



**FY 2022**

**Continuum of Care**

**Program NOFO**

**UFA Costs**

**Project Application**

*e-snaps Instructional Guide*

**Version 1**

# UFA Costs Application

## Table of Contents

<b>Introduction .....</b>	<b>1</b>
Objectives .....	2
Posted Resources .....	2
Overview of this Navigational Guide .....	3
UFAs Applying as Project Applicants .....	4
<i>As a Collaborative Applicant</i> .....	4
<i>As a Project Applicant</i> .....	4
<i>Alternating Roles</i> .....	5
<b>Accessing e-snaps .....</b>	<b>6</b>
Existing e-snaps Users .....	6
New e-snaps Users .....	6
Give Staff Access to Your Organization's e-snaps Account .....	7
<b>Project Applicant Profile .....</b>	<b>8</b>
<b>Accessing the UFA Costs Project Application .....</b>	<b>9</b>
Funding Opportunity Registration .....	10
Creating the UFA Costs Application Project .....	12
Submissions .....	14
<b>UFA Costs Project Application .....</b>	<b>15</b>
Accessing the Project Application .....	16
Before Starting the Project Application .....	17
1A. Application Type .....	18
1B. Legal Applicant .....	19
1C. Application Details .....	20
1D. Congressional Districts .....	21
1E. Compliance .....	23
1F. Declaration .....	24
1G. HUD 2880 .....	25
1H. HUD 50070 .....	26
1I. Certification Regarding Lobbying .....	27
1J. SF-LLL .....	28
<i>If "No" Lobbying Activities</i> .....	29
<i>If "Yes" Lobbying Activities</i> .....	30
1K. SF-424B .....	32

# UFA Costs Application

2A. Sources of Match.....	33
2A. Sources of Match Details.....	34
2B. Funding Request .....	36
3A. Attachments.....	39
3A. In-Kind MOU Attachment.....	40
3A. Uploading an Attachment .....	41
3B. Certification.....	42
4A. Submission Summary.....	43
<b>Submitting the Project Application.....</b>	<b>44</b>
After Selecting the “Submit” Button.....	45
Exporting to PDF.....	45
Trouble-Shooting When You Cannot Submit the Project Application.....	46
Updating the Applicant Profile.....	48
Project Application Changes.....	49
<b>Next Steps.....</b>	<b>50</b>

# UFA Costs Application

## Introduction

Welcome to the Unified Funding Agency (UFA) Costs Project Application navigational guide. This guide covers important information about accessing and submitting the Project Application for UFA Costs.

The only Collaborative Applicants eligible to apply for 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. CoCs applying for UFA designation must reapply every year or they will lose their designation.

For the purposes of submitting a project application in *e-snaps*, the Collaborative Applicant designated as a UFA must submit the UFA Costs Project Application as a Project Applicant. It is the only way that the United States Department of Housing and Urban Development (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 other types of funding, UFA Costs are awarded as new funding each year and are not renewable. If a UFA wants to apply for UFA Costs funds in FY2022, it must submit a new UFA Costs Project Application not to exceed the amount provided by HUD, per the Notice of Funding Opportunity (NOFO).



*Per the FY2022 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 FY2022 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 FY2022 CoC Program Registration process.*

### Important!

The FY2022 CoC Program NOFO competition and the Special NOFO to Address Unsheltered and Rural Homelessness 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 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.

# UFA Costs Application

## Objectives

By the end of this module, 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 Project Application 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).
- Amend the Project Application from the CoC Priority Listing for revision in your Project Applicant *e-snaps* account (*only if needed*).

## Posted Resources

HUD has determined that some CoC- 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. FY2022 NOFO information (e.g., detailed instructions), including the FY2022 *e-snaps* navigational guides, will be published and updated on HUD.gov. Many of the other CoC- 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 CoC Program NOFO or navigating *e-snaps* to the appropriate HUD.gov email address:

- [CoCNOFO@hud.gov](mailto:CoCNOFO@hud.gov) for questions about the NOFO, competition, and applications.
- [e-snaps@hud.gov](mailto: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.

In your email, please provide:

- The specific details regarding the issue you are encountering.
- The steps you have taken up to the point the issue occurs.
- Any error messages.

You may also want to provide a screenshot.

# UFA Costs Application

## 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 Project Application. 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 Project Application.** After the Project Applicant Profile is complete, applicants need to follow a series of steps to access the Project Application forms. The steps discussed in this section include registering the applicant for the FY2022 UFA Costs funding opportunity, creating an FY2022 UFA Costs project, and accessing the Project Application forms.
- **UFA Costs Project Application.** After accessing the FY2022 UFA Costs Project Application, 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 applicant will submit the UFA Costs Project Application via *e-snaps*.
- **Submitting the Project Application.** 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 Project Application.** The section on Submitting the Project Application includes instructions for amending the Project Application. If changes need to be made to the UFA Costs Project Application 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 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 CoC Priority Listing before the CoC Priority Listing is submitted to HUD.*

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

# UFA Costs 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 Applicant 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 CoC Application and CoC 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.

