



Special NOFO
UFA Costs
Unsheltered Homelessness
Set Aside
Project Application

e-snaps Instructional Guide

Version 1

Special NOFO UFA Costs Project Application

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Special NOFO UFA Costs Project Application

Introduction

Welcome to the Special Notice of Funding Opportunity (NOFO) to Address Unsheltered and Rural Homelessness (Special NOFO) Unified Funding Agency (UFA) Costs Project Application Navigational Guide. This guide covers important information about accessing and submitting the Project Application for UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022.

The only Collaborative Applicants eligible to apply for Special NOFO UFA Costs funding are those that have also been designated by HUD as UFAs during the Fiscal Year (FY) 2022 Continuum of Care (CoC) Program Registration process.

For the purposes of submitting a Project Application in *e-snaps*, the Collaborative Applicant designated as a UFA must submit the UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022 as a Project Applicant. It is the only way that HUD will be able to process the application in *e-snaps* and award conditional funds. The first section of this guide elaborates on what this means.

Unlike the CoC Program NOFO funding, Special NOFO UFA Costs are awarded for three years. Grant terms may be extended, consistent with 2 CFR 200.308 and 2 CFR 200.309.



Per the FY 2022 CoC Program Registration Notice, Collaborative Applicants requesting UFA designation must meet the selection criteria as outlined in 24 CFR 578.7 and 24 CFR 578.11 and have financial systems that meet the standards set forth in 2 CFR 200.302.

A Collaborative Applicant could apply during the FY 2022 CoC Program Registration to be designated by HUD as a UFA.

HUD notified the Collaborative Applicant of its decision prior to the closing of the FY 2022 CoC Program Registration process.

Important!

The Special NOFO to Address Unsheltered and Rural Homelessness and the annual CoC Program NOFO competition are open at the same time. BOTH of these NOFOs are visible in *e-snaps*.

This Navigational Guide is for those who are registering for the following Funding Opportunity:

- **UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022.**

You must ensure you register for the correct Funding Opportunity. If you have not, you must abandon this project application and begin again by registering for the correct Funding Opportunity you are choosing for this project application.

Special NOFO UFA Costs Project Application

Objectives

By the end of this guide, you will be able to:

- Identify the correct *e-snaps* account to use to submit the Project Application.
- Access *e-snaps*.
- Register for the UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022 funding opportunity.
- Create the Project on the “Projects” screen.
- Access the Project Application on the “Submissions” screen.
- Complete and submit the Project Application to the Collaborative Applicant (it will appear in the Priority Listing when you update the list).
- Only if needed, amend the Project Application from the Special NOFO CoC Priority Listing for revision in your Project Applicant *e-snaps* account.

Posted Resources

HUD has determined that some Special NOFO and *e-snaps*-related resources need to be posted to HUD.gov as HUD’s official website rather than to the HUD Exchange, which focuses on technical resources for communities and grant recipients. Special NOFO information (e.g., detailed instructions), including the Special NOFO *e-snaps* navigational guides, will be published and updated on HUD.gov. Many of the other Special NOFO and *e-snaps*-related technical resources will remain on the HUD Exchange.

Have a question?

The *e-snaps* AAQ on HUD Exchange is no longer active. Send questions related to the Special NOFO or navigating *e-snaps* to the appropriate HUD.gov email address:

- SpecialCoCNOFO@hud.gov for questions about the NOFO, competition, and applications.
- e-snaps@hud.gov for questions about *e-snaps* technical issues such as creating an individual user profile, lockouts/password resets, requesting access to a CoC’s or Project Applicant’s *e-snaps* account, navigating *e-snaps*, updating the Applicant Profile, identifying the funding opportunity, creating a project, and accessing the application on the “Submissions” screen.

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Overview of this Navigational Guide

The organization of material in this navigational guide corresponds with the different parts of the Project Application process and the navigational steps follow the progression of screens in *e-snaps*.

- **Using the correct *e-snaps* account.** You must understand which *e-snaps* account to use to submit the UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022. This section discusses the need for each Collaborative Applicant organization to have access to two separate *e-snaps* accounts.
- **Accessing *e-snaps*.** Each *e-snaps* user needs his or her individual username and password in order to log in to the online *e-snaps* system. In order to view an organization's Applicant Profile, Project Applications, etc., the *e-snaps* user needs to be associated as a "registrant" with the organization's *e-snaps* account. This section identifies the steps to create user profiles and add or delete registrants.
- **Project Applicant Profile.** Project Applicants must review the Project Applicant Profile, update the information as needed, and select the "Complete" button in order to proceed with the Project Application process.
- **Accessing the UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022.** After the Project Applicant Profile is complete, Project Applicants need to follow a series of steps to access the Project Application forms. The steps discussed in this section include registering the Project Applicant for the UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022 funding opportunity, creating a UFA Costs Unsheltered Homelessness Set Aside Project Application, and accessing the Project Application forms.
- **Completing the UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022.** After accessing the UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022, Project Applicants will complete a series of screens asking for information about the project for which they are requesting funds. This section provides instructions for each screen. After all of the required information is provided, the Project Applicant will submit the UFA Costs Unsheltered Homelessness Set Aside Project Application via *e-snaps*.
- **Submitting the UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022.** This section provides instructions on submitting the Project Application and includes troubleshooting tips and instructions for updating the Project Applicant Profile if the information pre-populating in the Project Application is incorrect.
- **Amending the UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022.** The section on submitting the Project Application includes instructions for amending the Project Application. If changes need to be made to the UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022 after it has been submitted and it appears in the Priority Listing, the Collaborative Applicant will send the project back to the Project Applicant; it will essentially send the project back to itself.

Amending the Project Application

If you amend the Project Application back to yourself for revision or correction, you are responsible for ensuring the Project Application is resubmitted in e-snaps to the Special NOFO Priority Listing before the Priority Listing is submitted to HUD.

If a Project Application does not appear on the Special NOFO Priority Listing, it will not be reviewed or considered for conditional award.

Special NOFO UFA Costs Project Application

UFAs Applying as Project Applicants

The Collaborative Applicant designated as a UFA has two roles during the competition—one as the Collaborative Applicant submitting the entire Consolidated Application and one as a Project Applicant applying for grant funds.

For each role, the organization **MUST** have two separate *e-snaps* accounts and needs to complete two separate Applicant Profiles.

Defining *e-snaps* accounts

Individuals have their own user accounts (user profiles) with a username and password. Individuals have access to different Collaborative Applicant and Project Applicant e-snaps accounts.

The Collaborative and Project Applicant e-snaps accounts represent organizations, not people. They contain an Applicant Profile and its associated applications.

As a Collaborative Applicant

The Collaborative Applicant with UFA designation submits the Special NOFO CoC Application and Special NOFO Priority Listing on behalf of the CoC. For this task, you need to be able to log in and see an Applicant Profile that represents the CoC and you as the Collaborative Applicant.

- The Applicant Number should be the CoC Number.
- Every CoC has a CoC Applicant Profile in *e-snaps*. Collaborative Applicant organization staff need to gain access to the existing CoC *e-snaps* account.
- The **ONLY** time a person would create a new CoC Applicant Profile is if a new CoC receives a CoC Number that has never been used before.



CoC Applicant Profile Navigational Guide:

- <https://files.hudexchange.info/resources/documents/Project-Applicant-Profile-Navigational-Guide.pdf>

As a Project Applicant

In its role as a Project Applicant, the organization submits a UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022, as well as all New Project Applications, using a separate *e-snaps* account. This *e-snaps* account is the one that HUD will use to process the grant agreement; it is not the account where the Special NOFO CoC Application and Special NOFO Priority Listing reside.

- The Applicant Number should be the organization's Unique Entity Identifier (UEI). Note: The DUNS number has been replaced by the UEI. For more information on the UEI, please go to <https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/iae-systems-information-kit/unique-entity-identifier-update>.
- If a Collaborative Applicant is completely new to *e-snaps* (i.e., if the organization is submitting a Project Application for the first time), the organization must create a Project Applicant in *e-snaps*.
- Collaborative Applicants that submitted Project Applications in the past should **NOT** create a new Project Applicant Profile; they should use the Project Applicant Profile that they used previously in order to submit UFA costs under the annual CoC competition.

Special NOFO UFA Costs Project Application



Project Applicant Profile Navigational Guide:

- <https://files.hudexchange.info/resources/documents/Project-Applicant-Profile-Navigational-Guide.pdf>

Alternating Roles

Collaborative Applicant organizations must NOT use the CoC's Collaborative Applicant *e-snaps* account to create and submit a project application of any kind, including the one for UFA Costs funding.

The Collaborative Applicant will need to switch between the two different *e-snaps* accounts, depending on whether staff are working on the UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022 or the CoC Application and Priority Listing.

When *e-snaps* users log in to the system, they need to select "Applicants" in the left menu bar, and then they will see an "Applicant" field at the top of the screen, as shown in the screenshot below. This field identifies the organization's account in which the user is working.

The screenshot shows the Front Office Portal interface. On the left is a navigation menu with options: Profile, My Account, Change Password, Workspace, and Applicants. The main content area has a header with the 'Applicant:' dropdown menu set to 'Saint Louis County Project Applicant (MO-500 Project Applicant)'. A callout box points to this dropdown with the text 'Confirm the correct applicant appears'. Below the dropdown is a table titled 'Applicants'.

Children	Registrants	Parent	Open	Applicant Name	Applicant Number	Number of Projects	Last Submission
				Saint Louis County Project Applicant	MO-500 Project Applicant	333	2022-07-08 09:26:36.132

e-snaps Help Desk

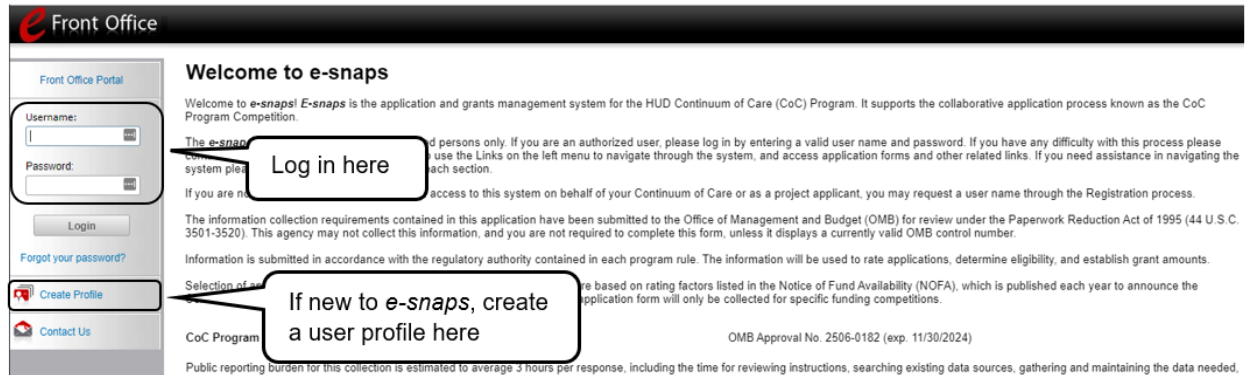
If you have issues with identifying the correct Applicant, contact the HUD e-snaps Help Desk at:

- e-snaps@hud.gov .

Special NOFO UFA Costs Project Application

Accessing e-snaps

The Project Application is submitted electronically in *e-snaps* during the competition under the Special NOFO.



The screenshot shows the 'Front Office Portal' for 'e-snaps'. On the left is a sidebar with links: 'Front Office Portal', 'Username:' (with a login button), 'Password:' (with a login button), 'Forgot your password?', 'Create Profile', and 'Contact Us'. The main content area is titled 'Welcome to e-snaps' and contains a welcome message, login instructions, and a 'Create Profile' link. Two callout boxes are present: one pointing to the 'Login' button with the text 'Log in here', and another pointing to the 'Create Profile' link with the text 'If new to e-snaps, create a user profile here'.

NOTE:

Each e-snaps user must have his or her individual login credentials.

Preferably, each organization will have at least two people with access to e-snaps: the Authorized Representative and one or more additional staff.

Existing e-snaps Users

1. Direct your internet browser to <https://esnaps.hud.gov/>.
2. On the left menu bar, enter your username and password. You will then enter the *e-snaps* system and arrive at the "Welcome" screen.
3. If you forgot your password, select "Forgot your password?" under the "Login" button.

New e-snaps Users

1. Create an *e-snaps* username and password by selecting the "Create Profile" link.
2. Log in as instructed under *Existing e-snaps Users* above.



For a refresher on how to continue through the e-snaps system, visit the HUD Exchange e-snaps webpage at:

- <https://www.hudexchange.info/programs/e-snaps/>

Special NOFO UFA Costs Project Application

Give Staff Access to Your Organization's e-snaps Account

Having a user profile enables a person to access *e-snaps*; however, only individuals who have been associated with the organization as a registrant (also referred to as registered users) have the ability to enter information in the Applicant Profile and Project Applications associated with the organization.



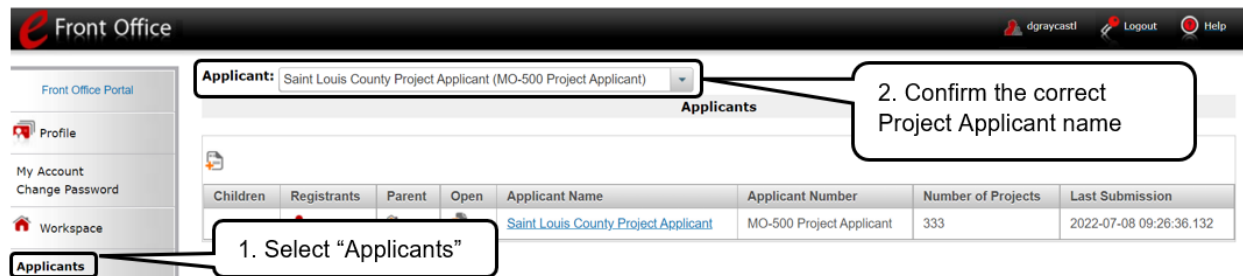
For information on how to add and delete users, refer to the “Give Staff Access to Your Organization's e-snaps Account” resource at:

- <https://files.hudexchange.info/resources/documents/Give-Staff-Access-to-Your-Organizations-e-snaps-Account.pdf>

Special NOFO UFA Costs Project Application

Project Applicant Profile

All UFA-designated Collaborative Applicants must have a complete Project Applicant Profile before moving forward in the UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022 process. To complete the Project Applicant Profile, the UFA-designated Collaborative Applicant must ensure the data entered in the Project Applicant Profile is accurate and select the “Complete” button on the “Submission Summary” screen.



Steps

1. Select "Applicants" on the left menu bar.
2. Ensure that the correct Applicant is selected in the "Applicants" field at the top-left side of the screen.
 - Remember that you should see both the Collaborative Applicant and Project Applicant in the dropdown menu. Select the correct one.
3. Select the orange folder to the left of the Applicant name on the screen.
4. Go to the “Submission Summary” screen and select the "Edit" button near the bottom of the screen.
 - If you do not see an "Edit" button, but rather see a "Complete" button, you are already in edit mode.
5. Update and save all changes.
6. Go to the “Submission Summary” screen and select the "Complete" button.



For step-by-step instructions, see the *Project Applicant Profile Navigational Guide* available at:

- <https://files.hudexchange.info/resources/documents/Project-Applicant-Profile-Navigational-Guide.pdf>

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Accessing the UFA Costs Unsheltered Homelessness Set Aside Project Application

After the Applicant Profile is completed, Project Applicants can move to the next steps required to access the UFA Costs Project Application forms. This section covers the following:

- Funding Opportunity Registration.
- Projects.
- Accessing your Project Application from your “Submissions” screen.

Special NOFO UFA Costs Project Application

Funding Opportunity Registration

All Collaborative Applicants designated as a UFA applying for Special NOFO UFA Costs funds must register for the UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022 funding opportunity. Registering for the funding opportunity enables UFA-designated Collaborative Applicants to apply for UFA Costs funding during the Special NOFO Program Competition.

Terminology:

"Registering" in this context means "indicating your intent to apply."

"Funding Opportunity" refers to "the type of grant." There are options when you select this screen. They include Unsheltered Homelessness Set Aside Project Application FY2022, Rural Set Aside Project Application FY2022, CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022, and UFA Costs Unsheltered Homelessness Set Aside FY2022.

Note: Special NOFO CoC Planning funds and Special NOFO UFA Costs are only eligible under the Unsheltered Homelessness Set Aside. No Special NOFO CoC Planning funds or Special NOFO UFA Costs will be awarded under the Rural Set Aside.

On this screen, you are indicating your intent to apply for a specific type of grant.


Reminder:

You MUST choose the correct Funding Opportunity. If you do not, you must abandon this project application and begin again by registering the correct Funding Opportunity you are choosing for this project application.

The screenshot shows the 'Front Office' interface. On the left is a navigation menu with 'Funding Opportunity Registrations' highlighted. The main area is titled 'Funding Opportunity Registrations' and features a dropdown menu for 'Applicant' (currently set to 'Places for People (23-7433924)'). Below this is a table with columns for 'Registration', 'Funding Opportunity Name', 'Count', 'Start Date', and 'End Date'. The table lists various funding opportunities, including 'UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022'. Numbered callouts provide instructions: 1. Select 'Funding Opportunity Registrations' (points to the menu item); 2. Confirm the correct Project Applicant (points to the dropdown); 3. Note Funding Opportunity Name (points to the 'UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022' row); 4. Select 'Register' icon (points to the 'Register' icon in the 'Registration' column for the selected row).

Registration	Funding Opportunity Name	Count	Start Date	End Date
1	Unsheltered Homelessness Set Aside Project Application FY2022	1	May 20, 2022	Dec 31, 2025
1	Homelessness Set Aside Project Application FY2022	1	Jan 11, 2021	Dec 31, 2025
1	Unsheltered Homelessness Set Aside Project Application FY2022	1	May 13, 2022	Dec 31, 2027
2	Unsheltered Homelessness Set Aside Project Application FY2015	2	Sep 16, 2014	Dec 31, 2023
1	Renewal Project Application FY2022	1	May 16, 2022	Dec 31, 2027
1	Rural Set Aside Project Application FY2022	1	Sep 16, 2020	Dec 31, 2026
1	Unsheltered Homelessness Set Aside Project Application FY2022	1	May 28, 2022	May 28, 2023
1	Unsheltered Homelessness Set Aside Project Application FY2022	1	May 20, 2022	May 28, 2023
1	Unsheltered Homelessness Set Aside Project Application FY2020	1	Sep 16, 2014	Dec 31, 2022
1	UFA Costs Project Application FY2021	1		Dec 31, 2025
1	UFA Costs Project Application FY2022	1		Dec 31, 2025
1	UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022	1		Dec 31, 2025
1	Unsheltered Homelessness Set Aside Project Application FY2022	1	Sep 16, 2020	Dec 31, 2026

Steps

1. Select "Funding Opportunity Registrations" on the left menu bar. The "Funding Opportunity Registrations" screen will appear.
2. Confirm the Project Applicant.
3. Note the Funding Opportunity name. Ensure you are choosing the correct Funding Opportunity for this project application: **"UFC Costs Unsheltered Homelessness Set Aside Project Application FY2022."** You must choose this Funding Opportunity.
4. Select the "Register" icon  next to "UFA Costs Unsheltered Homelessness Set Aside Application FY2022."
5. The "Funding Opportunity Details" screen will appear.

Special NOFO UFA Costs Project Application

Applicant: Places for People (23-7433924)

Funding Opportunity Details

Funding Opportunity Name: UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022
Start Date: 2021-01-11 00:00:00.0
End Date: 2025-12-31 23:59:00.0

Funding Opportunity Registration

Are you sure you wish to register Places for People (23-7433924)?

Steps

1. When the question appears asking if you want to register the Project Applicant for the funding opportunity, select "Yes" to confirm that you want to register your organization.
2. The screen will then indicate that the Project Applicant has been registered.
3. Select the "Back" button to return to the "Funding Opportunity Registrations" screen.



Remember, the "Applicant" field with the dropdown menu located at the top of the screen identifies the Applicant Profile in which you are working.

Please ensure you are working under the correct Applicant Profile.

The following image shows the screen that appears when the organization has successfully registered for the **UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022** funding opportunity.

Applicant: Places for People (23-7433924)

Funding Opportunity Details

Funding Opportunity Name: UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022
Start Date: 2021-01-11 00:00:00.0
End Date: 2025-12-31 23:59:00.0

Funding Opportunity Registration

Places for People (23-7433924) has been registered.

Special NOFO UFA Costs Project Application

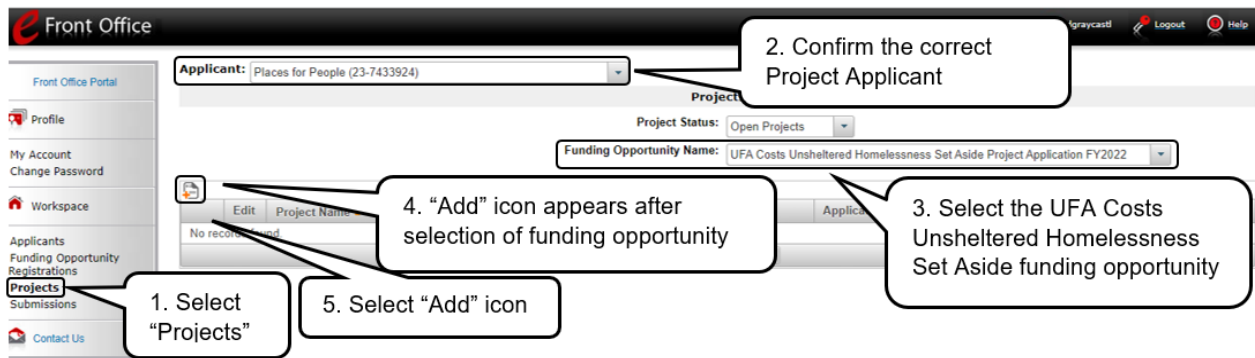
Creating the UFA Costs Unsheltered Homelessness Set Aside Project Application

UFA-designated Collaborative Applicants must create a project for the UFA Costs Unsheltered Homelessness Project Application FY2022 in *e-snaps* on the "Projects" screen. Creating a project is an intermediate step; UFA-designated Collaborative Applicants do NOT enter the project on the "Projects" screen to complete the project application forms (that step will occur on the "Submissions" screen).



After the Project Applicant "creates" the project, it will appear on the "Projects" screen. In the example below, the term "UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022" will appear under the "Funding Opportunity Name" column.

Terminology:

"Creating a Project" means "giving the project application a name."



Steps

1. Select "Projects" on the left menu bar. The "Projects" screen will appear.
2. Confirm the correct Project Applicant.
3. Select **"UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022"** from the "Funding Opportunity Name" dropdown.
4. The screen refreshes and an "Add" icon  appears on the left side of the screen above the column headings.
5. Select the "Add" icon. 
6. The "Create a Project" screen will appear.

Special NOFO UFA Costs Project Application

Applicant: Places for People (23-7433924)

Create a Project

Funding Opportunity Name: UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022

Applicant: Places for People (23-7433924)


Applicant Project Name:

Save Save & Add Another

Save & Back Cancel

Enter the Project Name using the naming convention provided in Step 2 below. e-snaps will assign a Project Number.

Steps

1. On the "Create a Project" screen, the Applicant Name will be pre-populated.
2. In the "Applicant Project Name" field, enter the CoC Number followed by the words "UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022."
 - For example, the organization that is applying for UFA Costs funds as the Collaborative Applicant for the Anywhere CoC should enter: "**AN-500 UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022.**"
3. Select "Save & Back" to return to the "Projects" screen. The project name is now listed in the menu.
4. Select the "View" icon  to view project details; however, it is not necessary to enter any notes on that page.



Remember, you must use your agency's Project Applicant Profile to complete the UFA Costs Project.

Do not use your Collaborative Applicant Profile.

The "Applicant" field with the dropdown menu located at the top of the screen identifies the Applicant Profile in which you are working.

Please ensure you are working in the correct profile.

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Submissions

After completing the Project Applicant Profile, registering for the Funding Opportunity, and creating the Project Application project, UFA-designated Collaborative Applicants may now enter the UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022 and complete the screens. You must access Application through the "Submissions" screen.

Terminology:

"Submissions" refers to both submitted project applications and project applications that are in progress to be submitted.

This screen also includes applications that are created by mistake and are not intended to be submitted.

Once you have created a project on the "Projects" screen and it appears here, you cannot delete it. You can only rename it.

The screenshot shows the 'Front Office' interface. On the left is a navigation menu with 'Submissions' highlighted. The main area is titled 'Submissions' and contains a filter box with the following fields: 'Applicant Project Name' (set to 'All Projects'), 'Date Submitted' (set to 'On'), 'Project Status' (set to 'Open Projects'), 'Submission Version' (set to 'Latest Version'), and 'Associate Type' (set to 'All'). A 'Filter' button is at the bottom of this box. Below the filter box is a table with the following data:

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	AN-500 UFA Costs Unsheltered Homelessness Set Aside Project Application FY 2022 137747	UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022 UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022	Jan 11, 2021	Dec 31, 2022	Primary Applicant	1	

Numbered callouts on the screenshot:

1. Select "Submissions"
2. Confirm the correct Project Applicant
3. Use the filters to find the correct project

Steps

1. Select "Submissions" on the left menu bar. The "Submissions" screen will appear.
2. Confirm the correct Project Applicant.
3. Locate the Project Application project you established.
 - Option: Use the "Submissions Filters." Select your project's name in the "Applicant Project Name" field. Then select the "Filter" button to single out your project(s).
 - Option: Select "Clear Filters" on the top left of the "Submissions Filters" box. Then, review the "Funding Opportunity Name / Step Name" column for **"UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022."**
4. Continue with the instructions in the next section for completing the Project Application.

Special NOFO UFA Costs Project Application

UFA Costs Unsheltered Homelessness Set Aside Project Application

Completing the project application forms in *e-snaps* is a fairly straightforward process. This section identifies the steps for completing the forms.

NOTE:

Some data may pre-populate from the Project Applicant Profile (i.e., e-snaps will bring it forward).

Review the pre-populated data. If it is not correct, you will need to edit the Applicant Profile, making sure to select the "Complete" button after editing so that the data can be pulled forward again.

To revise the Project Applicant Profile, see the instructions under the [Updating the Applicant Profile](#) section of this guide.

Special NOFO UFA Costs Project Application


Accessing the Project Application

Access the Project Application through the "Submissions" screen.

The screenshot shows the 'Front Office' interface. On the left is a navigation menu with 'Submissions' highlighted. The main area is titled 'Submissions' and contains a search bar for 'Applicant' (set to 'Places for People (23-7433924)'), a 'Filter' button, and several dropdown filters: 'Applicant Project Name' (All Projects), 'Date Submitted' (On), 'Project Status' (All Projects), 'Submission Version' (Latest Version), and 'Associate Type' (All). Below these is a table with columns: 'Actions', 'Project Name', 'Funding Opportunity Name', 'Start Date', 'End Date', 'Associate Type', 'Version', and 'Date Submitted'. A callout '1. Select "Submissions"' points to the menu item. Callout '2. Confirm the correct Project Applicant' points to the 'Applicant' dropdown. Callout '3. Use the filters to find the correct project' points to the filter buttons. Callout '4. Access the Project Application' points to the folder icon in the 'Actions' column of the table.

Actions	Project Name	Funding Opportunity Name	Start Date	End Date	Associate Type	Version	Date Submitted
	AN-600 UFA Costs Unsheltered Homelessness Set Aside Project Application FY 2022 137747	UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022 UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022	Jan 11, 2021	Dec 31, 2022	Primary Applicant	1	

Steps

1. Select "Submissions" on the left menu bar. The "Submissions" screen will appear.
2. Confirm the correct Project Applicant.
3. Locate the Project Application project you established.
4. Select the "Folder" icon  to the left of the Project Application Name you established with the Funding Opportunity Name **"UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022."**
5. The "Before Starting" screen will appear.

Special NOFO UFA Costs Project Application

Before Starting the Project Application

Before you begin the Special NOFO UFA Costs Project Application, review the following information highlighted on this "Before Starting the Project Application" screen. The "Before Starting the Project Application" screen also contains a quick link to the Special NOFO Competition Resources pages at <https://www.hudexchange.info/programs/e-snaps/> and https://www.hud.gov/program_offices/comm_planning/coc/specialCoCNOFO. Questions related to completing the application in e-snaps may be directed to e-snaps@hud.gov. Questions about the NOFO itself may be directed to SpecialCoCNOFO@hud.gov.

e.Forms dgraycasti Logout

Before Starting the Project Application

To ensure that the Project Application is completed accurately, ALL project applicants should review the following information BEFORE beginning the application.

Things to Remember:

- Only Collaborative Applicants may apply for UFA costs using this application. Additionally, UFA costs are only available to CoCs applying for funds under the Unsheltered Homelessness Set Aside.
- Additional training resources can be found on the HUD.gov at https://www.hud.gov/program_offices/comm_planning/coc.
- Questions regarding the Special Notice of Funding Opportunity (NOFO) to Address Unsheltered and Rural Homelessness (Special NOFO) Competition process must be submitted to SpecialCoCNOFO@hud.gov.
- Questions related to e-snaps functionality (e.g., password lockout, access to user's application account, updating Applicant Profile) must be submitted to e-snaps@hud.gov.
- Project applicants are required to have a Unique Entity Identifier (UEI) number and an active registration in the Central Contractor Registration (CCR)/System for Award Management (SAM) in order to apply for funding under Special NOFO. For more information see the Special NOFO.
- To ensure that applications are considered for funding, applicants should read all sections of the Special NOFO.
- Detailed instructions can be found on the left menu within e-snaps and on the HUD Exchange. They contain comprehensive instructions and should be used in tandem with the navigational guides, which are also found on the HUD Exchange.
- Before completing the project application, all project applicants must complete or update (as applicable) the Project Applicant Profile in e-snaps, particularly the Authorized Representative and Authorized Representative forms as HUD uses this information to contact you if additional information is needed (e.g., allowable technical deficiency).
- HUD reserves the right to reduce or reject any new project that fails to adhere to 24 CFR application requirements set forth in the Special NOFO.

Review this screen

Back **Next**

Select "Next" to continue

Before Starting

Part 1 - Forms

- 1A. SF-424 Application Type
- 1B. SF-424 Legal Applicant
- 1C. SF-424 Application Details
- 1D. SF-424 Congressional District(s)
- 1E. SF-424 Compliance
- 1F. SF-424 Declaration
- 1G. HUD 2880
- 1H. HUD 50070
- 1I. Cert. Lobbying
- 1J. SF-LLL
- 1K. SF-424B
- 4A. Summary

[View Applicant Profile](#)

Export to PDF
Get PDF Viewer

[Back to Submissions List](#)

If necessary, select "Back to Submissions List" to return to the main screen

Step

1. Review this screen, then select "Next" to continue.

NOTE:

When working in the Project Application, e-snaps users can return to the main screen by selecting "Back to Submissions List" at the bottom of the left menu bar.

This screen is where Applicant, Funding Opportunity Registration, Projects, and Submissions are located on the left menu bar.

Special NOFO UFA Costs Project Application

1A. Application Type



Applicants must complete Part 1: SF-424 in its entirety before the rest of the application screens appear on the left menu bar.

The following steps provide instructions on reviewing the fields on the "Application Type" screen for Part 1: SF-424 of the UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022.

Steps

1. Verify the information in field 1 "Type of Submission."
2. Confirm that you have registered for the correct funding opportunity, "UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022."
3. Fields 1, 2, and 3 are pre-populated and cannot be changed on this screen.
4. Leave fields 4, 5a, 5b, 6, and 7 blank.
5. Select "Next" to continue.

Special NOFO UFA Costs Project Application

1B. Legal Applicant

The following steps provide instructions on reviewing the fields on the "Legal Applicant" screen for Part 1: SF-424 of the UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022.

NOTE:

If any pre-populated information is incorrect, you must correct it in the Project Applicant Profile. To revise the Project Applicant Profile, see the instructions under the [Updating the Applicant Profile](#) section of this guide.

1B. SF-424 Legal Applicant

8. Applicant

a. Legal Name: Anytown Homeless Services

b. Employer/Taxpayer Identification Number (EIN/TIN): 00-0000004

c. UEL: 000000000000

d. Address

Street 1: 1234 Main St

Street 2:

City: Anytown

County:

State: Missouri

Country: United States

Zip / Postal Code: 12345

e. Organizational Unit (optional)

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application

Prefix: Ms.

First Name: Jane

Middle Name:

Last Name: Smith

Suffix: -- select --

Title: Grants Manager

Organizational Affiliation: Anytown Homeless Services

Telephone Number: (555) 555-5550

Extension: 261

Fax Number: (555) 555-5000

Email: jsmith@anytown.org

Buttons: Back, Next

Steps

1. Verify that all the information on this screen is complete and accurate. The fields are pre-populated and cannot be changed on this screen. If any of the information is incorrect, it must be corrected in the Project Applicant Profile.
2. Select "Next" to continue.

Special NOFO UFA Costs Project Application

1C. Application Details

The following steps provide instructions on completing the "Application Details" screen for Part 1: SF-424 of the UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022.

1C. SF-424 Application Details

9. Type of Applicant: M. Nonprofit with 501C3 IRS Status

10. Name of Federal Agency: Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Title: CoC Program

CFDA Number: 14.267

12. Funding Opportunity Number: FR-6500-N-25S

Title: Continuum of Care Homeless Assistance Competition

13. Competition Identification Number:

Title:

Back Next

Verify the data is correct

Select "Next" to continue

Steps

1. Verify that the information populated in fields 9, 10, 11, and 12 is correct.
 - Field 9 pre-populates from the Project Applicant Profile.
 - Fields 10, 11, and 12 pre-populate and cannot be edited.
2. Leave field 13 blank.
3. Select "Next" to continue.

Special NOFO UFA Costs Project Application

1D. Congressional Districts

The following steps provide instructions on completing the "Congressional Districts" screen for Part 1: SF-424 of the Special NOFO UFA Costs Project Application.

1D. SF-424 Congressional District(s)

* 14. Area(s) affected by the project (state(s) only):
(for multiple selections hold CTRL+Key)

Available Items:

- Alabama
- Alaska
- American Samoa
- Arizona
- Arkansas
- California
- Colorado
- Connecticut
- Delaware
- District of Columbia

Move correct state from left column

15. Descriptive Title of Applicant's Project: AN-500 UFA Costs Unsheltered Homelessness Set

16. Congressional District(s):

a. Applicant:

Available Items:

- AK-000
- AL-001
- AL-002
- AL-003
- AL-004
- AL-005
- AL-006
- AL-007
- AR-001
- AR-002

MO-001

Populates from the Applicant Profile

* b. Project:
(for multiple selections hold CTRL+Key)

Available Items:

- AK-000
- AL-001
- AL-002
- AL-003
- AL-004
- AL-005
- AL-006
- AL-007
- AR-001
- AR-002

Move correct congressional districts for the project

17. Proposed Project

a. Start Date:

b. End Date:

18. Estimated Funding (\$)

a. Federal:

b. Applicant:

c. State:

d. Local:

e. Other:

f. Program Income:



g. Total:

Save & Back Save Save & Next

Back Next

Special NOFO UFA Costs Project Application

Steps

1. In field 14, select the state(s) in which the proposed project will operate and serve homeless persons.
 - Highlight one state, or hold the CTRL key and select multiple states to make more than one selection. Using the single arrow key, move your selection from the left box to the right box.
2. Field 15 is pre-populated with the name entered on the "Projects" screen when the Project Application was initiated.
 - **Note:** To make changes to this field, return to the "Projects" screen to edit the name.
 - i. From the left menu bar, select "Back to Submissions List."
 - ii. From the left menu bar, select "Projects."
 - iii. On the "Projects" screen, locate the name of the project you want to rename and select the magnifying glass  icon to the left of the project name.
 - iv. On the "Project Details" screen, change the name you entered in the "Applicant Project Name" field and select "Save" at the bottom of the screen.
 - v. When you re-enter the UFA Costs Project Application and proceed back to the "Congressional Districts" screen, the correct project name should now be displayed in the "Descriptive Title of Applicant's Project" field.
3. Field 16a "Congressional Districts" is pre-populated from the Applicant Profile.
 - Project Applicants cannot modify the populated data on this screen; however, Project Applicants may modify the Applicant Profile to correct any errors identified.
4. In field 16b, select the congressional district(s) in which the project operates in the "Projects" field. Highlight one district or hold the CTRL key and select multiple districts to make more than one district selection.
 - Using the single arrow key, move your selection from the left box to the right box.
5. Under field 17, "Proposed Project," enter the project's operating start and end dates in the appropriate fields using the calendar  icon function.
6. Field 18 "Estimated Funding" cannot be edited.
7. Select "Save & Next" at the bottom of the screen to save your information and continue.

Special NOFO UFA Costs Project Application

1E. Compliance

The following steps provide instructions on completing the "Compliance" screen for Part 1: SF-424 of the UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022.

1E. SF-424 Compliance


* 19. Is the Application Subject to Review By State Executive Order 12372 Process? -- select --

If "YES", enter the date this application was made available to the State for review:

* 20. Is the Applicant delinquent on any Federal debt? -- select --

If "YES," provide an explanation:

Steps

1. In field 19, the "Is the Application Subject to Review By State Executive Order 12372 Process?" field, select the correct option from the dropdown menu.
 - If the State or U.S. territory requires a review of the application, select "Yes" and enter the date on which the application was made available to the State using the calendar  icon function. Then, continue to field 20 in Step 2 below.
 - If the State or U.S. territory does not require a review of the project application, select "Program is subject to E.O. 12372 but has not been selected by the State for review." Then, continue to field 20 in Step 2 below.
 - If "Program is not covered by E.O. 12372," is selected, you will receive an error message and will not be allowed to continue. Programs must be covered by E.O. 12372 to be submitted for review.
2. In field 20, select "Yes" or "No" from the dropdown menu to indicate whether the Applicant is delinquent on any federal debt.
 - If "No," select "Save & Next."
 - If "Yes," an explanation must be entered in the field provided.
3. Select "Save & Next" at the bottom of the screen to save your information and continue to the next screen.

Special NOFO UFA Costs Project Application

1F. Declaration

The following steps provide instruction on completing the "Declaration" screen for Part 1: SF-424 of the UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022, as well as reviewing information populated from the "Applicant Profile" and "Projects" screens.

1F. SF-424 Declaration

By signing and submitting this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

☒ I AGREE: Select "I AGREE"

21. Authorized Representative

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Title:

Telephone Number:
(Format: 123-456-7890)

Fax Number:
(Format: 123-456-7890)

Email:

Signature of Authorized Representative:

Date Signed:

Select "Save and Next" to continue

Steps

1. Select the box stating that you agree with the statement about certifying information in the SF-424 section of the UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022.
2. In field 21, verify that the Authorized Representative information is complete and accurate.

Note: The Authorized Representative information must be for the person who is legally able to enter into a contract for the organization. This is the person who can legally sign the grant agreement if the new project application is selected for conditional award.

3. Select "Save & Next" at the bottom of the screen to save your information and continue to the next screen.

Special NOFO UFA Costs Project Application

1G. HUD 2880

HUD Form 2880 (Applicant/Recipient Disclosure/Initial Report) is incorporated into both the Project Applicant Profile and the individual Project Applications (Unsheltered Homelessness Set Aside Project Application FY2022, Rural Set Aside Project Application FY2022, CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022, and UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022). It is no longer uploaded as an attachment.

Due to the complexity of the form, a separate resource provides instructions on completing the HUD Form 2880 in both the Project Applicant Profile and the Project Applications (Unsheltered Homelessness Set Aside Project Application FY2022, Rural Set Aside Project Application FY2022, CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022, and UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022).

Refer to the following resource:

- <https://files.hudexchange.info/resources/documents/How-to-Complete-the-HUD-Form-2880-in-e-snaps.pdf>

Form 2880 is divided into three parts; therefore, the referenced resource is organized as follows:

- Form 2880 in the Project Applicant Profile
 - Part I
 - Part II
 - Part III
- Form 2880 in the Project Applications
 - Part I
 - Part II
 - Part III



See the [Project Applicant Profile Navigational Guide](#) and the [How to Complete the HUD Form 2880](#) resource for assistance with this section.

Special NOFO UFA Costs Project Application

1H. HUD 50070

REMINDER:

If any pre-populated information is incorrect, you must correct it in the Project Applicant Profile.

To revise the Project Applicant Profile, see the instructions under the [Updating the Applicant Profile](#) section of this guide.

The HUD Form 50070 is incorporated into the project application. Project Applicants will complete and certify this form as a screen in *e-snaps*. The following steps provide instructions on completing all the mandatory fields marked with an asterisk on the "HUD 50070—Drug-Free Workplace Certification" screen for Part 1: SF-424 of the UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022, as well as reviewing information populated from the "Applicant Profile" screens.

The screenshot shows the HUD 50070 form interface. At the top, there is a certification statement with a checkbox that is checked. A callout bubble points to this checkbox with the text "Select to certify". Below the certification statement is a warning text. The form then asks for information from the Authorized Representative, with fields for Prefix, First Name, Middle Name, Last Name, Suffix, Title, Telephone Number, Fax Number, Email, Signature, and Date Signed. A callout bubble points to the "Save & Next" button with the text "Select 'Save and Next' to continue". At the bottom, there are four buttons: "Save & Back", "Save", "Save & Next", and "Back".

I certify that the information provided on this form and in any accompanying documentation is true and accurate. ☒ **Select to certify**

acknowledge that making, presenting, submitting, or causing to be submitted a false, fictitious, or fraudulent statement, representation, or certification may result in criminal, civil, and/or administrative sanctions, including fines, penalties, and imprisonment.

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

Authorized Representative

Prefix: Mr.
First Name: John
Middle Name:
Last Name: Doe
Suffix: -- select --
Title: Housing Manager
Telephone Number: (555) 555-5500
(Format: 123-456-7890)
Fax Number: (555) 555-5000
(Format: 123-456-7890)
Email: jdoe@anytown.org
Signature of Authorized Representative: Considered signed upon submission
Date Signed: 08/04/2022 **Select "Save and Next" to continue**

Save & Back Save Save & Next Back Next

Steps

1. Review parts A through G of the Certification statement.
2. Select the box stating that you certify that the information on the HUD 50070 in the SF-424 section of the UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022 is correct.

3. Verify that the Authorized Representative information is complete and accurate.

Note: The Authorized Representative information must be for the person who is legally able to enter into a contract for the organization. This is the person who can legally sign the grant agreement if the new Project Application is selected for conditional award.

4. Select "Save & Next" to continue.

Special NOFO UFA Costs Project Application

1I. Certification Regarding Lobbying

The following steps provide instructions on completing the "Certification Regarding Lobbying" screen for Part 1: SF-424 of the UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022.

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

☒ I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate:

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Applicant's Organization:

Name / Title of Authorized Official:

Signature of Authorized Official:

Date Signed:

Steps

1. Review the information on this screen.
2. Select the box stating that you certify that the information is true and accurate. The other fields on this screen are not editable.
3. Select "Save & Next" to continue to the next screen.

Special NOFO UFA Costs Project Application

1J. SF-LLL

The following steps provide instructions on completing all the mandatory fields marked with an asterisk on the "SF-LLL—Disclosure of Lobbying" screen for **Part 1: SF-424** of the UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022, as well as reviewing information populated from the "Applicant Profile" screens.

1J. SF-LLL
DISCLOSURE OF LOBBYING ACTIVITIES
Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352.
Approved by OMB0348-0046

HUD requires a new SF-LLL submitted with each annual CoC competition and completing this screen fulfills this requirement.

Answer "Yes" if your organization is engaged in lobbying associated with the CoC Program and answer the questions as they appear next on this screen. The requirement related to lobbying as explained in the SF-LLL instructions states: "The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action."

Answer "No" if your organization is NOT engaged in lobbying.

* Does the recipient or subrecipient of this CoC grant participate in federal lobbying activities (lobbying a federal administration or congress) in connection with the CoC Program?

-- select --

Select "Yes" or "No" to reveal additional questions

Authorized Representative
Prefix: Mr.
First Name: John
Middle Name:
Last Name: Doe
Suffix: -- select --
Title: Housing Manager
Telephone Number: (555) 555-5500
(Format: 123-456-7890)
Fax Number: (555) 555-5000
(Format: 123-456-7890)
Email: jdoe@anytown.org

Save & Back

Save

Save & Next

Back

Next

Steps

1. Verify that all of the project information is complete and accurate.
2. Select "Yes" or "No" to indicate if your organization participates in federal lobbying activities.
 - Additional questions will appear (see the following pages).

Special NOFO UFA Costs Project Application

If "No" Lobbying Activities

11. SF-LLL

DISCLOSURE OF LOBBYING ACTIVITIES
Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352.
Approved by OMB0348-0046

HUD requires a new SF-LLL submitted with each annual CoC competition and completing this screen fulfills this requirement.

Answer "Yes" if your organization is engaged in lobbying associated with the CoC Program and answer the questions as they appear next on this screen. The requirement related to lobbying as explained in the SF-LLL instructions states: "The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action."

Answer "No" if your organization is NOT engaged in lobbying.

* Does the recipient or subrecipient of this CoC grant participate in federal lobbying activities (lobbying a federal administration or congress) in connection with the CoC Program?

* Legal Name:

* Street 1:

Street 2:

* City:

* County:

* State:

* Country:

* Zip / Postal Code:

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

* I certify that this information is true and complete. ☒

Authorized Representative

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Title:

Telephone Number:
(Format: 123-456-7890)

Fax Number:
(Format: 123-456-7890)

Email:

Signature of Authorized Official:

Date Signed:

Select "No" and confirm information

Select to certify

Select "Save and Next" to continue

Special NOFO UFA Costs Project Application

Steps

1. If "No" lobbying activities, review the pre-populated data.
2. Select the box in field 11 stating that you certify that the information on the SF-LLL in the SF-424 section of the Renewal Project Application is correct.
3. Select "Save & Next" to continue to the next screen.

Special NOFO UFA Costs Project Application

Steps

1. If "Yes" lobbying activities, review the pre-populated data in fields 1, 2, and 3.
2. In field 4, indicate that the reporting entity is the Prime.
 - The options include "Prime" and "Subrecipient," but the Project Applicant should always be the Prime.
3. Confirm the congressional districts and edit as needed.
4. Review fields 6, 7, 8, and 9.
5. In field 10a, identify the lobbying registrant's name and address.
6. In field 10b, identify the individuals performing services. It is a required field and requires text.
7. After completing the questions, select the box in field 11 stating that you certify that the information on the SF-LLL in the SF-424 section of the UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022 is correct.
8. Select "Save & Next" to continue to the next screen.

