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Budget and Appropriations

House Considering Two-Month Federal Funding Extension This Week—Take Action!

By Kim Johnson, NLIHC Senior Director of Policy

Keywords: Appropriations, continuing resolution, funding extension

The House of Representatives is expected to vote on an agreement to provide temporary funding to keep federal programs and services running at the end of the month. Congress has until September 30—the end of fiscal year (FY) 2025—to reach a temporary funding agreement, known as a “continuing resolution,” or CR, and avoid a partial shutdown of the federal government.

CRs extend the previously appropriated level of funding for federal programs, giving Congress additional time to reach a bipartisan spending agreement for the new fiscal year. However, because CRs provide flat funding—and because the cost of rental and homelessness assistance increases every year—a long-term CR acts as a cut to HUD’s affordable housing and homelessness programs, reducing the number of people and communities served.

While the White House is pushing Congress to extend funding until January 31, 2026, Appropriators are expected to put forward a CR lasting until November or December. Despite previous reporting, the CR is not expected to carry with it three of the nine FY26 appropriations bills Congress was hoping to pass along with the CR; rather, the CR will likely be “clean,” without any partisan policy riders or amendments that would slow down the process of reaching a bipartisan agreement.

The White House also sent Congress an [anomalies request](#) on September 9, outlining certain programs the White House would like Congress to provide additional funding for in the event of a CR. Included in the request is language that would give HUD permission to repurpose funding from certain accounts to help cover the cost of voucher renewals. However, there is nothing included in the anomalies request, CR, or the House’s and Senate’s FY26 spending bills that would be sufficient to cover needed renewal funding for HUD’s Housing Choice Voucher (HCV) and Emergency Housing Voucher (EHV) programs.

The Need for Additional Funding for Voucher Renewals

While both the [House](#) and [Senate FY26 THUD spending bills](#) both reject the drastic spending cuts and programmatic overhauls proposed in President Trump's FY26 [budget request](#), neither spending bill provides sufficient funding to ensure renewal of all existing HCVs or [EHVs](#). Without sufficient funding, vouchers will be lost through attrition—when a household no longer needs their voucher, the voucher cannot be reissued to a new family because it is no longer attached to funding. When renewal funding is insufficient—or when funding is cut—households that rely on a voucher to keep a roof over their heads actively lose their rental assistance, putting them at risk for housing instability, eviction, and in the worst cases, homelessness.

At current funding levels, over 2.4 million households receive rental assistance, accounting for just one in four households who qualify. Under the House's FY26 spending bill, an estimated 181,900 fewer households would be served; in the Senate, 107,800 fewer households would receive rental assistance. The [loss of these vouchers](#) would disproportionately affect older adults, people with disabilities, and families with children.

Take Action

Use NLIHC's toolkits and resources to take action on FY26 funding, including by:

- **Using NLIHC's advocacy toolkit, “[Opposing Cuts to Federal Investments in Affordable Housing](#),”** to call on Congress to protect and expand affordable housing and homelessness resources, including NLIHC's priorities:
 - At least \$35.65 billion to renew all existing TBRA contracts, plus urgently needed funding to ensure the 59,000 households who rely on an EHV to keep a roof over their heads [do not lose their assistance](#).
 - \$5.7 billion for public housing operations, and at least \$5 billion to address public housing capital needs.
 - \$4.922 billion for HUD's Homeless Assistance Grants (HAG) program.
 - \$15 million for the Eviction Protection Grant Program (EPGP), as provided in the Senate's spending bill.
 - At least \$1.3 billion for HUD's Indian Housing Block Grant (IHBG) program and \$150 million for IHBG-Competitive funds, targeted to Tribes with the greatest needs.

The toolkit includes talking points, advocacy materials, engagement ideas, and more resources for advocates to weigh-in with their members of Congress on the importance of these vital resources!

- **Emailing or calling members' offices** to tell them about the importance of affordable housing, homelessness, and community development resources to you, your family, your community, or your work. You can use [NLIHC's Take Action page](#) to look up your member offices or call/send an email directly!
- **Sharing stories of those directly impacted** by homelessness and housing instability. Storytelling adds emotional weight to your message and can help lawmakers see how

their policy decisions impact actual people. [Learn about how to tell compelling stories with this resource.](#)

National, state, local, Tribal, and territorial organizations can also [join over 2,700 organizations](#) on CHCDF's national letter calling on Congress to support the highest level of funding possible for affordable housing, homelessness, and community development resources in FY26.

Visit [NLIHC's Advocacy Hub](#) for more information and resources that can help you take action and help protect the affordable housing programs people rely on.