## As a Project Applicant

**In its role as a Project Applicant, the organization** submits a UFA Costs Project Application, as well as all New and Renewal Project Applications, using a separate *e-snaps* account. This *e-snaps* account is the one that HUD will use to process the grant agreement, not the account where the CoC Application and CoC 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 this year's application for UFA Costs funds.



*For more information, see the Project Applicant Profile Navigational Guide at:*

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

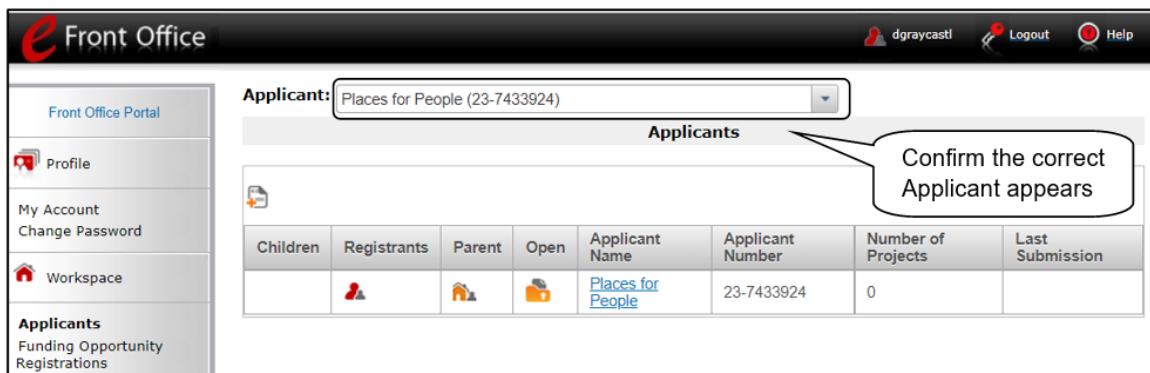
# UFA Costs Application

## 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 a Project Application 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—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.



### **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](mailto: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.*

*You may also want to provide a screenshot.*



# UFA Costs Application

## Accessing e-snaps

The Project Application is submitted electronically in *e-snaps* during the annual competition under the NOFO for the FY2022 CoC Program Competition.

The screenshot shows the 'Front Office Portal' for 'e-snaps'. On the left is a sidebar with links: 'Front Office Portal', 'Username:' (with a text input field), 'Password:' (with a text input field), 'Login', 'Forgot your password?', 'Create Profile', and 'Contact Us'. The main content area is titled 'Welcome to e-snaps' and contains several paragraphs of text. Two callout boxes are present: one pointing to the 'Login' button and the 'Username/Password' fields, and another pointing to the 'Create Profile' link. The text in the main area includes a welcome message, instructions for existing users, and instructions for new users. At the bottom, there are sections for 'CoC Program Registration' and 'CoC Program Application', each with an OMB Approval No. and a public reporting burden estimate.

**Front Office Portal**

**Welcome to e-snaps**

Welcome to **e-snaps**! **E-snaps** is the application and grants management system for the HUD Continuum of Care (CoC) Program. It supports the process known as the CoC Program Competition.

The system is for authorized persons only. If you are an authorized user, please log in by entering a valid user name and password. If you are not an authorized user, please contact the System Administrator. You may also use the Links on the left to access the system, and access application forms and other related links. If you need assistance in navigating the system please access the Help instructions in each section.

If you are not yet an authorized user, and need access to this system on behalf of your Continuum of Care or as a project applicant, you may request a user name through the Registration process.

The information collection requirements contained in this application have been submitted to the Office of Management and Budget (OMB) for review under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). This agency may not collect this information, and unless it displays a currently valid OMB control number.

Information collected in this application is required by the regulatory authority contained in each program rule. The information will be used to establish grant amounts.

Selection of applications for funding under the Continuum of Care Program are based on rating factors listed in the Notice of Fund Availability (NOFA), which is published each year to announce the Continuum of Care Program funding round. The information collected in the application form will only be collected for specific funding competitions.

**CoC Program Registration:** OMB Approval No. 2506-0182 (exp. 11/30/2024)

Public reporting burden for this collection is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

**CoC Program Application:** OMB Approval No. 2506-0112 (exp. 12/31/2024)

Public reporting burden for this collection of information is estimated to average 190 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The reporting burden for Continuums of Care is estimated to average 204 hours and the reporting burden for applicants is expected to average 30 hours.

### 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. Go to <https://esnaps.hud.gov/>.
2. On the left menu bar, enter the 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.

# UFA Costs 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 Project 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>

# UFA Costs Application

## Project Applicant Profile

All UFA-designated Collaborative Applicants must complete the Project Applicant Profile before moving forward in the UFA Costs Project Application 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.

