03362

Review Checklist
Fair Housing Assistance Program (FHAP) Applications

U.S. Department of Housing and Urban Development
Office of Fair Housing and Equal Opportunity

Applicant	Capacity Building	Incentive Funds

Note: The 'Remarks' section should be used to comment on the inadequacy of the application. The information should be written in such a way as to be instructive to the applicant so that they can correct any noted deficiency. If the answer to any one of the above is 'no' or 'incomplete' the Regional Office **will** notify the applicant in writing of the deficiencies found. The applicant **must**, within 20 days from the **receipt** of the notification from the Regional Office, correct the deficiency or supply the additional information that the Regional Office requests. Such notification should remind the applicant that failure to respond appropriately within the 20 day period may be construed to be an abandonment of the applicant.

I. Threshold Eligibility Criteria	**Yes**	**No**
A. Applicant's law has been recognized as providing rights and remedies subsequently equivalent to those provided by Title VIII, or the Department has entered into an agreement regarding interim referrals of complaints before September 13, 1988, the date of the enactment of the Fair Housing Amendments Act of 1988.	☐	☐
B. Applicant agency has executed a written Memorandum of Understanding with the Department or an Agreement for Interim Referrals of Complaints.	☐	☐
C. Applicant has demonstrated to HUD procedures acceptable for cooperating with other FHAP-funded agencies having concurrent jurisdiction.	☐	☐
D. Applicant has not unilaterally reduced the level of financial resources committed to fair housing complaint processing.	☐	☐
E. Applicant has agreed to participate in HUD-sponsored training.	☐	☐

II. Additional Criteria for Incentive Funds			
A. Applicant acceptably processed the stated minimum number of dual filed cases in the 12 month period specified by NOFA.	☐	☐	Number Processed
B. Applicant performed satisfactorily in the timely submission of vouchers	☐	☐	
C. The applicant completes the administrative processing of a complaint in a timely manner, (such timely manner will be defined in written guidance to the reforms).	☐	☐	
D. Applicant engaged in comprehensive and thorough investigative activities based on HUD's most recent annual evaluation and monitoring.	☐	☐	
E. Applicant's budget expenditure data for most recently concluded year indicates that the agency spent no less than the minimum percentage of funds other than Federal funds, as set forth in the NOFA, in support of fair housing activities.	☐	☐	Unable to Determine ☐

See also III F below.

III. Submission Requirements		
A. Application received by date and time established in RFA.	☐	☐
B. Applicant submitted original and 2 copies of the application	☐	☐
C. Application was signed by authorized representative of the applicant.	☐	☐
D. Application contains signed Standard Assurances (SF-424b)	☐	☐
E. Application contains completed Drug Free Workplace Certification.	☐	☐
F. Application contains signed certifications required by 24 CFR Part 111.	☐	☐

Remarks

IV. Substantive Requirements	Yes	No
A. Application contains a completed SF-424 (Application for Assistance)	☐	☐
B. Application contains a *Program Narrative Statement* describing the applicant's proposed activities and objectives.	☐	☐
C. All activities proposed for funding address, or have ultimate relevance to matters affecting fair housing which are cognizable under the Fair Housing Act.	☐	☐
D. Application contains a schedule for completion of each task/activity.	☐	☐
E. Activities proposed are consistent with the objectives to be met.	☐	☐
F. Objectives are related to reasonable fair housing concerns for the applicant.	☐	☐
G. For Capacity Building, application contains information to justify amount of funds requested.	☐	☐
Remarks		

V. Budget Requirements	Yes	No	More Information Needed
A. Does the budget contain requisite data in Section A, B, C and D of the SF-424a?	☐	☐	
B. Does the application contain an estimated cost of each proposed activity?	☐	☐	
C. Is the budget information on the SF-424a supported by the summary of the development of the individual costs?	☐	☐	
D. Is the summary of the development of the individual costs consistent with the activities/task proposed?	☐	☐	☐
E. *Summary of Development of Individual Costs*			
1. For direct labor, does it have an estimated number of hours and rate per hour or otherwise established pay scale?	☐	☐	
2. For fringe benefits, does it show what the base is and what the rate is?	☐	☐	
3. For material and equipment, does it show, by item, the quantity and unit cost?	☐	☐	
4. For transportation, does it show mileage and rate/mile for POV? Fare for public transportation? Trips and destination? Number of days and daily rate per diem or subsistence?	☐	☐	
5. For consultants, does it show the type of and the number of days and rate per day for each type?	☐	☐	
Is it within the maximum rate allowed?	☐	☐	
6. For subcontracts, does it list individual subcontracts and amounts with a separate budget proposal for each subcontract?	☐	☐	
7. For other direct costs, does it show, by item, the quantity and unit cost?	☐	☐	
F. Are there indirect costs proposed?	☐	☐	
1. If yes, is the indirect rate: ☐ Provisional ☐ Predetermined ☐ Final ☐ or Fixed			
How?			
Did CAO confirm this rate?	☐	☐	
2. What is the rate? What is the base to which the rate is applied?	☐	☐	
3. Was RCO consulted on the indirect costs?	☐	☐	
If not, was any technical advice solicited?	☐	☐	
From Whom?			

EOS Name & Date:	DOC Name & Date	ROD Signature & Date: