



# Fair Housing Initiatives Program (FHIP) Information Resource Center Newsletter – June 2009

Assistant Secretary Trasviña -- On March 26, 2009, President Barack Obama nominated John Trasviña as the new Assistant Secretary for the Office of Fair Housing and Equal Opportunity. A native of San Francisco, CA, he is a graduate of Harvard University and Stanford Law School and has devoted his legal career to public service in civil rights and immigration policy. We welcome him to HUD.

*FHEO launched its new fair lending video.*

*Check it out!!*

*<http://www.hud.gov/offices/fheo/index.cfm>*

*Due to the overwhelming success of the initial launch of the newsletter, FHIP is releasing its second version full of valuable information, updates and helpful hints to assist you in the upcoming grant application and submission process.*

*If you have suggestions, ideas, or particular items for the FHIP newsletter, please contact the FHIP IRC staff at 202-234-1522, x106. We look forward to receiving your comments.*

## **HELPFUL HINTS FOR POTENTIAL GRANT APPLICANTS**

Find below helpful tips on the grantee registration and application submission process for the upcoming FHIP FY 2009 Notice of Funding Availability (NOFA).

1. These instructions are geared towards an electronic application process. Thoroughly read the FY 2009 FHIP NOFA to include the General Section to find out if the electronic application process has been changed or modified.
2. The Department uses Grants.gov as its application submission tool. FHIP applicants should register or update their registration in advance of HUD posting its FHIP FY 2009 NOFA. The process takes 2 to 4 weeks so begin now. To register you must:
  - a) Have a DUNS Number
  - b) Register with the Central Contractor Registration System
  - c) Register with the Credential Provider to safeguard the security of electronic information; and
  - d) Register with Grants.gov

### **KEY TERMS**

**Applicant Organization** – The applicant organization is an entity that is identified as the legal applicant for funding in box 8a on the SF-424, Application for Federal Financial Assistance and is the organization that HUD will hold accountable to fulfill the requirements of the award, should the applicant be selected for funding.

**Authorized Organization Representative (AOR)** – The applicant organization (applicant Legal Name in box 8a of the SF-424) E-Biz POC, must grant permission for a person to become an AOR and submit an application on behalf of the applicant organization through the Grants.gov system.

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**HELPFUL HINTS FOR POTENTIAL GRANT APPLICANTS**

**KEY TERMS**

· **eBusiness Point of Contact (E-Biz POC)** – The E-Biz POC is identified during the Central Contractor Registration Process (Step 2 of the Registration Process). The E-Biz POC must grant authority for a person to be the AOR.

· **Marketing Partner ID Number (MPIN)** – As part of the CCR Registration Process, the E-Biz POC will be asked to create an MPIN. The MPIN is a nine character (alpha numeric) password that is used to access other systems and should be well guarded.

· **Trading Partner Identification Number (TPIN)** – A TPIN is a password that is used to access the applicant organization's Central Contractor Registration System (CCR) data.

**GRANT SEEKER'S WEBSITES**

1. Sign-up for RSS Feed Services which allows an applicant to be notified of new funding opportunities or modifications to an existing funding opportunity. For more information visit: [www.grants.gov/search/subscribeAdvanced.do](http://www.grants.gov/search/subscribeAdvanced.do).
2. Download application package instructions by visiting: [http://grants.gov/applicants/apply\\_for\\_grants.jsp](http://grants.gov/applicants/apply_for_grants.jsp).
3. Applicants should review the narrated tutorial on how to complete a grant application package using **Adobe**. [http://grants.gov/flash/AdobeReaderApplicationTutorial\\_skin.swf](http://grants.gov/flash/AdobeReaderApplicationTutorial_skin.swf).
4. Participate in the satellite training and webcast sessions designed to thoroughly explain the amended FHIP NOFA, when announced.

**FAIR HOUSING EDUCATIONAL MATERIALS PRODUCED WITH FHIP FUNDS**

**National Fair Housing Alliance** - The National Fair Housing Alliance (NFHA) plans to develop and distribute a comprehensive public service advertising campaign to address fair lending and rental discrimination issues. The target markets for the campaign are senior citizens, African-Americans, Latinos, Asians and other new immigrant populations, and groups that have been disproportionately affected by predatory lending practices. The campaign will utilize the most effective tools for reaching the target market – television ads, radio ads, print ads, posters, movie theatre ads and shopping mall dioramas. NFHA will work with major real estate, lending, and insurance associations and corporations, as well as with national and local civil rights, housing counseling, and fair housing organizations, to promote and distribute the campaign to a broad audience of consumers.

**Pacific News - National Fair Lending Campaign** - HUD has launched a national fair lending campaign called “HUD – One Call: Many Answers”. A bilingual public service announcement (PSA) featuring Dennis Haysbert is designed to increase awareness of the Fair Housing Act and to educate the public about lending discrimination. The PSA informs the public that it is unlawful to discriminate because of someone’s race, color, national origin, religion, sex, familial status, or disability. In the PSA, Mr. Haysbert encourages the public to contact HUD if one believes they have experienced lending discrimination. <http://www.hud.gov/offices/fheo/adcampaign.cfm>

**Information Resource Center** – HUD recently launched its Clearinghouse website for the Information Resource Center at [www.Hud.gov/offices/fheo/irc4.cfm](http://www.Hud.gov/offices/fheo/irc4.cfm). It is still ‘work in progress’, so please stop by and review the website for content. We need your feedback to make this the most productive website for your use.



**FHIP IS COMMITTED TO SHARING UP-TO-DATE INFORMATION WITH YOU.**

**STAY TUNED FOR THE NEXT**

**QUARTERLY NEWSLETTER EDITION!!**