Front Office

dgraycastl Logout Help

Front Office Portal

My Change Word

Workspace

Applicants

Funding Opportunity Registrations

Applicant: Places for People (23-7433924)


Applicants

2. Confirm the correct Project Applicant

Select "Applicants"

Children	Registrants	Parent	Open	Applicant Name	Applicant Number	Number of Projects	Last Submission
				Places for People	23-7433924	0	

### 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 Project Applicant.
3. Select the orange "Folder" icon  to the left of the applicant name on the screen.
4. Go to the "Submission Summary" screen and select the "Edit" button.
  - If you do not see an "Edit" button, but rather see a "Complete" button, then 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 on the CoC Program Competition Resources page at:

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

## Accessing the UFA Costs Project Application

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

- Funding Opportunity Registration
- Creating projects
- Accessing the Project Application from the “Submissions” screen

# UFA Costs Application

## Funding Opportunity Registration

All Collaborative Applicants designated as UFA applying for UFA Costs funds must register for the UFA Costs Project Application funding opportunity. Registering for the funding opportunity enables UFA-designated Collaborative Applicants to apply for UFA Costs funding during the FY2022 CoC 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 CoC Planning, New, Renewal, and UFA Costs.*

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

The screenshot shows the 'Front Office' interface. At the top, there's a header with the 'Front Office' logo and user information (dgraycastl, Logout, Help). Below the header, a dropdown menu for 'Applicant' is set to 'Places for People (23-7433924)'. The main content area is titled 'Funding Opportunity Registrations' and contains a table with columns: Register, View, Funding Opportunity Name, and End Date. The table lists various funding opportunities, including 'UFA Costs Project Application FY2022'. Callouts are present: 1. Points to the 'Funding Opportunity Registrations' link in the left sidebar. 2. Points to the 'Applicant' dropdown menu. 3. Points to the 'UFA Costs Project Application FY2022' row in the table. 4. Points to the 'Register' icon (a document with a red checkmark) next to the 'UFA Costs Project Application FY2022' row.

Register	View	Funding Opportunity Name	End Date
		UFA Costs Project Application FY2022	May 20, 2022
		UFA Costs Project Application FY2021	Jan 11, 2021
		UFA Costs Project Application FY2020	May 13, 2022
		UFA Costs Project Application FY2019	Sep 16, 2014
		UFA Costs Project Application FY2018	May 16, 2022
		UFA Costs Project Application FY2017	Dec 31, 2027
		UFA Costs Project Application FY2016	Sep 16, 2014
		UFA Costs Project Application FY2015	May 16, 2022
		UFA Costs Project Application FY2014	Dec 31, 2027
		UFA Costs Project Application FY2013	Sep 16, 2020
		UFA Costs Project Application FY2012	Dec 31, 2026
		UFA Costs Project Application FY2011	May 28, 2022
		UFA Costs Project Application FY2010	May 28, 2023
		UFA Costs Project Application FY2009	May 20, 2022
		UFA Costs Project Application FY2008	May 20, 2022
		UFA Costs Project Application FY2007	Sep 16, 2014
		UFA Costs Project Application FY2006	Dec 31, 2022
		UFA Costs Project Application FY2005	Jan 11, 2021
		UFA Costs Project Application FY2004	Dec 31, 2025
		UFA Costs Project Application FY2003	Jun 6, 2022
		UFA Costs Project Application FY2002	Dec 31, 2025
		UFA Costs Project Application FY2001	Jan 11, 2021
		UFA Costs Project Application FY2000	Dec 31, 2025
		UFA Costs Project Application FY1999	Sep 16, 2020
		UFA Costs Project Application FY1998	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: **You must choose the "UFA Costs Project Application FY2022" funding opportunity.**
4. Select the "Register" icon  next to "UFA Costs Project Application FY2022."
5. The "Funding Opportunity Details" screen will appear.



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

*Please ensure you are working under the correct Project Applicant.*

# UFA Costs Application

**Applicant:** Places for People (23-7433924)

**Funding Opportunity Details**

**Funding Opportunity Name:** UFA Costs Project Application FY2022  
**Start Date:** 2022-06-06 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)?

Yes Cancel

Select "Yes" to register

## 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.

**Applicant:** Places for People (23-7433924)

**Funding Opportunity Details**

**Funding Opportunity Name:** UFA Costs Project Application FY2022  
**Start Date:** 2022-06-06 00:00:00.0  
**End Date:** 2025-12-31 23:59:00.0

**Funding Opportunity Registration**

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

Back

Select "Back" button

Successful registration

2. The screen will then indicate that the applicant has been registered.
3. Select the "Back" button to return to the "Funding Opportunity Registrations" screen.

# UFA Costs Application



## Creating the UFA Costs Application Project

UFA-designated Collaborative Applicants must create a project for the UFA Costs Project Application 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 application; instead, they access the application from the "Submissions" screen.

After the Collaborative Applicant "creates" the project, it will appear on the "Projects" screen and the term "UFA Costs Project Application FY2022" will appear under the "Funding Opportunity Name" column.



### Steps

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

# UFA Costs Application

**Applicant:** Places for People (23-7433924)

**Create a Project**

**Funding Opportunity Name:** UFA Costs Project Application FY2022

**\* Applicant:** Places for People (23-7433924)

**\* Applicant Project Name:** AN-500 UFA Costs Project Application FY 2022

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


**Save** **Save & Add Another**

**Save & Back** **Cancel**

## 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 Project Application FY 2022."

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 Project Application FY 2022.**

3. Select "Save & Back" to return to the "Projects" screen.
4. The project name is listed in the menu.
5. Select the "View" icon  to view project details; however, it is not necessary to enter any notes on that page.