Homelessness & Housing First

National Alliance to End Homelessness and Women's Development Corporation Files Lawsuit Against HUD for Punishing Federal Housing Applicants

By Alayna Calabro, NLIHC Senior Policy Analyst

Keywords: National Alliance to End Homelessness, NAEH, alliance, lawsuit, HUD, Continuum of Care, Scott Turner, National Homelessness Law Center, Women's Development Corporation, Democracy Forward

The National Alliance to End Homelessness and Women's Development Corporation filed a [lawsuit](#) and a motion for a temporary restraining order against HUD and HUD Secretary Scott Turner on September 11. The lawsuit challenges HUD's new funding restrictions that unlawfully condition access to federal housing grants in compliance with the Administration's partisan agenda. Plaintiffs are represented by Democracy Forward, the National Homelessness Law Center, the Lawyers' Committee for Rhode Island, and the American Civil Liberties Union (ACLU) Foundation of Rhode Island.

The case, *National Alliance to End Homelessness v. Turner, et al.*, asserts that HUD's new criteria for Continuum of Care (CoC) Builds grants are unconstitutional and unlawful. The lawsuit asks the court to block HUD's unlawful funding restrictions and restore fair access to federal housing funds.

"The work to end homelessness is not partisan, and it never should be," stated Ann Oliva, CEO of the National Alliance to End Homelessness. "Permanent Supportive Housing is an essential resource for re-housing those with the greatest needs. Withholding it from communities for political reasons is unconscionable, unconstitutional, and unaligned with the goal of serving vulnerable Americans. These actions will harm entire communities at a time when there is more pressure than ever to address chronic and unsheltered homelessness, and it signals the potential for further political interference in the work to get people off the streets. It cannot be allowed to continue."

Learn more [here](#).

Read the complaint [here](#).

Fair Housing

NLIHC Joins National Fair Housing Alliance Letter Opposing Disparate Impact Rule Change

By Kayla Blackwell, NLIHC Housing Policy Analyst and Sarita Kelkar, NLIHC Policy Intern

Keywords: Disparate impact, discriminatory effect, HUD

NLIHC joined a National Fair Housing Alliance (NFHA) [letter](#) urging Office of Management and Budget (OMB) Director Russel Vought and HUD Secretary Scott Turner to preserve the 2023 “disparate impact” rule. The letter responds to HUD’s recent disparate impact changes sent to OMB (see [Memo, 8/11](#)). The disparate impact standard of the 1968 “Fair Housing Act” prohibits practices that disparately impact members of protected classes, even without explicitly discriminatory intent, and it remains a key tool for combating harmful housing policies. While the text of the rule has yet to be publicly released, its existence amidst other actions of the Trump Administration signifies threats to fair and affordable housing.

For decades, HUD and the courts have upheld the disparate impact standard, creating a long legal precedent critical to defending protected classes against housing discrimination. In 2013, HUD codified standards for evaluating when policies with discriminatory effects violate the act, including a three-step “burden-shifting” standard giving the party reporting a discriminatory effect a fair chance. As part of this first final rule, these standards were designed to protect individuals against housing discrimination with the ability to issue challenges if needed.

However, in 2020, the Trump Administration attempted to place higher burden-of-proof on protected classes and reduce the types of recognized discriminatory effects by issuing a new disparate impact rule. While the 2023 Disparate Impact Rule under the Biden Administration restored standards set in the 2013 rule, the current Administration is attempting to dismantle fair housing law and the disparate impact standard. In April, the Administration released an executive order eliminating use of the standard (see [Memo, 4/28](#))—and now alludes to returning to its 2020 rule.

The letter reiterates how:

- The disparate impact standard is a common-sense legal tool.
- HUD’s 2023 Disparate Impact Rule appropriately reflects decades of legal precedent.
- Watering down HUD’s 2023 Disparate Impact Rule will undoubtedly violate the law.
- The disparate impact standard ensures fair, thriving markets.

The disparate impact standard is a needed tool to protect and empower marginalized groups against discriminatory housing policies like redlining and exclusionary zoning. Emphasizing commitment to the principle of identifying and acting against disparate impact, the letter argues for the continuation of HUD’s 2023 Disparate Impact Rule.

Read NFHA's press release [here](#) and access the letter [here](#).

Read more about the “disparate impact” rule on NLIHC's Racial Equity and Fair Housing page [here](#).

Opportunity Starts at Home

Justice in Aging Hosts Webinar with Federal Housing Updates for Aging Advocates

By Julie Walker, NLIHC National Campaign Coordinator

Keywords: Opportunity Starts at Home, multi-sectors, aging advocates, webinar

Justice in Aging, an *Opportunity Starts at Home* (OSAH) Campaign Roundtable member, is hosting a webinar, “[Federal Housing Updates for Aging Advocates](#)” on Wednesday, September 17, 2025, from 11:00 am – 12:00 pm PT/2:00 pm – 3:00 pm ET. The webinar will provide an overview of policy threats and opportunities affecting older adults' access to federal housing and homeless assistance programs. The webinar will also feature the OSAH campaign, with a discussion on how aging advocates can get involved in advancing federal housing solutions for low-income renters.