Prime/ Recipient/ Subrecipient:

The Prime is the organization that receives the award; when the organization receives an award, it is called the Recipient. The Recipient is required to submit the Project Application and is referred to as the Project Applicant in the navigational guides.

The Subrecipient NEVER submits the Project Application.

Special NOFO UFA Costs Project Application

1K. SF-424B

The following steps provide instructions on completing all the mandatory fields marked with an asterisk on the "SF-424B—Assurances Non-Construction Programs" screen for **Part 1: SF-424** of the UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022, as well as reviewing information populated from the "Applicant Profile" screens.

1K. SF-424B

(SF-424B) ASSURANCES - NON-CONSTRUCTION PROGRAMS

OMB Number: 4040-0007
Expiration Date: 02/28/2022

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

* As the duly authorized representative of the applicant, I certify:

☒

Select to certify

Authorized Representative for:

Anytown Homeless Services

Prefix:

Mr.

First Name:

John

Middle Name:

Last Name:

Doe

Suffix:

Title:

Housing Manager

Signature of Authorized Certifying Official:

Considered signed upon submission

Date Signed:

08/04/2022

Select "Save & Next" to continue

Save & Back

Save

Save & Next

Back

Next

Steps

1. Review the information on this screen.
2. Verify that the Authorized Representative information is complete and accurate.
3. Select the box stating that you certify these assurances.
4. Select "Save & Next" to continue to the next screen.

Special NOFO UFA Costs Project Application

2A. Sources of Match

The following steps provide instructions on completing the “Sources of Match” screen for the UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022. The purpose of the screen is to summarize the match (in-kind and cash commitments) for your project.



Remember, Project Applicants must complete all of Part 1: SF-424 before the rest of the application will appear.

eForms dgraycasti Logout

2A. Sources of Match

The following list summarizes the funds that will be used as Match for the project. To add a Matching source to the list, select the icon. To view or update a Matching source already listed, select the icon.

Summary for Match

Total Amount of Cash Commitments:

Total Amount of In-Kind Commitments:

Total Amount of All Commitments:

* 1. Will program income described in 24 CFR 97 to use as Match for this project?

[\[Show Filter\]](#)

Delete	View	Type	Source	Contributor	Value of Commitments
No records found.					

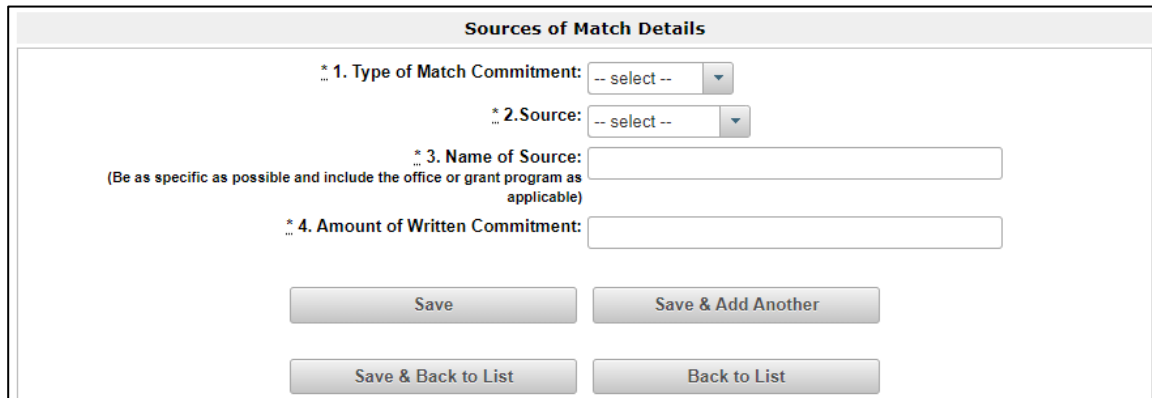
Steps

1. To add information to this list, select the "Add" icon above the “Delete” heading.
2. The "Sources of Match Details" screen will appear.



Special NOFO UFA Costs Project Application

2A. Sources of Match Details

The following steps provide instructions on completing the “Sources of Match Details” screen. The purpose of the screen is to identify each source of match (in-kind and cash commitments) for your project.



Steps

1. In field 1, select "Cash" or "In-Kind" as the Type of Commitment from the dropdown menu.
 - If "In-Kind" is selected, services to be provided by a third party must be documented before grant execution by a memorandum of understanding (MOU) between the recipient or subrecipient and the third party that will provide the services.
 - The MOU can be uploaded as an attachment with your application or submitted to HUD prior to grant execution.
2. In field 2, select "Government" or "Private" as the type of source from the dropdown menu.
3. In field 3, enter the name of the source of the commitment in the text box. Be as specific as possible in naming the source and include the name of the office or grant program as applicable.
4. In field 4, enter the total dollar value for the Value of Written Commitments.
5. To add an additional source of match, select "Save & Add Another."
6. Once you have completed all of the "Details" screens that your project requires, select "Save & Back to List" to return to the "Sources of Match" screen.
7. On the "Sources of Match" screen, review the following items:
 - The "Sources of Match" screen should have been calculated with your total sources of match amounts.
 - Each "Detail" screen you entered will appear as a separate entry.
 - To edit the information you entered, select the "View" icon  to the left of the entry.
 - To delete an entry from the list, select the red "Delete" icon. 
8. If the list seems to be missing one or more items:
 - Select the "Add" icon.
 - Complete a "Sources of Match Details" screen, as discussed in the previous steps
9. Select "Next" when you have completed all sources of match and proceed to 2B. *Funding Request.*

Special NOFO UFA Costs Project Application

2B. Funding Request

The following steps provide instructions on completing the “Funding Request” screen for the UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022.

The purpose of the Funding Request screen is to describe the quantity and dollar amount of each type of eligible UFA Cost you are requesting and to determine the total budget of your project.

Important!

Unlike the annual CoC Program NOFO funding, **Special NOFO funds for UFA costs are awarded for three years.**

Because of that, the “Select a grant term” screen is pre-populated with “3 Years.” If the screen in *e-snaps* is not pre-populated with “3 Years”, then you are working in the wrong application, i.e. you are working in the annual CoC Program NOFO.

In the “Annual Assistance Request (Applicant)” column, you will enter the annual amount for each applicable budget line item. The three year amount will be automatically calculated in *e-snaps*.

2B. Funding Request

* 1. CoC Number and Name: MO-500 - St. Louis County CoC

* 2. CoC Collaborative Applicant Name: Saint Louis County

3. Project Name: AN-500 UFA Costs Unsheltered Homelessness

* 4. Will it be feasible to have the project to be under grant agreement by September 15, 2024? Yes

* 5. Does this project propose to allocate funds according to an indirect cost rate? No

6. Select a grant term: 3 Years

* 7. Provide a description that addresses the entire scope of the proposed project

Test

* A quantity AND description must be entered for each requested cost. Any cost without a quantity and a description will be removed from the budget.

Eligible Costs:	Quantity AND Description (max 400 characters)	Annual Assistance Requested (Applicant)
1. Conducting and Recording Financial Transactions	Test	\$90,000
2. Maintaining Financial Records	Test Again	\$10,000
3. Annual Survey, Audit, or Evaluation of Subrecipient Financial Records		
4. Monitoring of Subrecipients		
5. Enforcing Subrecipient Compliance with Program Requirements		
Total Costs Requested (Total Annual assistance multiplied by 3 years)		\$300,000
Cash Match		\$25,000
In-Kind Match		\$0
Total Match		\$25,000
Total Budget (Match + 3 year total costs budget)		\$325,000

Click the 'Save' button to automatically calculate the Total Assistance
The minimum required Total Match amount for the Grant Term is \$75,000.

Save & Back Save Save & Next Back Next

Special NOFO grant term is 3 years and cannot be edited.

Select your CoC Number and Name so the UFA Costs Application will appear in your Priority Listing

Enter annual amount of assistance for each applicable budget line item.

Gray shaded rows are not editable. Select "Save" to calculate the three year amount.

Special NOFO UFA Costs Project Application

NOTE:

You must select the correct CoC in the "CoC Number and Name" field. This field identifies the CoC to which your UFA Funding Costs Application will be submitted.

If the "CoC Number and Name" is incorrect, your UFA Funding Costs Application will not be submitted to HUD.

Steps

1. In field 1, select the CoC Number and Name from the dropdown menu.
2. In field 2, select the CoC Applicant Name from the dropdown menu.
3. In field 3, ensure that the pre-populated Project Name field is correct. This name is based on the project name you provided when you created the project.
4. In field 4, select "Yes" or "No" from the dropdown menu to indicate whether it is feasible for the project to be under grant agreement by September 15, 2024.
5. In field 5, select "Yes" or "No" from the dropdown menu to indicate whether the project is proposing to allocate funds according to an indirect cost rate.
 - If "Yes," complete the indirect cost rate schedule under 5a; select "Yes" or "No" under 5b to indicate whether the rate has been approved by your cognizant agency; and select "Yes" or "No" under 5c to indicate whether you plan to use the 10 percent de minimis rate.
6. In field 6, *e-snaps* will pre-populate the grant term as "3 Years." You cannot edit it.
7. In field 7, provide a description that addresses the entire scope of the proposed project.
 - NOTE: When copying and pasting text from Microsoft Word into *e-snaps*, additional characters may be added to your text. Users should copy and paste the text into *e-snaps* from Notepad, which will remove any unnecessary formatting from Microsoft Word.
8. For each of the five eligible cost categories, enter the following:
 - Under the "Quantity AND Description" column, enter the quantity and a narrative description of up to 400 characters. Be brief and use abbreviations as much as possible.
 - Under the "Annual Assistance Requested" column, enter the dollar request for each year of the grant term.
 - The five eligible costs categories include the following:
 - i. Conducting and Recording Financial Transactions
 - ii. Maintaining Financial Records
 - iii. Annual Survey, Audit, or Evaluation of Subrecipient Financial Records
 - iv. Monitoring of Subrecipients
 - v. Enforcing Subrecipient Compliance with Program Requirements
9. Select "Save" to automatically populate the "Total Costs Requested" and "Total Budget" fields.
10. Select "Save & Next."