# UFA Costs Application

## 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 Project Application and complete the screens. You must access the UFA Costs Project 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 includes a search bar for 'Applicant' (set to 'Places for People (23-7433924)'). Below this are filter options: '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 present. Below the filters is a table with columns: Actions, Project Name Project Number, Funding Opportunity Name Step Name, Start Date, End Date, Associate Type, Version, and Date Submitted. The table contains one entry for 'The Salvation Army Midland Division Stratford Commons 110998' with a 'CoC Full Annual Performance Report CoC Full APR - General' funding opportunity, dated from Jul 19, 2010 to Jun 1, 2020, with a 'Primary Applicant' associate type and version 1. Three callouts are present: 1. Select 'Submissions' (pointing to the menu item), 2. Confirm the Project Applicant (pointing to the applicant search bar), and 3. Use the filters to find the correct project (pointing to the filter button).

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	The Salvation Army Midland Division Stratford Commons 110998	CoC Full Annual Performance Report CoC Full APR - General	Jul 19, 2010	Jun 1, 2020	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.
  - 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 Project Application FY 2022."**
4. Continue with the instructions in the next section for completing the Project Application.

# UFA Costs Application

## UFA Costs 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.*

# UFA Costs 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 includes a dropdown for 'Applicant' (set to 'Places for People (23-7433924)'), filter links, and several filter dropdowns: 'Applicant Project Name' (All Projects), 'Date Submitted' (On), 'Project Status' (Open Projects), 'Submission Version' (Latest Version), and 'Associate Type' (All). A 'Filter' button is present. Below these is a table with columns: Actions, Project Name / Project Number, Funding Opportunity Name / Step Name, Start Date, End Date, Associate Type, Version, and Date Submitted. The first row in the table shows 'AN-500 UFA Costs Project Application FY 2022 137815' with a folder icon in the Actions column. Callouts are numbered 1 through 4, corresponding to the steps in the list below.

1. Select "Submissions"


2. Confirm the correct Project Applicant

4. Access the Project Application

Use the filters to find the correct project

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	AN-500 UFA Costs Project Application FY 2022 137815	UFA Costs Project Application FY2022 UFA Costs Project Application FY2022	Jun 6, 2022	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. Use the filters to locate the Project Application you established.
4. Select the "Folder" icon  to the left of the Project Application name you established with the funding opportunity name **"UFA Costs Project Application FY 2022."**
5. The "Before Starting the Project Application" screen will appear.

# UFA Costs Application

## Before Starting the Project Application

Before you begin the FY2022 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 CoC Program Competition Resources page with navigational guides and resources at: [https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition) and <https://www.hudexchange.info/programs/e-snaps/>. Questions related to completing the application in e-snaps may be directed to [e-snaps@hud.gov](mailto:e-snaps@hud.gov). Questions about the NOFO itself may be directed to [CoCNOFO@hud.gov](mailto:CoCNOFO@hud.gov).

**eForms** dgraycastl Logout

**UFA Costs Project Application FY2022**

Applicant Name: Places for People  
Applicant Number: 23-7433924  
Project Name: AN-500 UFA Costs Project Application FY 2022  
Project Number: 137815

FY2022 UFA Costs Project Application

FY2019 UFA Detailed Instructions

**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](#)

**Before Starting the Project Application**

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

Things to Remember:

- Only Collaborative Applicants may apply for UFA costs using this application.
- Additional training resources can be found on the HUD.gov at [https://www.hud.gov/program\\_offices/comm\\_planning/coc](https://www.hud.gov/program_offices/comm_planning/coc).
- Questions regarding the FY 2022 CoC Program Competition process must be submitted to [CoCNOFO@hud.gov](mailto:CoCNOFO@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](mailto: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 the Continuum of Care (CoC) Program Competition. For more information see the FY 2022 CoC Program Competition NOFO.
- To ensure that applications are considered for funding, applicants should read all sections of the FY 2022 CoC Program Competition 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 (if applicable) the Project Applicant Profile in e-snaps, particularly the Authorized Representative and Alternate Representative forms as HUD uses this information if additional information is required (e.g., allowable technical deficiency).
- HUD reserves the right to reduce or reject any new or renewal project that fails to meet 24 CFR Part 578 and application requirements set forth in the FY 2022 CoC Program Competition NOFO.

[Back](#) [Next](#)

**Review this Screen**

**Select "Next" to continue**

**Back to Submissions**

## Steps

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.

The "Applicant," "Funding Opportunity Registration," "Projects," and "Submissions" screens are located on the left menu bar.

# UFA Costs 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 FY2022 UFA Costs Project Application.

**1A. SF-424 Application Type**

Verify the data is correct

1. Type of Submission: Application

2. Type of Application: UFA Fiscal Cost Project Application

If Revision, select appropriate letter(s): -- select --

If "Other", specify:

3. Date Received: 08/26/2022

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

6. Date Received by State:

7. State Application Identifier:

Back Next

Select "Next" to continue

### Steps

1. In field 1, verify the "Type of Submission."
2. In field 2, confirm that you have registered for the correct funding opportunity, "UFA Costs Project Application."
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.