The Trump Administration's actions around housing and homelessness threaten to harm low-income older adults, who are the fastest-growing group among people experiencing homelessness. The growing gap between incomes and rents means affordable housing is increasingly out of reach for seniors. Yet instead of investing in proven solutions like federal rental assistance, the Administration is seeking to weaken and make cuts to housing and homeless assistance programs, which will deepen the homelessness crisis for older adults.

Presenters will discuss:

- The importance of federal rental assistance for older adults;
- Federal housing policy updates and advocacy opportunities; and
- How aging advocates can take part in a multi-sector campaign advancing federal housing solutions for low-income renters.

Who should participate: advocates for older adults at risk of or experiencing homelessness and other aging and disability stakeholders.

Presenters

- Jennifer Kye, Director, Federal Housing Advocacy, Justice in Aging
- Chantelle Wilkinson, Vice President, Strategic Partnerships and Campaigns, NLIHC

Register for the webinar [here](#).

Learn more about the connections between aging adults and affordable housing by reading the OSAH campaign fact sheet [here](#).

Our Homes, Our Votes

***Our Homes, Our Votes* Campaign Celebrates National Voter Registration Day!**

By Brendan McKalip, NLIHC *Our Homes, Our Votes* Intern

Keywords: National Voter Registration Day, civic holiday, voter registration, low-income renters, Our Homes Our Votes campaign

On September 16, 2025, NLIHC's *Our Homes, Our Votes* joins a coalition of thousands of partners across the country that will celebrate National Voter Registration Day with a coordinated democracy blitz aimed at getting every eligible American registered to vote in advance of the election in 2025!

While federal election years get the media attention, it is state and local elections that have the most immediate impact on the policies that affect our homes and communities. These close-to-home elections decide critical issues like affordable housing funding, tenant protections, zoning laws, and homelessness resources—yet they are plagued by chronically low turnout. Building political power for low-income renters starts with ensuring our communities are registered and ready to vote. That's why NLIHC is a proud partner of National Voter Registration Day, the nation's largest nonpartisan civic holiday.

We encourage our members and partners to register to vote and spread the word about voter registration! By registering to vote and casting your ballot, you can make your voice heard and build the political will for housing justice.

You can register to vote, update your registration, check your registration status, sign up for election reminders, and find nonpartisan election information for your community at ourhomes.turbovote.org. The website is available in both English and Spanish. Click [here](#) for more detailed guidance on TurboVote!

Already registered to vote? Here are some additional ways you can get involved with NLIHC's nonpartisan *Our Homes, Our Votes* campaign:

- Visit <https://www.ourhomes-ourvotes.org/resources> for a comprehensive set of template resources and factsheets to plan your own nonpartisan voter and candidate engagement.
- Celebrate voter participation in style with NLIHC's [expanded, bilingual collection](#) of *Our Homes, Our Votes* stickers, magnets, buttons, T-shirts, and other swag!
- Join the [Housing Providers Council](#) (open to subsidized housing developers, property managers, and resident services staff committed to nonpartisan civic engagement).
- *Our Homes, Our Votes* will be launching a Mini-Grant Program in October to support local voter engagement efforts. Join the [Our Homes, Our Votes Affiliates Network](#) to receive updates about the mini-grant application.

Please reach out to Tia Turner, project manager of the *Our Homes, Our Votes* campaign, at tturner@nlihc.org with any questions.

Tenant Talk

Fall Issue of *Tenant Talk* Coming Soon!

By Sid Betancourt, NLIHC Manager of Inclusive Community Engagement

Keywords: Tenant Talk, fall issue, September, budget, reconciliation, funding cuts, tenants

NLIHC is preparing for the release of the next issue of *Tenant Talk* in late September! Published twice a year, *Tenant Talk* is a newsletter that aims to engage tenants in housing advocacy and to highlight innovative approaches and recent victories in communities throughout the U.S. The upcoming issue, *Navigating Funding Cuts: Empowering Tenants to Shape Policy*, will include articles explaining the budget process and calls to action for tenant advocates. Sign up for a copy of the upcoming issue of *Tenant Talk* [here](#)!

This issue will educate readers on the budget process, detailing what is at risk if proposed budget cuts are made to housing programs and other related programs. As Congress prepares to review the 2026 budget, this edition asks readers to engage their lawmakers in a conversation about the long-term and large-scale investments in affordable housing and homelessness programs. This publication will include two articles written by tenants who would be directly impacted by harmful cuts to housing programs. NLIHC's policy and research teams also provide an update on their work, including other happenings on Capitol Hill, federal advocacy, and ongoing research.

A digital version of the latest *Tenant Talk* will be made available on the date of release to all NLIHC members and partners, as well as the general public, for reading or downloading. Digital copies will be available in Spanish soon.

