0068	Stanley Seidenfeld	(221) 264-1290	NY, NJ
<b>PHILADELPHIA Hub</b> The Wanamaker Building 100 Penn Square East Philadelphia, PA 19107-3380	Wanda S. Nieves	(215) 656-0647	PA, MD, VA, DC WV, DE
<b>ATLANTA Hub</b> Richard B. Russell Federal Building 75 Spring Street, S.W. Atlanta, GA 30303-3388	Gregory King	(404) 331-5001	GA, AL, MS, FL, PUERTO RICO, KY TN, NC, SC
<b>CHICAGO Hub</b> Ralph H. Metcalfe Federal Building 77 West Jackson Boulevard Chicago, IL 60604-3507	Barbara Knox	(312) 353-7776	IL, MN, MI, WI, OH, IN
<b>FORT WORTH Hub</b> 1600 Throckmorton Street Fort Worth, TX 76113-2905	Jamie Jamison	(817) 978-9271	TX, AR, OK, LA, NM
<b>KANSAS CITY Hub</b> Gateway Tower II 400 State Avenue Kansas City, KS 66101-2406	Robbie Herndon	(913) 551-6958	KA, MO, NE, IA

---

<b>DENVER Hub</b> 633 17 <sup>TH</sup> Street Denver, CO 80202-3607	[Vacant]	(303) 672-5434	CO, UT, WY, SD ND, MT
<b>SAN FRANCISCO Hub</b> Phillip Burton Federal Bldg. 450 Golden Gate Avenue San Francisco, CA 94102-3448	Chuck E. Hauptman	(415) 436-6569	CA, HI, NV, AZ Guam
<b>SEATTLE Hub</b> Seattle Federal Office Bldg. 909 1 <sup>st</sup> Avenue, Suite 200 Seattle, WA 98104-1000	Judith Keeler	(206) 220-5170	WA, OR, ID, AK

**APPENDIX E**  
**FHAP AGENCY NAMES & ADDRESSES**

**NEW ENGLAND REGION**

**CONNECTICUT**

State Agency: Ms. Cynthia Watts Elder  
Executive Director  
Connecticut Commission on Human Rights and Opportunities  
21 Grand Street  
Hartford, CT 06106  
(860) 541-3400

**MASSACHUSETTS**

State Agency: Ms. Dorca Gomez  
Chairperson  
Massachusetts Commission Against Discrimination  
Room 601  
1 Ashburton Place, 6<sup>th</sup> Floor  
Boston, MA 02108  
(617) 727-3990

Localities: Ms. Victoria L. Williams  
Director  
Boston Fair Housing Commission  
City of Boston Office of Civil Rights  
One City Hall Plaza, Suite 906  
Boston, MA 02201  
(617) 635-4408

Mr. Quoc Tran  
Executive Director  
Cambridge Human Rights Commission  
51 Inman Street, 2<sup>nd</sup> Floor  
Cambridge, MA 02139  
(617) 349-4396



## RHODE ISLAND

State Agency: Mr. Gene L. Booth  
Executive Director  
Rhode Island Commission for Human Rights  
10 Abbott Park Place  
Providence, RI 02903-3768  
(401) 222-2661

## VERMONT

State Agency: Mr. Harvey Golubock  
Executive Director  
Vermont Human Rights Commission  
135 State Street, Drawer 33  
Montpelier, VT 05633-6301  
(802) 828-2480

**NEW YORK/NEW JERSEY REGION**

## NEW YORK

State Agency: Ms. Evonne W. Gennings-Tolbert  
Commissioner  
New York State Division of Human Rights  
13<sup>th</sup> Floor  
55 West 125<sup>th</sup> Street  
New York, NY 10027  
(212) 961-8671

Localities: S. Ram Nagubandi  
Acting Commissioner of Human Rights  
Rockland County Commission on Human Rights  
50 Sanatorium Road, Building P  
Pomona, NY 10970  
(914) 364-2195

**MID-ATLANTIC REGION**

## DELAWARE

State Agency: Ms. Juana Fuentes-Bowles  
Executive Director  
Delaware Division of Human Relations  
820 North French Street, 4<sup>th</sup> Floor  
Wilmington, DE 19801  
(302) 577-3716

## MARYLAND

State Agency: Mr. Henry B. Ford  
Executive Director  
Maryland Commission on Human Relations  
6 St. Paul Street, 9<sup>th</sup> floor  
Baltimore, MD 21202  
(410) 767-8600

## PENNSYLVANIA

State Agency: Mr. Homer C. Floyd  
Executive Director  
Pennsylvania Human Relations Commission  
101 South 2<sup>nd</sup> Street, Suite 300  
Harrisburg, PA 17101  
(717) 787-4412

Localities: Mr. Charles F. Morrison  
Director  
Pittsburgh Commission on Human Relations  
908 City - County Building  
Pittsburgh, PA 15219  
(412) 255-2600

Ms. Diana Rivera-O'Bryant  
Executive Director  
Reading Commission on Human Relations  
1815 Washington Street  
Reading, PA 19601  
(610) 655-6304

Ms. Cathy Ash  
Executive Director  
York City Human Relations Commission  
225 E. Princess Street  
York, PA 17403  
(717) 846-2926

## VIRGINIA

State Agency: Ms. Lizbeth T. Hayes  
Fair Housing Administrator  
Virginia Department of Professional and Occupational Regulation,  
Fair Housing Administration, Real Estate Board  
5<sup>th</sup> Floor  
3600 West Broad Street  
Richmond, VA 23230-4917  
(804) 367-8500

## WEST VIRGINIA

State Agency: Mr. Irvin B. Lee  
Executive Director  
West Virginia Human Rights Commission  
1321 Plaza East, Room 108A  
Charleston, WV 25301  
(304) 558-2616

Localities: Mr. Marshall Moss  
Executive Director  
Charleston Human Rights Commission  
915 Quarrier Street, Suite 6  
Charleston, WV 25301-1400  
(304) 348-6880

Ms. Sally M. Lind  
Executive Director  
Huntington Human Relations Commission  
824 5<sup>th</sup> Avenue, Suite 200  
Huntington, WV 25701  
(304) 696-5592

## DISTRICT OF COLUMBIA

Mr. Charles F. Holman, III  
Acting Director  
District of Columbia Office of Human Rights  
441 4<sup>th</sup> Street, NW  
Washington, DC 20001  
(202) 727-3900

**SOUTHEAST/CARIBBEAN REGION**

## FLORIDA

State Agency: Mr. Derick Daniels  
Executive Director  
Florida Commission on Human Relations  
Suite 240  
325 John Knox Road, Building F  
Tallahassee, FL 32302  
(850) 488-7082

Localities: Ms. Charlene Taylor Hill  
Executive Director  
Jacksonville Equal Opportunity Commission  
421 West Church Street, Suite 705  
Jacksonville, FL 32202  
(904) 630-4911

Mr. Albert Nelson  
Executive Director  
Orlando Human Relations Department  
400 South Orange Avenue  
Orlando, FL 32801  
(407) 246-2122

Mr. Harry Lamb, Jr.  
Interim Director  
Palm Beach County Office of Human Rights  
215 North Olive Avenue, Suite 130  
West Palm Beach, FL 33401  
(561) 355-4883

Mr. Leon W. Russell  
Human Rights Equal Opportunity Officer  
Pinellas County Office of Human Rights  
315 Court Street  
Clearwater, FL 34616  
(727) 464-4880

Mr. Clarence Scott III  
Community Affairs Director  
St. Petersburg Human Relations Department  
175 5<sup>th</sup> Street North, Room 107  
St. Petersburg, FL 33701  
(727) 893-7345

Mr. Charles F. Hearn  
Administrator  
Tampa Office of Human Rights  
102 East 7<sup>th</sup> Avenue  
Tampa, FL 33602  
(813) 274-5835

Ms. Pat Frank  
Chairperson  
Hillsborough County Board of County Commissioners  
County Center Building, 2<sup>nd</sup> Floor  
601 East Kennedy  
Tampa, FL 33602  
(813) 272-5735

#### KENTUCKY

State Agency: Ms. Beverly Watts  
Executive Director  
Kentucky Commission on Human Rights  
332 West Broadway, 7<sup>th</sup> Floor  
Louisville, KY 40202-0069  
(502) 595-4024

Localities: Mr. William D. Wharton  
Executive Director  
Lexington-Fayette Urban County Human Rights  
Commission  
162 East Main Street, Suite 226  
Lexington, KY 40507  
(606) 252-4931