# UFA Costs 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 FY2022 UFA Costs Project Application.

**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. Unique Entity Identifier:** 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

**Callouts:** Verify the data is correct, Select "Next" to continue

### 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. To change or correct information, see the [Updating the Applicant Profile](#) section of this guide.
2. Select "Next" to continue.

# UFA Costs Application

## 1C. Application Details

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

**1C. SF-424 Application Details**

Verify the data is correct

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-6600-N-25

Title: Continuum of Care Homeless Assistance Competi

13. Competition Identification Number:

Title:

Select "Next" to continue.

Back Next

### 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.

# UFA Costs Application

## 1D. Congressional Districts

The following steps provide instructions on completing the "Congressional Districts" screen for Part 1: SF-424 of the FY2022 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

**Selected Items:**

Move correct state from left column

**15. Descriptive Title of Applicant's Project:** AN-500 UFA Costs Project Application FY 2022

**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

**Selected Items:**

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

**Selected Items:**

Move congressional districts for

**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:**


Select "Next" to continue.

**Buttons:** Save & Back, Save, Save & Next, Back, Next



# UFA Costs 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 state 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.
  - Applicants cannot modify the populated data on this screen; however, 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.
6. Field 18, "Estimated Funding," cannot be edited.
7. Select "Save & Next" to continue.

# UFA Costs Application

## 1E. Compliance

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

### 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. 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 in order to submit 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" to continue.

# UFA Costs Application

## 1F. Declaration

The following steps provide instructions on completing the "Declaration" screen for Part 1: SF-424 of the FY2022 UFA Costs Project Application, 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:** 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:** 08/26/2022

Select "Save & Next" to continue.

**Buttons:** Save & Back, Save, Save & Next, Back, Next

### Steps

1. Select the box stating that you agree with the statement about certifying information in the SF-424 section of the FY2022 UFA Costs Project Application.
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" to continue.

# UFA Costs Application

## 1G. HUD 2880

HUD Form 2880 (Applicant/Recipient Disclosure/Initial Report) is incorporated both into the Project Applicant Profile and the individual Project Applications (New, Renewal, CoC Planning, and UFA Costs). 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 (New, Renewal, CoC Planning, and UFA Costs).

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.

### 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.*

# UFA Costs Application

## 1H. HUD 50070

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 FY2022 UFA Cost Project Application, as well as reviewing information populated from the Project Applicant Profile screens.

I certify that the information provided on this form and in any accompanying documentation is true and accurate. I 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 u

Date Signed: 08/26/2022

Buttons: Save & Back, Save, Save & Next, Back, Next

Callouts: "Select to certify" points to the certification checkbox. "Select 'Save & Next' to continue." points to the Save & Next button.

### 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 FY2022 UFA Costs Project Application 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.

# UFA Costs Application

## 11. Certification Regarding Lobbying

The following steps provide instructions on completing the "Certification Regarding Lobbying" screen for **Part 1: SF-424** of the FY2022 Project Application.

**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:

Select to certify

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: Anytown Homeless Services

Name / Title of Authorized Official: John Doe, Housing Manager

Signature of Authorized Official: Considered signed upon

Date Signed: 08/26/2022

Select "Save & Next" to continue.

Save & Back

Save

Save & Next

Back

Next

### Steps

1. Review the information on the 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.

# UFA Costs 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 FY2022 Project Application, as well as reviewing information populated from the Project 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 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 following pages).



# UFA Costs Application

## If "No" Lobbying Activities

**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 in the instructions states: "The filing of a form is required for each payment or agreement with a lobbying entity for influencing or attempting to influence an officer or employee of a federal agency, an officer or employee of Congress, or an employee of a Member of Congress in connection with the 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: Anytown Homeless Services

\* Street 1: 1234 Main St

Street 2:

\* City: Anytown

\* County:

\* State: Missouri

\* Country: United States

\* Zip / Postal Code: 12345

**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: 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 Official: Considered signed upon submission

Date Signed: 08/04/2022

### Steps

1. If "No" to lobbying activities is selected, 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.



# UFA Costs Application

## If "Yes" Lobbying Activities

**13. 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 "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)?

Yes

Select "Yes" and review questions

1. Type of Federal Action: Grant

2. Status of Federal Action: Application

3. Report Type: Initial Filing

\* 4. Name and Address of Reporting Entity

\* Choose one option that applies from the following list:

Prime

Subrecipient

Select "Prime"

Congressional District, if known:

Available Items:

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

Selected Items:

MO-001

6. Federal Department/Agency: Department of Housing and Urban Development

7. Federal Program Name/Description and (CFDA Number): Continuum of Care (CoC) Program (14.267)

8. Federal Action Number: FR-6500-N-258

9. Award Amount: \$100,000.00

\* 10a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):

500 characters remaining.

\* 10b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):

500 characters remaining.

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.

Select to certify

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 Official: Considered signed upon submission to:

Date Signed: 08/04/2022

Select "Save & Next" to continue.