If you would like to receive a printed version of *Tenant Talk* for free through the mail, you can fill out this [quick form](#). Please note you are limited to one order of either one or five copies. Copies are available on a first-come, first-served basis. If you have registered to receive a physical copy of a past edition, we ask that you please register through the form again. The form will close on October 2, 2025, or whenever the stock of physical copies is exhausted. Please feel free to share the form with your network and any others who might be interested.

All editions of *Tenant Talk* can be accessed [here](#).

Research

Official Poverty Rate Declines Slightly and Income Inequality Remains High

By Raquel Harati, NLIHC Research Analyst

Keywords: Census, poverty rates, income inequality, social security, antipoverty programs, economic outlook

The U.S. Census Bureau released two annual reports, [*Poverty in the United States: 2024*](#) and [*Income in the United States: 2024*](#), on September 9, that assess recent economic trends. This year's report found that the official poverty rate for 2024 was 10.6%, down from 11.1% in 2023, with 35.9 million people remaining in poverty across the country. The Supplemental Poverty Measure (SPM), which considers noncash benefits from anti-poverty programs and tax credits while removing certain necessary expenses from income calculations, is 12.9% with no statistically significant change from 2023. The Census Bureau also found that the real median household income for 2024 is \$83,730, which is not significantly different from the previous year. Notably, household incomes in the 90th percentile saw their income levels grow 4.2%, while households in the 50th and 10th percentiles saw no significant changes in income.

Along with the official poverty rate marginally declining from 2023 to 2024, official poverty rates for white, Asian, and Hispanic (of any race) individuals also decreased slightly by 0.5, 1.6, and 1.6 percentage points, respectively. Other races and ethnicities saw no statistically significant changes in 2024 according to the official poverty measure. Official poverty rates of individuals under the age of 18 slightly decreased from 15.3% in 2023 to 14.3% in 2024. Individuals aged 18 to 64 years also saw a 0.4% decrease, while those 65 and older did not see a statistically significant change within the same period. Similar to 2023, we see higher rates of renters in poverty (20.1%) when compared to homeowners with a mortgage (3.8%) and homeowners without a mortgage (10.4%) in 2024.

While there was not a statistically significant change in the overall SPM rate in 2024, there was a statistically significant increase in the SPM rate for Black individuals from 18.5% to 20.7%, an increase of 2.2 percentage points—the highest of any racial demographic. SPM rates for those 65 years and older increased 0.8 percentage points from 14.2% to 15%, the largest increase and only significant change of any age group from 2023 to 2024. The SPM poverty rate among renters in 2024 remains significantly higher (23.3%) when compared to homeowners without a mortgage (11.7%) and homeowners with a mortgage (6.1%).

Social security remains the largest antipoverty program in 2024, lifting 28.7 million individuals out of SPM poverty. Refundable tax credits and SNAP are the next highest antipoverty programs, raising 6.8 million and 3.6 million individuals out of poverty, respectively. Housing subsidies brought 2.5 million individuals out of poverty. Part of the reason that social security, tax credits, and SNAP have a greater impact on reducing poverty nationally than housing subsidies is because they are available to anyone who qualifies. In contrast, housing subsidies are only provided to 1 in 4 households that qualify. Altogether, these findings highlight the importance of antipoverty programs, including housing assistance.

According to *Income in the United States: 2024*, there was no statistically significant increase in real median income relative to 2023. However, there were some significant changes in median incomes for specific demographics. Median incomes increased from 2023 to 2024 by 5.5% for Hispanic households and 5.1% for Asian households, while they declined by 3.3% for Black households. White and non-Hispanic white households' median incomes did not change significantly between 2023 and 2024. For the second consecutive year, the female-to-male earnings ratio decreased from 82.7% in 2023 to 80.9% in 2024. This change is likely due to

median earnings for men who work full-time increasing by 3.7% while there was no significant change to incomes for women working full-time.

Poverty in the United States: 2024 can be found [here](#).

Income in the United States: 2024 can be found [here](#).

Resource

Protecting Immigrant Families Coalition Releases explainer on the U.S. Citizenship and Immigration Services' Public Charge Memo, Affirms Housing is NOT Considered in Public Charge Test

By Kayla Blackwell, NLIHC Housing Policy Analyst and Sarita Kelkar, NLIHC Policy Intern

Keywords: Public charge, Protecting Immigrant Families Coalition, PIF, explainer

On Thursday, September 4, the U.S. Citizenship and Immigration Services (USCIS) released a [memo](#) to USCIS officers, “Reaffirming Guidance on Public Charge Inadmissibility Determinations.” However, the policy memorandum does not change which benefits are included in a public charge test. The Protecting Immigrant Families (PIF) Coalition created an [explainer](#) with three key takeaways, providing more information about the policy memorandum with some additional context.