Special NOFO UFA Costs Project Application

NOTE: *Cash match and in-kind match fields are automatically populated. If they need to be changed, return to Screen "2A. Sources of Match" to make changes to these fields.*

NOTE: *A minimum of a 25 percent total match is required for ALL requested UFA Costs. The system will notify Project Applicants if an ineligible amount is displayed with a warning message and will prevent submission of the application. See 24 CFR 578.73 regarding match requirements to ensure the in-kind match reported is documented appropriately if this method of match is selected.*

Special NOFO UFA Costs Project Application

3A. Attachments

There are no attachments required for the UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022.

The screenshot shows the 'eForms' application interface. On the left sidebar, the application title is 'UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022'. Below it, applicant information is listed: 'Applicant Name: Places for People', 'Applicant Number: 23-7433924', and 'Project Name: AN-500 UFA Costs Unsheltered Homelessness Set Aside'. The main content area is titled '3A. Attachments' and contains a table with the following columns: 'Delete', 'Document Type', 'Required?', 'Download', and 'Date Attached'. There are two rows of data, both with 'Document Type' as 'Other Attachment(s)', 'Required?' as 'No', and 'Date Attached' as 'No Attachment'. A callout box with the text 'Select "Next"' points to the 'Next' button at the bottom right of the table area. The 'Next' button is highlighted with a red border.

Delete	Document Type	Required?	Download	Date Attached
	1. Other Attachment(s)	No		No Attachment
	2. Other Attachment(s)	No		No Attachment

Back Next

Step

1. Select "Next."

Special NOFO UFA Costs Project Application

3A. In-Kind MOU Attachment

If a UFA is using in-kind match for their project, the services to be provided by a third party must be documented by an MOU between the recipient or subrecipient and the third party that will provide the services. The MOU must be attached to the project application or submitted prior to grant agreement.

3A. In-Kind MOU Attachment				
Delete	Document Type	Download	Document Description	Date Attached
	In-Kind Match MOU	No	--	No Attachment

Back Next

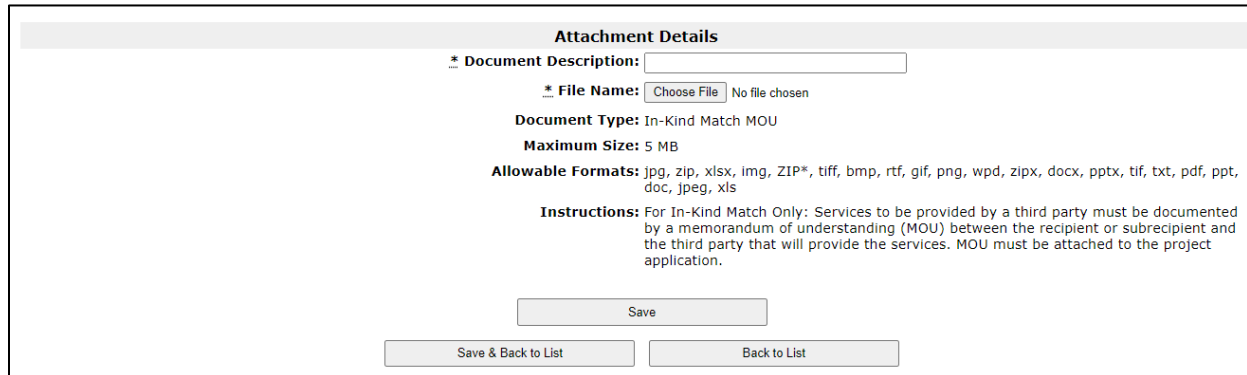
Steps

1. Select the document name under Document Type.
2. The "Attachment Details" screen will appear.

Special NOFO UFA Costs Project Application

3A. Attachments (continued)

The following instructions explain how to upload an attachment in *e-snaps*.




The screenshot shows the "Attachment Details" form. It includes a "Document Description" field, a "File Name" field with a "Choose File" button and "No file chosen" text, a "Document Type" dropdown set to "In-Kind Match MOU", a "Maximum Size" of "5 MB", and a list of "Allowable Formats": jpg, zip, xlsx, img, ZIP*, tiff, bmp, rtf, gif, png, wpd, zipx, docx, pptx, tif, txt, pdf, ppt, doc, jpeg, xls. Below this is an "Instructions" section for In-Kind Match Only, stating that services must be documented by a memorandum of understanding (MOU) between the recipient or subrecipient and the third party that will provide the services. At the bottom are three buttons: "Save", "Save & Back to List", and "Back to List".

Steps

1. Enter the name of the document in the "Document Description" field.
2. Select "Browse" to the right of the "File Name" field to upload the file from your computer.
 - The allowable formats are: zip, xls, xlsx, wpd, pdf, zipx, doc, ZIP, docx, rtf, txt.
3. Select "Save & Back to List" to return to the "Attachments" screen.
4. On the "Attachments" screen, select "Next."

NOTE:

To delete an uploaded attachment:

- Select the "Delete" icon  that appears to the left of the document name.
- Confirm the deletion in the pop-up window.

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3B. Certification

Applicants must certify that their programs will comply with all applicable Fair Housing and Equal Opportunity laws. The following steps provide instructions on completing the “Certification” screen of the UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022.

D. Explanation.
Where the applicant is unable to certify to any of the statements in this certification, such applicant shall attach an explanation behind this page.

Name of Authorized Certifying Official:

Date:

Title:

Applicant Organization:

PHA Number (For PHA Applicants Only):

☒ * I certify that I have been duly authorized by the applicant to submit this Applicant Certification and to ensure compliance. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties . (U.S. Code, Title 218, Section 1001).

Select to certify

Select "Save & Next"

Save & Back Save Save & Next

Back Next

Steps

1. Review part A of the Certification statement.
2. If the Project Applicant is unable to certify any of the statements in part A of the Certification, attach an explanation on the “Attachments” screen using one of the available links.
3. Verify the name of the Project Applicant organization’s Authorized Certifying Official.
4. Verify that the current date auto-populates in the Date field.
5. Verify the title of the Project Applicant organization’s Authorized Certifying Official.
6. Verify the name of the Project Applicant Organization.
7. If the organization is a Public Housing Authority (PHA), enter the PHA Number. Otherwise, leave it blank.
8. Select the box next to the certification statement.
9. Select "Save & Next."

Special NOFO UFA Costs Project Application

4A. Submission Summary

Once the required information has been entered, the Project Applicant needs to select the "Submit" button on the "Submission Summary" screen.

The "Submission Summary" screen shows the Project Application screens. In the "Last Updated" column, the system will identify the following:

- A date if the screen is complete.
- "No Input Required" if there is no input required.
- "Please Complete" if more information is needed.

Users with *e-snaps* access can go back to any screen by selecting the screen name on the left menu or on the screen name in the Submissions List itself. Remember to select "Save" after any changes.

NOTE:

The "No Input Required" status on the Submission Summary indicates that additional information for that screen is not required for the Project Applicant to proceed to the next step in the e-snaps system.

In the context of this navigational guide, the Project Applicant may proceed to the next steps in the Project Application process. HUD, however, may require the item prior to the awarding of program funds.

The "Submit" button is located at the bottom of the screen under the navigation buttons. The "Submit" button will be active if all parts of the Project Application are complete (and have a date) or state "No Input Required."

Special NOFO UFA Costs Project Application

Submitting the UFA Costs Unsheltered Homelessness Set Aside Project Application

The following image shows the CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022 "Submission Summary" screen with all items completed. Note that the "Submit" button is active and can be selected.

The screenshot displays the '4A. Submission Summary' screen. It features a table with four columns: 'Complete', 'Page', 'Last Updated', and 'Reviewed'. The 'Complete' column contains checkmarks or dashes. The 'Page' column lists various application sections, many with blue hyperlinks. The 'Last Updated' column shows dates, mostly '07/28/2022'. The 'Reviewed' column contains 'Yes' or 'No'. Below the table are several buttons: 'Back', 'Export to PDF', 'Get PDF Viewer', and 'Submit'. A callout box points to the 'Reviewed' column header with the text 'Review "Last Updated" column'. Another callout box points to the 'Submit' button with the text 'Active "Submit" button'.