Ms. Phyllis Atiba-Brown  
Director  
Louisville and Jefferson County Human Relations  
Commission  
410 West Chestnut Center, Suite 300a  
Louisville, KY 40202  
(502) 574-3631

#### GEORGIA

State Agency: Mr. Gordon Joyner  
Executive Director and Administrator  
Georgia Commission on Equal Opportunity  
710 Cain Tower, Peachtree Center  
229 Peachtree Street, NE  
Atlanta, GA 30303-1650  
(404) 656-1736

#### NORTH CAROLINA

State Agency: Mr. Eddie Lawrence  
Executive Director  
North Carolina Human Relations Commission  
217 West Jones Street  
Raleigh, NC 27603  
(919) 733-7996

Localities: Mr. Willie Ratchford  
Director  
City of Charlotte/Mecklenburg County Community Relations  
Committee (Charlotte)  
600 East Trade Street  
Charlotte, NC 28202  
(704) 336-3380

Mr. Willie Ratchford  
Director  
City of Charlotte/Mecklenburg County Community Relations  
Committee (Mecklenburg County)  
600 East Trade Street  
Charlotte, NC 28202  
(704) 336-3380

Ms. Charlotte Caplan  
Community Development Director  
City of Asheville  
70 Court Plaza  
Asheville, NC 28802  
(704) 259-5721

Mr. Robert Smith  
Executive Director  
Asheville/Buncombe County Community Relations Council  
50 South French Broad Avenue, Room 214  
Asheville, NC 28801  
(704) 252-4713

Mr. Dan Love  
Acting Director  
Durham Human Relations Commission  
101 City Hall Plaza  
Durham, NC 27701  
(919) 560-4107

Mr. John E. Shaw  
Director  
Greensboro Human Relations Department  
300 West Washington Street  
Greensboro, NC 27401  
(336) 373-2038

Mr. Carl A. Byrd, Sr.  
Assistant County Manager  
New Hanover Human Relations Commission  
402 Chestnut Street  
Wilmington, NC 28401  
(910) 341-7171

Ms. Annette Moore  
Director  
Orange County Human Relations Commission  
P.O. Box 8181  
110 South Churton Street  
Hillsborough, NC 27278  
(919) 967-9251

Mr. Eugene Williams  
Director  
Winston-Salem Human Relations Commission  
2301 North Patterson Avenue  
Winston-Salem, NC 27105  
(910) 727-2429

#### TENNESSEE

State Agency: Mr. Julius Sloss  
Executive Director  
Tennessee Human Rights Commission  
Capitol Boulevard Building  
530 Church Street, Suite 400  
Nashville, TN 37243  
(615) 741-5825

Localities: Mr. Douglas Berry  
Director  
City of Knoxville Department of Community  
Development  
400 Main Street, Suite 503  
City County Building  
Knoxville, TN 37902  
(865) 215-2120

#### SOUTH CAROLINA

State Agency: Mr. Jesse Washington  
Commissioner  
South Carolina Human Affairs Commission  
2611 Forest Drive  
Columbia, SC 29240  
(803) 737-7800



**MIDWEST REGION**

## ILLINOIS

Localities: Mr. Sandy Robinson  
Manager  
Springfield Human Relations Commission and  
Fair Housing  
227 South Seventh Street, Suite 204  
Springfield, IL 62701  
(217) 789-2271

## INDIANA

State Agency: Ms. Sandra Leek  
Executive Director  
Indiana Civil Rights Commission  
Indiana Government Center North  
100 North Senate Avenue, Room N-103  
Indianapolis, IN 46204-2773  
(317) 232-2600

Localities: Ms. Ellen Krulewitch  
Director  
Elkhart Human Relations Commission  
Municipal Building  
229 South Second Street  
Elkhart, IN 46516  
(219) 294-5471

Ms. Leslie Raymer  
Director  
Fort Wayne Metropolitan Human Relations Commission  
One Main Street  
City-County Building, Room 680  
Fort Wayne, IN 46802  
(219) 427-1146

Ms. Doris Carbins  
Executive Director  
Gary Human Relations Commission  
475 Broadway, Suite 401  
Gary, IN 46402  
(219) 883-4151