Save & Back

Save

Save & Next

Back

Next

# UFA Costs Application

## Steps

1. If "Yes" to lobbying activities is selected, 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 or edit as needed.
4. Review fields 6, 7, 8, and 9.
5. In field 10a, provide the name and address of the lobbying registrant. If the registrant is an individual, provide their last name, first name, and middle initial.
6. In field 10b, provide the last name, first name, and middle initial of the individuals performing services. Provide their address if it is different from the address in field 10a.
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 Project Application is correct.
8. Select "Save & Next" to continue.

**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.*

# UFA Costs 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 FY2022 Project Application, as well as reviewing information populated from the Project 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:** 08/26/2022

Select "Save & Next" to continue.

**Buttons:** Save & Back, Save, Save & Next, Back, Next

### Steps

1. Review the assurances on the 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.

# UFA Costs Application

## 2A. Sources of Match

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



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

**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 .

**Summary for Match**

Total Value of Cash Commitments:

Total Value of In-Kind Commitments:

Total Value of All Commitments:

\* 1. Will this project generate program income described in 24 CFR 578.97 to use as Match for this project?

\* 1a. Briefly describe the source of the program income:

\* 1b. Estimated amount of program income that will be used as Match for this project:

**The minimum required Total Match amount for the Grant Term is \$3,750.**

[Show Filters](#) [Clear Filters](#)

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

### Steps

1. In field 1, select “Yes” or “No” to indicate whether the project will generate program income to use as match.
  - If yes, fields 1a and 1b will appear.

In field 1a, briefly describe the source of program income.

In field 1b, enter the estimated amount of program income.
2. To add information to this list, select the "Add" icon above the “Delete” heading.
3. The "Sources of Match Details" screen will appear.

# UFA Costs 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 UFA Costs project.

The screenshot shows the 'Sources of Match Details' form. It contains four numbered fields: 1. Type of commitment (dropdown), 2. Source (dropdown), 3. Name of Source (text box with a note to be specific), and 4. Value of Written Commitment (text box). Below the fields are four buttons: 'Save', 'Save & Add Another', 'Save & Back to List', and 'Back to List'. Three callout boxes provide instructions: one for field 1, one for field 2, and one for the 'Save & Add Another' button.

**Sources of Match Details**

\* 1. Type of commitment: -- select --

\* 2. Source: -- select --

\* 3. Name of Source: (Be as specific as possible and include the office or grant program as applicable)

\* 4. Value of Written Commitment:

Select "Save & Add Another" to add another source of match

Select "Save & Back" to list when complete



Save Save & Add Another Save & Back to List Back to List

### 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 Commitment” field.
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.

# UFA Costs Application

**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 Value of Cash Commitments:  Review calculations





Total Value of In-Kind Commitments:

Total Value of All Commitments:

\* 1. Will this project generate program income described in 24 CFR 578.97 to use as Match for this project?

[\[Show Filters\]](#) [\[Clear\]](#)

Select "View" icon to edit

Delete	View	Type	Source	Contributor	Value of Commitments
		Cash	Private	United Way	\$10,000
		Cash	Government	County Council	\$5,000



Select "Delete" icon to delete

Select "Next" to continue

Save & Back Save Save & Next

Back Next

## Steps (continued)

- 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 .
- When you have completed all sources of match, select "Next" to continue.

# UFA Costs Application

## 2B. Funding Request

The following steps provide instructions on completing the “Funding Request” screen for the FY2022 UFA Costs Project Application. The purpose of the “Funding Request” screen is to describe the quantity and dollar amount of each type of eligible UFA Costs you are requesting and to determine the total budget of your UFA Costs Project Application.

### **Important!**

The CoC Program NOFO and the Special NOFO to Address Unsheltered and Rural Homelessness are both open in *e-snaps*. Unlike the annual CoC Program NOFO funding, Special NOFO funds for CoC Planning are awarded for three years.

If the “Select a grant term” field is pre-populated with “3 Years,” then you are working in the wrong application (i.e., you are working in the Special NOFO). If that is the case, you must abandon this Project Application and begin again by registering for the correct funding opportunity you are choosing for this Project Application.

For the FY2022 CoC Program NOFO UFA Costs Project Application, in the “Annual Assistance Request (Applicant)” column, you will enter the annual amount for each applicable budget line item.

# UFA Costs Application

### 2B. Funding Request

Select your CoC Number and Name so the UFA Costs application will appear in your

\* 1. CoC Number and Name: -- select --

\* 2. CoC Collaborative Applicant Name: -- select --

3. Project Name: AN-500 UFA Costs Project Application FY 2022

the project to be under grant agreement by September 30, 2024? -- select --

\* 5. Does this project propose to allocate funds according to an indirect cost rate? -- select --

6. Select a grant term: 1 Year

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

If "Yes," field 5a will appear

e-snaps will pre-populate the grant term as "1 Year"

\* 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
1. Conducting and Recording Financial Transactions	<input type="text"/>	<input type="text"/>
2. Maintaining Financial Records	<input type="text"/>	<input type="text"/>
3. Annual Survey, Audit, or Evaluation of Subrecipient Financial Records	<input type="text"/>	<input type="text"/>
4. Monitoring of Subrecipients	<input type="text"/>	<input type="text"/>
5. Enforcing Subrecipient Compliance with Program Requirements	<input type="text"/>	<input type="text"/>
Total Costs Requested		\$0
Cash Match		\$10,000
In-Kind Match		\$0
Total Match		\$10,000
Total Budget		\$10,000

Select "Save" to automatically calculate the totals

Gray shaded rows are not editable

Click the 'Save' button to automatically calculate the Total Assistance

Save & Back

Save

Save & Next

Back

Next

## 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" field is incorrect, your UFA Funding Costs Application will not be submitted to HUD.



