FY 2022
Continuum of Care
Program NOFO
UFA Costs
Project Application

e-snaps Instructional Guide
Version 1
# Table of Contents

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

**Submitting the Project Application** ................................................................. 44

- 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

**Next Steps** .................................................................................................................. 50
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.
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 for questions about the NOFO, competition, and applications.
- e-snaps@hud.gov for questions about e-snaps technical issues such as creating an individual user profile, lockouts/password resets, requesting access to a CoC’s or Project Applicant’s e-snaps account, navigating e-snaps, updating the Applicant Profile, identifying the funding opportunity, creating a project, and accessing the application on the “Submissions” screen.

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.
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 into 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.

---

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.
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.

<table>
<thead>
<tr>
<th>Defining e-snaps accounts</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The Collaborative Applicant and Project Applicant e-snaps accounts represent organizations, not people. They contain an Applicant Profile and its associated applications.</td>
</tr>
</tbody>
</table>

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](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:

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.

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

- e-snaps@hud.gov

Please provide specific details regarding the issue you are encountering, the steps you have taken up to the point the issue occurs, and any error messages. You may also want to provide a screenshot.
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.

**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**

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.
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:

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.

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](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
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.

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.
Steps

1. When the question appears asking if you want to register the Project Applicant for the funding opportunity, select "Yes" to confirm that you want to register your organization.

2. The screen will then indicate that the applicant has been registered.

3. Select the "Back" button to return to the "Funding Opportunity Registrations" screen.
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.
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.
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.

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.
Accessing the Project Application

Access the Project Application through the "Submissions" screen.

**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.
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 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. Questions about the NOFO itself may be directed to CoCNOFO@hud.gov.

**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.
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.

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.
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.

**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.
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.

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.
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.

- Move correct state from left column
- Populates from the applicant profile
- Move congressional districts for
- Select "Next" to continue.
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.


7. Select "Save & Next" to continue.
**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.
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.

**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.
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:


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.
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.

**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.
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.

**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.
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.

**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).
If "No" Lobbying Activities

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.
If "Yes" Lobbying Activities

Select "Prime"

Select "Yes" and review questions

Select to certify

Select "Save & Next" to continue.
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.*
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.

**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.
**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.

![Reminder: Project Applicants must complete Part 1: SF-424 before the rest of the application will appear.](image)

**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.
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.

**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.
7. On the "Sources of Match" screen, review the following items:
   - The "Sources of Match" screen should have been calculated with your total sources of match amounts.
   - Each "Detail" screen you entered will appear as a separate entry.
   - To edit the information you entered, select the "View" icon to the left of the entry.
   - To delete an entry from the list, select the red "Delete" icon.

8. When you have completed all sources of match, select "Next" to continue.
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.
**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.
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.
3A. Attachments

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

<table>
<thead>
<tr>
<th>Delete</th>
<th>Document Type</th>
<th>Required?</th>
<th>Download</th>
<th>Document Description</th>
<th>Date Attached</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Other Attachment(s)</td>
<td>No</td>
<td>--</td>
<td>No Attachment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Other Attachment(s)</td>
<td>No</td>
<td>--</td>
<td>No Attachment</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Step

1. Select "Next" to continue.
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.

**Steps**

1. Select the document name under the “Document Type” column.
2. The "Attachment Details" screen will appear.
3A. Uploading an Attachment

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

**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.
**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.

**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.
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."
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.

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."
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."
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.

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.
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.

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.
**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.
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**
   
   The following actions are taken by the Collaborative Applicant so the Project Applicant can change the Project Application:
   
   - Select the "notepad" icon on the Project Listing screen to "release" the Project Application back to the Project Applicant.
   - Update the project listing so the Project Application does not appear on the Project Listing.

   **NOTE:** Specific instructions for Collaborative Applicants are available in the CoC Project Priority Listing Navigational Guide available at:
   - [https://www.hud.gov/program_offices/comm_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition)

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

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

3. **Collaborative Applicant**
   
   After the Project Applicant has re-submitted the Project Application, the Collaborative Applicant must update the project listing for the Project Application to reappear on the appropriate Project Listing screen (in this case, the UFA Costs Project Listing).

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