Ms. Lynn Bloom  
Executive Director  
Hammond Human Relations Commission  
5925 Calumet Avenue, Room 320  
Hammond, IN 46320  
(219) 853-6502

Mr. Lonnie Douglas  
Executive Director  
South Bend Human Relations Commission  
1440 County-City Building  
South Bend, IN 46601  
(219) 235-9355

#### MICHIGAN

State Agency: Ms. Nanette Lee Reynolds  
Director  
Michigan Department of Civil Rights  
Victor Office Center  
201 North Washington, Suite 700  
Lansing, MI 48913  
(517) 335-3165

#### OHIO

State Agency: Mr. G. Michael Payton  
Acting Executive Director  
Ohio Civil Rights Commission  
220 Parsons Avenue  
Columbus, OH 43215-5385  
(614) 466-2785

Localities: Mr. Jerald L. Steed  
Executive Director  
Dayton Human Relations Council  
130 West 2<sup>nd</sup> Street, Suite 730  
Dayton, OH 45402  
(513) 228-5854

Mr. Tim Dobeck  
Law Director  
Parma Law Department  
City of Parma  
6611 Ridge Road  
Parma, OH 44129-5593  
(216) 885-8132

Mr. Gary Williams  
Assistant Director of Law  
Shaker Heights Fair Housing Review Board  
3400 Lee Road  
Shaker Heights, OH 44120  
(216) 491-1440

### SOUTHWEST REGION

#### LOUISIANA

State Agency: Mr. John B. Shepard, Jr.  
Director  
Louisiana Public Protection Division  
One American Place  
301 Main Street, 6<sup>th</sup> Floor  
Baton Rouge, LA 70801  
(504) 342-7900

#### OKLAHOMA

State Agency: Mr. Kenneth Kendricks  
Interim Director  
Oklahoma Human Rights Commission  
2101 North Lincoln, Room 480  
Oklahoma City, OK 73105  
(405) 521-3441

#### TEXAS

State Agency: Mr. William H. Hale  
Executive Director  
Texas Commission on Human Rights  
6330 Highway 290 East, Suite 250  
Austin, TX 78723  
(512) 437-3450

Localities: Mr. Charles Gorham  
Director  
Austin Human Rights Commission  
206 East 9<sup>th</sup> Street, 14<sup>th</sup> Floor  
Austin, TX 78701  
(512) 499-3251

Ms. Rosie L. Norris  
Fair Housing Administrator  
Dallas Office of Housing Compliance, Fair Housing  
Administrator  
1500 Marilla Street, Room 4D North  
Dallas, TX 75201  
(214) 670-5334

Ms. Vanessa Ruiz Boling  
Director  
Fort Worth Human Relations Commission  
1000 Throckmorton Street  
Fort Worth, TX 76102  
(817) 871-7525

Mr. Jim Slaughter  
Managing Director  
Garland Office of Housing and Neighborhood Services  
210 Carver Street, Suite 202  
Garland, TX 75040  
(972) 205-3313

### **GREAT PLAINS**

#### IOWA

State Agency: Mr. Don Grove  
Executive Director  
Iowa Civil Rights Commission  
c/o Grimes State Office Building  
211 East Maple Street, 2<sup>nd</sup> Floor  
Des Moines, IA 50309  
(515) 281-4121

Localities: Ms. Louise W. Lorenz  
Director  
Cedar Rapids Civil Rights Commission  
City Hall, Second Floor  
Cedar Rapids, IA 52401-1256  
(319) 398-5036

Ms. Judith J. Morrell  
Director  
Davenport Civil Rights Commission  
226 West 4<sup>th</sup> Street  
Davenport, IA 52801  
(319) 326-7888

Mr. Floyd A. Jones  
Executive Director  
Des Moines Human Rights Commission  
East First and Des Moines Street  
Des Moines, IA 50309  
(515) 283-4284

Ms. Kelly Larson  
Executive Director  
Dubuque Human Rights Department  
City Hall Annex, Main Street  
Dubuque, IA 52001-4932  
(319) 589-4190

Mr. Walter Reed, Jr.  
Executive Director  
Waterloo Commission on Human Rights  
620 Mulberry Street  
Waterloo, IA 50703  
(319) 291-4441

Mr. Rehelio A. Samuel  
Executive Director  
Lawrence Human Relations Commission  
6 East 6<sup>th</sup> Street, Room 315  
Lawrence, KS 66044  
(785) 832-3310