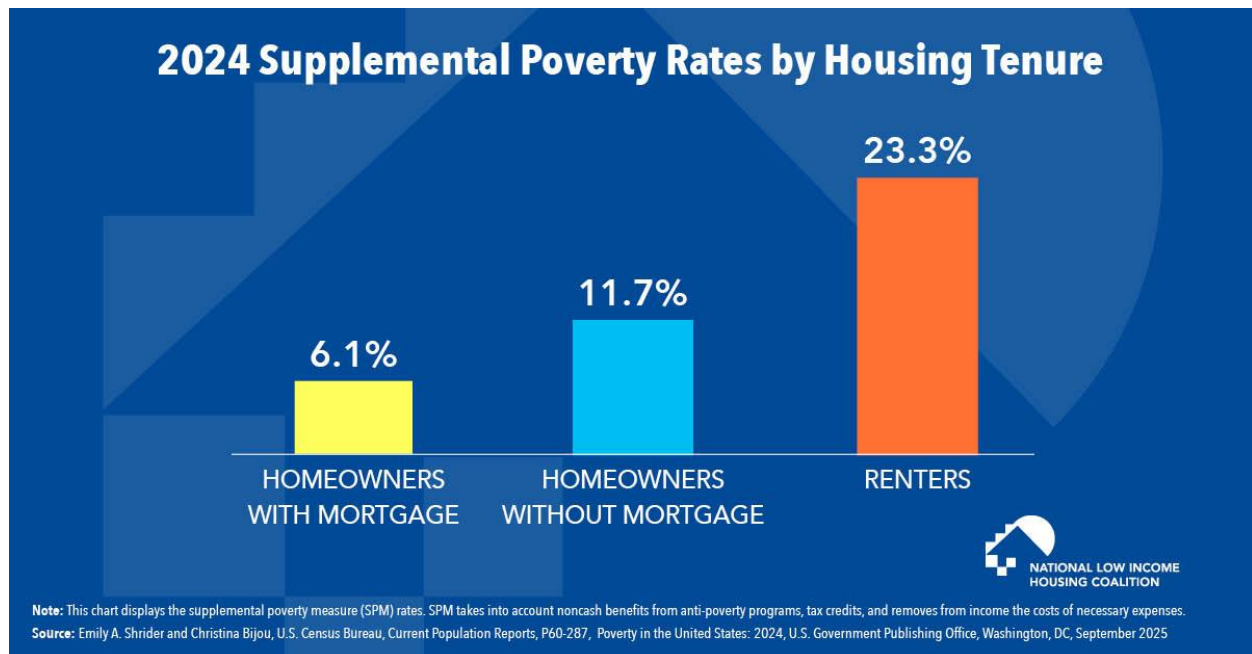
The “public charge” test is one part of an evaluation conducted by the federal government in U.S. immigration policy. If an individual is likely to depend on government benefits as their main source of support and become a “public charge”, the individual can be denied a green card or admission to the U.S.—excluding permanent residents applying to become U.S. citizens. Alongside individual information such as health, income, and family size, officials look to individuals’ use of cash assistance in determining public charge status. Prior to 2019, almost all non-cash government benefits, such as Medicaid and housing benefits, were excluded from the public charge consideration. A harmful rule issued under the Trump Administration in 2019 (and that is no longer in effect) [caused](#) a significant drop in enrollment in programs such as government health care and pandemic aid, undermining the response to the pandemic and widening economic and health disparities. NLIHC joined more than 1,000 organizations in signing on to a public charge comment letter led by the [Protecting Immigrant Families](#) (PIF) campaign (see [Memo 4/25/2022](#)).

The first Trump Administration attempted to expand inadmissibility in 2019, increasing the number of benefits included in the public charge test. The Biden Administration ceased implementation of the Trump public charge rule in 2021 making change—for example to eliminate consideration of an individual’s public housing, Medicaid, and SNAP benefits—and issued a final rule in 2022. **While USCIS’s recent memo reintroduces some of the rhetoric from the first Trump Administration, PIF’s explainer critically affirms the hold of the Biden Administration’s public charge rule.**

Access the explainer [here](#).

Fact of the Week

Renters Were Much More Likely to Live in Poverty Than Homeowners in 2024



Note: This chart displays supplemental poverty measure (SPM) rates in 2024. SPM takes into account noncash benefits from anti-poverty programs, tax credits, and removes the costs of necessary expenses from income determinations.

Source: Emily A. Shrider and Christina Bijou, U.S. Census Bureau, Current Population Reports, P60-287, *Poverty in the United States: 2024*, U.S. Government Publishing Office, Washington, DC, September 2025.