# UFA Costs Application

## 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 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 30, 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," field 5a will appear. In field 5a, complete the indirect cost rate schedule; list the cognizant agency, record the indirect cost rate and the direct cost rate, and select whether you plan to use the approved rate or the 10 percent de minimis rate.
6. In field 6, *e-snaps* will pre-populate the grant term as "1 Year." 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 calculate the "Total Costs Requested" and "Total Budget."
10. Select "Save & Next" to continue.

**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 in-kind match reported is documented appropriately if this method of match is selected.*

# UFA Costs Application

## 3A. Attachments

There are no attachments required for the UFA Costs Project Application.

3A. Attachments					
Delete	Document Type	Required?	Download	Document Description	Date Attached
	<a href="#">1. Other Attachment(s)</a>	No		--	No Attachment
	<a href="#">2. Other Attachment(s)</a>	No		--	No Attachment

Select "Next" to continue.

### Step

1. Select "Next" to continue.

# UFA Costs 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	Required?	Download	Document Description	Date Attached
	<a href="#">In-Kind Match MOU</a>	No		--	No Attachment

### Steps

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

# UFA Costs Application

## 3A. Uploading an Attachment

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


**Attachment Details**  
... \* **Document Description:**   
... \* **File Name:**  No file chosen  
**Document Type:** In-Kind Match MOU  
**Maximum Size:** 5 MB  
**Allowable Formats:** jpg, zip, xlsx, img, ZIP\*, tiff, bmp, rtf, gif, png, wpd, zipx, docx, pptx, tif, txt, pdf, ppt, doc, jpeg, xls  
**Instructions:** For In-Kind Match Only: Services to be provided by a third party must be documented by a memorandum of understanding (MOU) between the recipient or subrecipient and the third party that will provide the services. MOU must be attached to the project application.

### 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.

# UFA Costs Application

## 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 application.

Review certification statement

Name of Authorized Certifying Official: John Doe

Date: 08/26/2022

Title: Housing Manager

Applicant Organization: Anytown Homeless Services

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

Note: This formlet contains mandatory fields for which no value has been save

Select "Save & Next" to continue

Save & Back Save Save & Next Back Next

### Steps

1. Review part A of the certification statement.
2. If the 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" to continue.

# UFA Costs Application

## 4A. Submission Summary

Once the required information has been entered, the 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" screen 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 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."

# UFA Costs Application

## Submitting the Project Application

The following image shows the Project Application "Submission Summary" screen with all items completed. Note that the "Submit" button is active and can be selected.

4A. Submission Summary

Complete	Page	Last Updated	Mandatory
--	<a href="#">1A. SF-424 Application Type</a>	No Input Required	No
✓	<a href="#">1B. SF-424 Legal Applicant</a>	08/26/2022	Yes
--	<a href="#">1C. SF-424 Application Details</a>	No Input Required	No
✓	<a href="#">1D. SF-424 Congressional District(s)</a>	08/26/2022	Yes
✓	<a href="#">1E. SF-424 Compliance</a>	08/26/2022	Yes
✓	<a href="#">1F. SF-424 Declaration</a>	08/26/2022	Yes
✓	<a href="#">1G. HUD 2880</a>	08/26/2022	Yes
✓	<a href="#">1H. HUD 50070</a>	08/26/2022	Yes
✓	<a href="#">1I. Cert. Lobbying</a>	08/26/2022	Yes
✓	<a href="#">1J. SF-LLL</a>	08/26/2022	Yes
✓	<a href="#">1K. SF-424B</a>	08/26/2022	Yes
✓	<a href="#">2A. Match</a>	08/26/2022	Yes
✓	<a href="#">2B. Funding Request</a>	08/26/2022	Yes
--	<a href="#">3A. Attachments</a>	No Input Required	No
✓	<a href="#">3B. Certification</a>	08/26/2022	Yes

Screen is complete

Review "Last Updated" column

Active "Submit" button

Back Next

Export to PDF

[Get PDF Viewer](#)

Submit

### Steps

1. If you are not already on the "Submission Summary" screen, select it on 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."