Mr. Lionel J. Foster  
Director  
Mason City Human Rights Commission  
10 First Street, N.W.  
Mason City, IA 50401  
(515) 421-3618

Ms. Joyce Keys  
Director  
Olathe Human Relations Commission, Housing and  
Human Services  
City of Olathe  
300 North Chestnut  
Olathe, KS 66061  
(913) 782-2600 x6491

Ms. Kaye J. Crawford  
Acting Executive Director  
Salina Human Relations Department  
300 West Ash  
Salina, KS 67401  
(913) 826-7330

#### MISSOURI

State Agency: Ms. Donna Cavitte  
Executive Director  
Missouri Commission on Human Rights, Department of Labor and  
Industrial Relations  
3315 West Truman Boulevard, Suite 212  
Jefferson City, MO 65109  
(314) 751-3325

Localities: Mr. Michael Bates  
Director  
Kansas City (MO) Human Relations  
City Hall, 4<sup>th</sup> Floor  
414 East 12<sup>th</sup> Street  
Kansas City, MO 64106  
(816) 274-1432

**NEBRASKA**

State Agency: Mr. Alfonzo Whitaker  
Executive Director  
Nebraska Equal Opportunity Commission  
5<sup>th</sup> Floor  
301 Centennial Mall, South  
Lincoln, NE 68509  
(402) 471-2024

Localities: Ms. Kellie Paris-Asaka  
Director  
Omaha Human Relations Department  
Omaha/Douglas Civic Center  
1819 Farnam Street  
Omaha, NE 68183  
(402) 444-5055

**ROCKY MOUNTAINS****COLORADO**

State Agency: Mr. H. Rene Ramirez  
Director  
Colorado Civil Rights Division  
1560 Broadway, Suite 1050  
Denver, CO 80202  
(303) 894-2997

**NORTH DAKOTA**

State Agency Mr. Mark D. Bachmeier  
Deputy Commissioner  
North Dakota Department of Labor  
State Capitol - 13<sup>th</sup> Floor  
600 E Boulevard Avenue, Department 406  
Bismarck, ND 58505-0340  
(701) 328-3708

## UTAH

State Agency: Mr. Joseph Gallegos, Jr.  
Director  
Utah Anti-Discrimination Division  
160 East 300 South  
Salt Lake City, UT 84114  
(801) 530-6435

**PACIFIC/HAWAII REGION**

## ARIZONA

State Agency: Ms. Bruna Pedrini  
Chief Counsel  
Civil Rights and Conflict Resolution Section  
Arizona Attorney General's Office  
1275 West Washington Street  
Phoenix, AZ 85007-2926  
(602) 542-5263

Localities: Mr. David Deneau  
Lead Equal Opportunity Specialist  
City of Phoenix Equal Opportunity Department  
251 West Washington St., 7<sup>th</sup> Floor  
Phoenix, AZ 85003  
(602) 262-7716

## CALIFORNIA

State Agency: Mr. Dennis Hayashi  
Director  
California Department of Fair Employment and Housing  
2014 "T" Street, Suite 210  
Sacramento, CA 95812  
(916) 227-2873



**HAWAII**

State Agency: Mr. William D. Hoshijo  
Executive Director  
Hawaii Civil Rights Commission  
830 Punchbowl Street, Room 411  
Honolulu, HI 96813  
(808) 586-8636

**NORTHWEST/ALASKA REGION**

State Agency: Ms. Susan J. Jordan  
Executive Director  
Washington State Human Rights Commission  
711 South Capitol Way, #402  
Olympia, WA 98504  
(206) 753-2558

Localities: Ms. Bailey Delongh  
Manager  
King County Office of Civil Rights and Compliance  
516 Third Avenue, E 224 King County Courthouse  
Seattle, WA 98104  
(206) 296-7592

Ms. Germaine Covington  
Executive Director  
Seattle Human Rights Department  
Artic Building, 2<sup>nd</sup> Floor  
700 3<sup>rd</sup> Avenue, Suite 250  
Seattle, WA 98104  
(206) 684-4500

Mr. Allen Correll  
Director  
Tacoma Human Rights Department  
747 Market Street, Room 808  
Tacoma, WA 98402  
(206) 591-5151