NLIHC Careers

NLIHC Seeks Senior Advisor for Public Policy

The Senior Advisor for Public Policy monitors and analyzes all HUD regulatory and sub-regulatory actions, including legislative proposals that would impact regulations, that may impact renters in federally assisted housing, people experiencing homelessness, and the development and preservation of affordable housing. They also contribute to reports summarizing how states awarded their annual NHTF allocations. This position is a key member of the NLIHC Public Policy team working in close coordination with the senior vice president and directors as well as with colleagues on all other NLIHC teams. The salary range for this position is contingent upon experience and ranges from \$126,871 - \$140,000.

Responsibilities/Duties

Regulatory Affairs

- Monitor key HUD, Federal Register, and OIRA (OMB) sources, with a focus on the HUD programs and policies most important to NLIHC and extremely low-income residents, such as public housing (including the Rental Assistance Demonstration, Moving to Work Demonstration Expansion, and Section 18 Demolition/Disposition), Housing Choice Vouchers, Section 8 Project-Based Rental Assistance (PBRA), and fair housing.
- Study, summarize, and assess proposed and final HUD rules as well as formal HUD policy notices, memoranda, and other administrative materials.
- Notify NLIHC members and stakeholders about such HUD actions via Memo to Members, NLIHC listserv, and monthly virtual meetings conducted by NLIHC's Field Team.
- For proposed rules, draft brief sample comment letters and urge State and Tribal Partners and NLIHC members to submit comments. In addition, draft comprehensive, detailed NLIHC comment letters signed by NLIHC's President and CEO. Assess and sign on to comment letters drafted by allied advocacy organizations with greater expertise in a particular policy area.
- Engage relevant HUD staff regarding issues of concern.
- Prepare and conduct webinars on critical regulatory changes, as appropriate.

Policy Team Support

- Coordinate with Policy Team staff members to assess the regulatory and implementation impact of draft bills, proposed legislation, etc.
- Work with NLIHC's Policy and Communications teams on annual updates to NLIHC's Advocates' Guide and on needed updates to website materials related to public housing and fair housing.
- Coordinate with allied advocacy organizations on relevant issues.
- Represent NLIHC in working groups coordinated by other organizations such as the Housing Justice Network, Preservation Working Group, and Fair Housing Task Force.

Organizational Support

- Coordinate with NLIHC's Field and Campaign teams to mobilize action on regulatory and subregulatory issues.
- Participate in regularly scheduled Policy Team and All Staff meetings.
- Provide planning support for the annual Housing Policy Forum, including speaker recruitment, as assigned.
- Speak at meetings and conferences in DC and around the country, with a priority for NLIHC member organizations and state partners.
- Participate in staff meetings, trainings, and all NLIHC events.
- Other duties as assigned.

Qualifications

- Basic familiarity with key HUD and other affordable housing development programs: Housing Choice Vouchers, Public Housing (including the Rental Assistance Demonstration, Moving to Work Demonstration Extension, Project-Based Rental Assistance, and fair housing. Some familiarity regarding HOME Investment Partnerships (HOME), Low Income Housing Tax Credit (LIHTC), Section 3 obligations, and Rural Development Section 515 will be helpful to this position.
- At least 8 years of experience relevant to HUD regulatory actions.
- Experience with gathering, tracking, and reporting information on draft policies i.e., legislation and/or regulations and report writing.
- Ability to translate dense, complex regulatory and programmatic details into plain language analysis for non-expert audiences, including HUD-assisted residents and other advocates.
- Ability to manage multiple priorities and work independently in a fast-paced, mission-driven environment.
- Goal-oriented and self-motivated with strong organizational skills to breakdown complex projects into actionable steps.
- Ability to think creatively and strategically, aligning projects with other teams and broader organizational goals to maximize impact.
- Strong collaborator and problem solver.
- Experience with Microsoft Office suite, including Excel proficiency.
- Passion for housing justice, racial equity, a focus on extremely low-income renter households, and NLIHC's mission.

Preferred Skills

- Experience working with coalitions, nonprofits, or policy-focused organizations.
- Personal experience facing housing insecurity or injustice or living in federally subsidized housing.

Compensation & Benefits

An equal opportunity, affirmative action employer, NLIHC offers a competitive salary and a generous benefits package. Interested candidates should submit a resume, cover letter with salary requirement, and a writing sample to Jamaal Gilani, Director of People and Culture, via email at jgilani@nlihc.org.

NLIHC Seeks Operations Coordinator

The Operations Coordinator will collaborate closely with the Director of Operations and Accounting, as well as the Senior Vice President of Operations and Finance. This role is essential for ensuring that NLIHC's operations are effective and efficient, supporting the Coalition's mission to achieve racially and socially equitable public policies. The goal is to ensure that individuals with the lowest incomes have access to quality homes that are affordable and located in communities of their choice.

The Operations Coordinator will assist the operations team with key functions, including financial management, organizational recordkeeping, mail distribution, provide support for meetings and events, intern recruitment, IT support, and other assigned duties. This position will report directly to the Director of Operations and Accounting (DOA). The salary range for this position is contingent upon experience and is from \$67,077 - \$78,816.