# UFA Costs Application

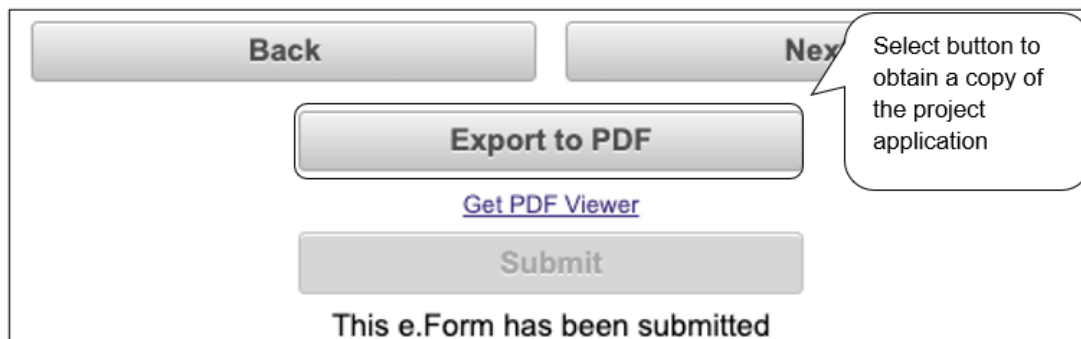
## After Selecting the “Submit” Button

The following image shows the completed UFA Costs Project Application “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 Project Application 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."



# UFA Costs Application

## Trouble-Shooting 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 Project Application "Submission Summary" screen with items that still need to be completed. Note that the "Submit" button is gray and you cannot select it.

**4A. Submission Summary**

Complete	Page	Last Updated	Mandatory
--	<a href="#">1A. SF-424 Application Type</a>	No Input Required	No
✓	<a href="#">1B. SF-424 Legal Applicant</a>	08/26/2022	Yes
--	<a href="#">1C. SF-424 Application Details</a>	No Input Required	No
✓	<a href="#">1D. SF-424 Congressional District(s)</a>	08/26/2022	Yes
✓	<a href="#">1E. SF-424 Compliance</a>	08/26/2022	Yes
✓	<a href="#">1F. SF-424 Declaration</a>	08/26/2022	Yes
✓	<a href="#">1G. HUD 2880</a>	08/26/2022	Yes
✓	<a href="#">1H. HUD 50070</a>	08/26/2022	Yes
✓	<a href="#">1I. Cert. Lobbying</a>	08/26/2022	Yes
✓	<a href="#">1J. SF-LLL</a>	08/26/2022	Yes
✓	<a href="#">1K. SF-424B</a>	08/26/2022	Yes
✓	<a href="#">2A. Match</a>	08/26/2022	Yes
✗	<a href="#">2B. Funding Request</a>	Please Complete	Yes
--	<a href="#">3A. Attachments</a>	No Input Required	No
✗	<a href="#">3B. Certification</a>	Please Complete	Yes

Notes:

- [Total Match amount does not meet the minimum requirements](#)

Back Next

Export to PDF

[Get PDF Viewer](#)

Submit

Screen is incomplete

Review "Last Updated" column

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 to return to that screen.
2. Complete the screen, then save the information.
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.

# UFA Costs Application

**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 CoC Planning Project Application after following these instructions, please submit a question to the HUD e-snaps Help Desk at [e-snaps@hud.gov](mailto: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.*

# UFA Costs 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" icon  to enter the UFA Costs Project Application. The change should have pulled forward.

# UFA Costs Application

## Project Application Changes


**NOTE:**

*For the UFA Costs Project Application, 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 | <p>The following actions are taken by the Collaborative Applicant so the Project Applicant can change the Project Application:</p> <ul style="list-style-type: none"><li>• Select the “notepad” icon on the Project Listing screen to “release” the Project Application back to the Project Applicant.</li><li>• Update the project listing so the Project Application does not appear on the Project Listing.</li></ul> <p><b>NOTE:</b> Specific instructions for Collaborative Applicants are available in the CoC Project Priority Listing Navigational Guide available at:</p> <ul style="list-style-type: none"><li>• <a href="https://www.hud.gov/program_offices/comm_planning/coc/competition">https://www.hud.gov/program_offices/comm_planning/coc/competition</a></li></ul> |
|----|-------------------------|--|
- |    |                   |  |
|----|-------------------|--|
| 2. | Project Applicant | <p>After the Project Application has been amended back to the Project Applicant for changes, any registrant with access to the organization's <i>e-snaps</i> account should be able to access, edit, and resubmit the Project Application.</p> <p>The following actions are taken by the Project Applicant once the Collaborative Applicant has released the Project Application:</p> <ol style="list-style-type: none"><li>1. Log in to <i>e-snaps</i>.</li><li>2. Select “Submissions” on the left menu bar.</li><li>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 “Folder” icon  to the left of the project with no submission date.</li><li>4. Make the required change(s), saving each form as it is revised.</li><li>5. Select the “Submit” button.</li></ol> |
|----|-------------------|--|
- |    |                         |   |
|----|-------------------------|---|
| 3. | Collaborative Applicant | <p>After the Project Applicant has re-submitted the Project Application, the Collaborative Applicant must update the project listing for the Project Application to reappear on the appropriate Project Listing screen (in this case, the UFA Costs Project Listing).</p> |
|----|-------------------------|---|

# UFA Costs Application

## Next Steps

Congratulations on submitting your UFA Costs Project Application!

Additional navigational guides and resources are available to assist Collaborative Applicants and Project Applicants in completing the CoC Consolidated Application and individual Project Applications. Please return to the CoC Program Competition and *e-snaps* resources pages at:

- [https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition)
- <https://www.hudexchange.info/programs/e-snaps/>