Complete	Page	Last Updated	Reviewed
--	1A. SF-424 Application Type	No Input Required	No
✓	1B. SF-424 Legal Applicant	07/28/2022	Yes
--	1C. SF-424 Application Details	No Input Required	No
✓	1D. SF-424 Congressional District(s)	07/28/2022	Yes
✓	1E. SF-424 Compliance	07/28/2022	Yes
✓	1F. SF-424 Declaration	07/28/2022	Yes
✓	1G. HUD 2880	07/28/2022	Yes
✓	1H. HUD 50070	07/28/2022	Yes
✓	1I. Cert. Lobbying	07/28/2022	Yes
✓	1J. SF-LLL	07/28/2022	Yes
✓	1K. SF-424B	07/28/2022	Yes
✓	2A. Match	07/28/2022	Yes
✓	2B. Funding Request	07/28/2022	Yes
--	3A. Attachments	No Input Required	No
✓	3B. Certification	07/28/2022	Yes

Buttons: Back, Export to PDF, Get PDF Viewer, Submit

Steps

1. If you are not already on the "Submission Summary" screen, select it from the left menu bar.
2. Review the "Last Updated" column to confirm all screens are complete.
 - For any item(s) that state "Please Complete," either select the link under the "Page" column or select the item on the left menu bar. Complete the screen, save the information on the screen, then return to the "Submission Summary" screen.
3. Select the "Submit" button.
 - The "Submit" button will be grayed out. Below it there will be text stating, "This e.Form has been submitted."

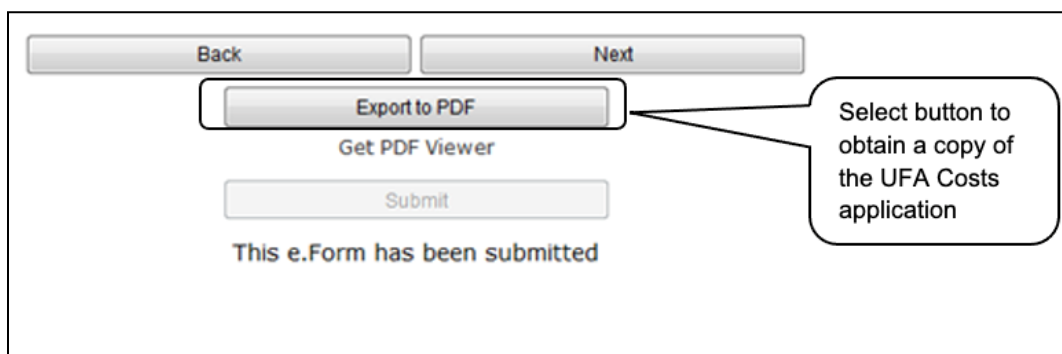
Special NOFO UFA Costs Project Application

The following image shows the completed UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022 :Submission Summary" screen. Note that the "Submit" button is no longer active, but instead appears gray-shaded. The form is marked "This e.Form has been submitted."



Exporting to PDF

Applicants can obtain a hard copy of the UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022 by using the "Export to PDF" button located at the bottom of the "Submission Summary" screen under the navigation buttons.



Steps

1. Select the "Export to PDF" button.
2. On the "Configure PDF Export" screen, select the screen(s) you would like included.
3. Select "Export to PDF."

Special NOFO UFA Costs Project Application

Troubleshooting When You Cannot Submit the Project Application

Project Applicants may encounter issues when trying to submit the Project Application. If the “Submit” button is gray (i.e., “grayed-out”), it is not active and you cannot select it. You will not be permitted to complete your form at this time. The “Submit” button will appear gray if information is missing on any of the required Project Application forms or in the Applicant Profile.

The following image shows the UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022 “Submission Summary” screen with items that still need to be completed. Note that the “Submit” button is grayed-out and you cannot select it.

The screenshot displays the '4A. Submission Summary' screen. It features a table with four columns: 'Complete', 'Page', 'Last Updated', and 'Mandatory'. The table lists various application components, some marked as complete with green checkmarks and others as incomplete with red 'X' marks. Callouts highlight that the screen is incomplete due to missing information and that the 'Submit' button is inactive.

Complete	Page	Last Updated	Mandatory
--	1A. SF-424 Application Type	No Input Required	
X	1B. SF-424 Legal Applicant	Please Complete	Y
--	1C. SF-424 Application Details	No Input Required	No
✓	1D. SF-424 Congressional District(s)	07/28/2022	Yes
✓	1E. SF-424 Compliance	07/28/2022	Yes
✓	1F. SF-424 Declaration	07/28/2022	Yes
X	1G. HUD 2880	Please Complete	Yes
✓	1H. HUD 50070	07/28/2022	Yes
✓	1I. Cert. Lobbying	07/28/2022	Yes
✓	1J. SF-LLL	07/28/2022	Yes
✓	1K. SF-424B	07/28/2022	Yes
✓	2A. Match	07/28/2022	Yes
✓	2B. Funding Request	07/28/2022	Yes
--	3A. Attachments	No Input Required	No
✓	3B. Certification	07/28/2022	Yes

Buttons at the bottom: Back, Next, Export to PDF, Get PDF Viewer, and an inactive Submit button.

Steps

1. Review your “Submission Summary” screen to determine which Project Application form needs to be completed. For the item(s) that state "Please Complete," either select the link under the "Page" column or select the item on the left menu bar.
2. Complete the screen, saving the information on each screen.
3. Return to the “Submission Summary” screen. If there are more items that state “Please Complete,” repeat steps 1 and 2. When all screens are complete, select the "Submit" button.

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What the “Last Updated” column tells you. A date identifies a form with complete information for all required fields. It is the most recent date on which the completed form was saved.

- “Please Complete” identifies a form with information missing in one or more required fields.
- “No Input Required” identifies a form that is not required for completion by all projects. You are strongly encouraged to double-check these forms to ensure that all appropriate project information is completed.

What the “Notes” section at the bottom of the screen tells you. Notes are not a standard section on the “Submission Summary” screen, so you will not see this section all the time.

- If notes appear on the screen, they are located under the list of screens and above the navigational buttons.
- The notes provide information on the errors in the Project Application. Some notes include a link to the applicable form and error(s).

NOTE:

If you are still unable to submit the UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022 after following these instructions, please submit a question to the HUD Exchange e-snaps Help Desk at e-snaps@hud.gov.

Please provide specific details regarding the issue you are encountering, the steps you have taken up to the point the issue occurs, and any error messages.


Please also provide a screenshot whenever possible.

Special NOFO UFA Costs Project Application

Updating the Applicant Profile

If a Project Applicant needs to edit the Applicant Profile in order to correct information that has pre-populated in the Project Application, the Project Applicant must do the following:

Steps

1. Select "Back to Submissions List."
2. Select "Applicants" in the left menu bar.
3. Ensure your Applicant Name is selected in the dropdown menu at the top of the screen.
4. Select the "Open Folder" icon  to the left of the Applicant Name.
5. Select "Submission Summary" on the left menu bar.
6. Select the "Edit" button.
7. Navigate to the applicable screen(s); make the edits and select "Save."
8. Select "Submission Summary" on the left menu bar and select the "Complete" button.
9. Select "Back to Applicants List" on the left menu bar.
10. Select "Submissions" on the left menu bar.
11. Select the orange folder to enter the UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022. The change should have pulled forward.

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Project Application Changes

NOTE:

For the UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022, the Collaborative Applicant and the Project Applicant are the same entity. Nevertheless, you have two roles and thus two Applicant Profiles.

You need to follow these steps as if you have two roles by switching the name of the Applicant in the "Applicant" field that appears at the top left side of the "Applicants," "Projects," and "Submissions" screens.

If changes need to be made to the Project Applications, the Collaborative Applicant will send the project back to the Project Applicant. Project Applicants may need to change the Project Application if they find an error or if the Collaborative Applicant requests a change to one or more of the forms. The following action steps must be taken by the Collaborative Applicant and Project Applicant.

Steps—Applicant Type

1. Collaborative Applicant


The following actions are taken by the Collaborative Applicant so the Project Applicant can change the Project Application:

 - Select the “notepad” icon on the Project Listing screen to “release” the Project Application back to the Applicant.
 - Update the project listing so the Project Application does not appear on the Project Listing.

NOTE: Specific instructions for Collaborative Applicants are available in the Project Priority Listing Navigational Guide, which can be found at: https://www.hud.gov/program_offices/comm_planning/coc/specialCoCNOFO
2. Project Applicant

After the Project Application has been amended back to the Project Applicant for changes, any registrant with access to the organization's *e-snaps* account should be able to access, edit, and resubmit the Project Application.

The following actions are taken by the Applicant once the Collaborative Applicant has released the Project Application:

 1. Log in to *e-snaps*.
 2. Select “Submissions” on the left menu bar.
 3. Find the Project Application that was sent back to the Applicant. Review the list under the Project Name column, or use the Project Name dropdown menu and “Filter” button. The Project Name for the Project Application will be listed, but it will no longer have a date under the “Date Submitted” column. Select the “Open Folder” icon  to the left of the project with no submission date.
 4. Make the required change(s), saving each form as it is revised.
 5. Select the “Submit” button.
3. Collaborative Applicant

After the Project Applicant has re-submitted the Project Application, the Collaborative Applicant must update the project listing in order for the Project Application to reappear on the appropriate Project Listing screen.

Special NOFO UFA Costs Project Application

Next Steps

Congratulations on submitting your UFA Costs Unsheltered Homelessness Set Aside Project Application!!

Additional navigational guides and resources are available to assist Collaborative Applicants and Project Applicants in completing the Special NOFO CoC Consolidated Application, Priority Listing, and individual Project Applications. Please return to the Special NOFO Program Competition Resources pages at:

- https://www.hud.gov/program_offices/comm_planning/coc/specialCoCNOFO
- <https://www.hudexchange.info/programs/e-snaps/>