This position requires physical time in the office, and the candidate must be located in the metropolitan Washington D.C. area or be able to commute to our office located in D.C. for a hybrid work schedule.

Responsibilities/Duties

Administration and Recordkeeping

- Maintain essential operational department files (financial, contract, personnel, etc.) and provide requested documents for the annual audit.
- Coordinate with NLIHC staff to procure necessary office supplies
- Prepare check deposits for DOA to complete electronic deposits at least weekly
- Assign general ledger codes to revenue receipts, including grants, donations, memberships, and other payments
- Receive vendor/contractor invoices and requests for staff expenditures, prepare payments to vendors/staff with appropriate general ledger coding in Bill.com, and make allocations to NLIHC's 501(c)(3) and 501(c)(4) as appropriate. Submit payments for approval by the SVP of Operations and Finance and/or the Director of Operations and Accounting in Bill.com
- Work with NLIHC program staff to ensure proper preparation of grants from NLIHC to state and local partners, ensure grant letters are signed in a timely manner, and get grants processed for payments in Bill.com. Maintain electronic files of all contracts and grants for submission to auditors
- Coordinate with the Director of Operations and Accounting to audit the previous year's financial documents to ensure all files are accurate and up to date, and to prepare the e-filing system to receive the new/current year's financial documents
- Implement procedures to process staff expenditure requests and payments
- Completing monthly credit card reconciliation
- Prepare a bi-weekly expense report from Bill.com for the CEO's review as part of the department's reconciliation activities
- Conduct annual equipment inventory
- Serve as back-up support for the Data Systems Analyst with monitoring the status of all office equipment, including assigning inventory codes. Arrange for routine maintenance and special repairs. Ensure supplies are maintained in sufficient quantities for uninterrupted service. Assist in managing the phone system. Maintain printers, scanners
- Manage the relationship with the property manager, obtaining and distributing keys and access cards to staff as needed. Respond to physical problems in the office, report them to the building supervisor, and follow up to ensure resolution
- Coordinate document organization and destruction in the NLIHC storage facility once per year

- Assist in the preparation and mailing of acknowledgement letters, publications, and other NLIHC correspondence, as needed
- Coordinate materials, submissions, and timelines for business license registration renewal
- Assist in internal IT troubleshooting and updates to IT and telecommunication systems
- Other duties as assigned

Hiring / Staffing / HR

- Post announcements for vacant positions, and schedule interviews as needed
- Ensure intern postings on Idealist and university websites each semester
- Ensure the timely delivery of Intern stipend payments in Bill.com and track these payments
- Coordinate/facilitate quarterly intern outing or group experience

Board

- Assist the Manager, Executive Operations, in coordinating Board travel
- Assist the Operations Department in staffing relevant Board committees (finance, investment, and personnel), including, but not limited to, scheduling meetings, preparing minutes, and providing other meeting support

Meetings and Events

- Assist in the planning and preparation of NLIHC events in conjunction with staff members and potential consultants

Qualifications

This is a full-time position with a strong preference for candidates physically located in the metropolitan Washington, DC area. Applicants must demonstrate a strong commitment to social justice and NLIHC's mission. This position is ideal for candidates with 2-8 years of relevant experience, although individuals with varied backgrounds will be considered. All applicants must be proficient in the Microsoft Office Suite and have basic to intermediate-level proficiency in Excel, Bill.com, Sage Intacct, and basic accounting/bookkeeping. Additionally, operational experience is strongly preferred.

Successful candidates will possess strong interpersonal skills with a commitment to confidentiality, as well as strong analytical, writing, and organizational skills, combined with keen attention to detail.

As an equal opportunity, affirmative action employer, NLIHC offers a competitive salary and a generous benefits package.

Interested candidates should submit a resume, a cover letter with salary requirements, and one writing sample to NLIHC's Director of People and Culture, Jamaal Gilani, via email [@jgilani@nlihc.org](mailto:jgilani@nlihc.org).

NLIHC Seeks Graphic Design Intern

The Graphic Design Intern assists the NLIHC External Affairs team in the production of various physical, digital, and multimedia graphic design projects, including, but not limited to: Instagram reels, fact sheets, YouTube thumbnails, social media images, reports, infographics, explainer videos, and toolkits. Applicants should be experienced with Adobe Creative Cloud (Illustrator, After Effects, Premiere, Photoshop), Canva, and/or Adobe Express. Please provide a resume, cover letter, three design samples (or link to online portfolio), and a writing sample in order to be considered for this position.

Interested students should submit their materials to the NLIHC Communications Team via email at CommunicationsTeam@nlihc.org.

Find more information [here](#).

NLIHC Seeks Tenant Leader Intern

The Tenant Leader intern would assist the NLIHC IDEAS (Inclusion, Diversity, Equity, Anti-racism, and Systems-thinking) team in writing articles for Memo to Members and other outlets, planning and executing "Tenant Talk Live" and our biannual publication, Tenant Talk, helping to coordinate NLIHC's Collective and tenant retreat, and creating programming for and strengthening support to the Collective's alumni base.

Interested applicants should submit their materials to Sid Betancourt, Manager of Inclusive Community Engagement via email at sbetancourt@nlihc.org.

Find more information [here](#).

NLIHC News

NLIHC Seeks Input on How to Expand Partnerships in Arts & Culture Sector

By May Louis-Juste, NLIHC Program Manager, Strategic Partnerships

Keywords: Arts & culture, community input

NLIHC is [seeking your input](#) on upcoming and past arts and culture events that you believe our team should know about or attend. This could include film screenings, local gallery shows, community storytelling events, or national conferences. Your insights will help us stay connected to inspiring and educational work as we advocate for housing justice.

While events do not need to focus exclusively on housing, we are particularly interested in those that highlight housing justice themes or intersect with community, place, and belonging.

Complete the survey today!

NLIHC Welcomes Kenza Idrissi Janati as Housing Advocacy Coordinator!

NLIHC is excited to welcome Kenza Idrissi Janati as a Housing Advocacy Coordinator with the Field Strategy & Innovation team. In this role, Kenza will engage with and expand the breadth of advocates within NLIHC's network, mobilizing them in strategic efforts to advance the Coalition's mission and federal policy priorities.

Kenza first joined NLIHC as a Tenant Leader intern, working alongside the IDEAS team to uplift tenant voices at the federal level. Before joining NLIHC, Kenza worked to advance housing solutions through research and legislative advocacy at the Bipartisan Policy Center's J. Ronald Terwilliger Center for Housing Policy. Prior to that, Kenza served as a Future Leaders in Public Service fellow at the U.S. Department of Housing and Urban Development (HUD), working to streamline resident engagement and communications efforts from federal to local. Kenza started her advocacy journey at the local level, utilizing personal interviews with residents to advocate for increased housing vouchers in Chester, PA, and to this day, aims to center lived experience while engaging in the field.

Kenza holds a bachelor's degree in political science and global interdisciplinary studies from Villanova University and is currently pursuing a master's degree in migration studies at Georgetown University's School of Foreign Service.

Please join us in welcoming Kenza to NLIHC!

NLIHC in the News for the Week of September 8

The following are some of the news stories to which NLIHC contributed during the week of September 8:

- "Wyoming's investment in affordable housing is worth the fight," *Jackson Hole News*, September 10, at: <https://tr.ee/7Q9wI2>
 - "Column: Film on homelessness aims to dispel myths, encourage conversations," *Chicago Tribune*, September 11, at: <https://tr.ee/MvzsEH>
 - "Lack of Affordable Housing Prices Out Oklahoma Renters," *Oklahoma Watch*, September 11, at: <https://tr.ee/WIWvqj>
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Where to Find Us—September 15

- [Emergency Legal Responders](#), Disaster Know-Your-Rights Seminars—Guam and Commonwealth of the Northern Mariana Islands, September 13-19 (Noah Patton)
- Neighborhood Preservation Coalition of New York State, [2025 NPCNYS Annual Conference](#)—Poughkeepsie, NY, September 15-17 (Zenayah Roache)

- Texas Homeless Network, [2025 Texas Conference on Ending Homelessness](#)—Austin, TX, September 17 (Brooke Schipporeit)
 - [Dutchess County Continuum of Care](#) meeting—Poughkeepsie, NY, September 23 (Lindsay Duvall)
 - [Georgia ACT's Annual Fall Affordable Housing Conference](#)—Atlanta, Georgia, October 1 (Renee M. Willis)
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NLIHC Staff

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 Andrew Aurand, Senior Vice President for Research, x245
 Sidney Betancourt, Manager, Inclusive Community Engagement, x200
 Kayla Blackwell, Housing Policy Analyst, x231
 Victoria Bourret, Manager, State and Local Innovation Outreach, x244
 Jen Butler, Senior Vice President, External Affairs, x239
 Alayna Calabro, Senior Policy Analyst, x252
 Billy Cerullo, Housing Advocacy Organizer
 Adelle Chenier, Director of Events
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 Lindsay Duvall, Manager, Member Engagement, x206
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 San Kwon, Homelessness and Housing First Policy Intern
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Carlton Taylor, Jr., Senior Graphic Communications Coordinator
Cecily Thomas, Development Coordinator, x810
Tia Turner, Project Manager, Our Homes, Our Votes
Julie Walker, National Campaign Coordinator
Brandon Weil, Graphic Communications Manager
Cierra White, IDEAS Intern
Chantelle Wilkinson, Vice President, Strategic Partnerships & Campaigns, x230
Renee M. Willis, President and CEO, x247
Tiara Wood, Communications Coordinator