

CoC UFA Costs Project Application Detailed Instructions:

Fiscal Year 2019 CoC Program Competition



U.S. Department of Housing and Urban Development
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FY 2019 UFA Costs Project Detailed Instructions

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Introduction

This document provides detailed instructions for Collaborative Applicants—the only eligible applicant- for Continuum of Care (CoC) Program UFA Costs Project Applications available through the Notice of Funding Availability (NOFA) for the FY 2019 CoC Program Competition. These instructions provide information for each question within the UFA Costs project application in the electronic grants management system called *e-snaps*. Additional guides and resources are located on the HUD Exchange website at [e-snaps: CoC Program Applications and Grants Management System](#). Important resources include: [How to Access the Project Application](#) and an *e-snaps* technical walkthrough, [UFA Costs Project Application Navigational Guide](#).

Before reading these instructions, review and have ready access to the following documents to ensure that projects are consistent with the FY 2019 CoC Program Competition:

- [FY 2019 CoC Program Competition NOFA](#);
- [24 CFR part 578](#); and
- [The McKinney-Vento Act, as amended by the HEARTH Act](#).

UFA Costs project funds are available for Collaborative Applicants that HUD designated as Unified Funding Agencies (UFA) to carry out the required activities as defined under 24 CFR 578.11.

Only HUD-designated UFA Collaborative Applicants may apply for **one** UFA Costs project application per CoC Program Competition and the project applicant **must** be the Collaborative Applicant identified in the FY 2019 CoC Program Registration process. **Additionally, the HUD-designated UFA Collaborative Applicant is the only acceptable project applicant for all project applications submitted to HUD through *e-snaps*.**

The UFA Costs project application is divided into the four parts listed in Table 1. Each part must be completed in its entirety for the application to be submitted and considered for funding.

For questions pertaining to *e-snaps* technical issues, submit a question to HUD Exchange at: [e-snaps Ask a Question \(AAQ\)](#). Be sure to select *e-snaps* in response to the field “My question is related to.” If applicants select the wrong category (e.g., CoC Program), the questions will need to be rerouted to *e-snaps* AAQ, which will delay HUD’s response.

Project applicants can find additional information regarding the CoC Program requirements at: <https://www.hudexchange.info/programs/coc/>.

What’s New for CoC Program UFA Costs Project Applications in FY 2019

- **Project Applicants Must Certify “Active” System for Award Management (SAM) Status.** Screen “**3B Certification**” has a new certification requirement that states:
“I certify that our organization has an active System for Award Management (SAM) registration as required by 2 CFR 200.300(b) at the time of project application submission to HUD and will ensure this SAM registration will be renewed annually to meet this requirement.”

UFA Costs Project Application Screens in *e-snaps*

Table 1: UFA Costs Project Application Screens in *e-snaps*

Screen Title
Before Starting
Part 1 HUD Forms and Certifications
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
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Part 2 – Budget Information
2A. Match
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Part 3 – Attachments and Certification
3A. Attachments
3B. Certification
Part 4 - Submission Summary
4A. Summary

Part 1: HUD Forms and Certifications

The CoC Program Competition requires project applicants to submit several forms in Part 1 of an *e-snaps* project application. All other Parts of an *e-snaps* project application will remain hidden until all the required Part 1 information is completed and saved, including all checkboxes certifying signed forms. The “**Submission Summary**” screen will highlight any incomplete Part 1 screens that need further attention.

Part 1 of the project application includes the following forms:

- **SF-424: Application for Federal Assistance;** Screens 1A-1F;
- **HUD-2880: Applicant/Recipient Disclosure/Update Report;** Screen 1G. Project applicants will enter data for this form in the **Project Applicant Profile** for the **combined total** amount of all their organizations annual CoC Program project applications. Once a HUD-2880 is completed in the **Project Applicant Profile**, the information will populate with the required information in all the project applications the applicant submits in *e-snaps*;
- **HUD-50070: Certification for a Drug Free Workplace;** Screen 1H;
- **Certification Regarding Lobbying;** Screen 1I; and
- **SF-LLL: Disclosure of Lobbying Activities;** Screen 1J.

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Prior to beginning Part 1 of the project application, project applicants must update their [Project Applicant Profile](#), including the HUD-2880. Most of the information in Part 1 automatically populates from the profile. All other fields, including those in white or shaded in gray, are read-only, and either populate with information from the profile or other *e-snaps* data. It is the project applicant's responsibility to review all information and ensure accuracy. To make changes to information populated from the profile, refer to the **Basic Instructions to Access a Project Applicant Profile** below, or if you need instruction on how to complete the HUD 2880, refer to the additional instructions available on the HUD Exchange at:

[Project Applicant Profile Navigational Guide and How to Complete the HUD Form 2880 in e-snaps](#)

Basic Instructions to Access a Project Applicant Profile

1. Log into *e-snaps* at <https://esnaps.hud.gov/grantium/frontOffice.jsf> and select "**Applicants**" in the left menu of the main screen. Important: If working on the project application select "**Save**" and then select "**Back to Submissions List**" to exit the project application and go back to the main menu. Then select "**Applicants**" from the left menu to access the Project Applicant Profile using the following steps. (Note: The "**View Applicant Profile**" link in the left menu leads to a read-only version of the profile and does not allow editing.)
2. After selecting "**Applicants**," then select the folder  under "**Open**." The list of project applicant profile screens will appear in the left menu.
3. Begin by opening the profile for editing by selecting "**6. Submission Summary**" from the left menu and then select the "**Edit**" button toward the bottom of the screen. Once in edit mode, the entire profile can be updated.
4. After project applicants have completed all updates and screens have been "**Saved**," return to "**6. Submission Summary**" and select the "**Complete**" button toward the bottom of the screen.
5. Next, select "**Back to Applicants List**" in the left menu, then select "**Submissions**" in the left menu of the *e-snaps* main screen to open a project application. The updated profile information should now appear in all Part 1 screens. If information is not showing as updated, most likely one of the steps above was not completed correctly.

SF-424: Application for Federal Assistance; Screens 1A-1F

Screen 1A. SF-424 Application Type

1. **Type of Submission.** No action required.
2. **Type of Application.** No action required if this field indicates "**UFA Costs**." Applicants made this selection when "**registering**" an *e-snaps* **Funding Opportunity** before opening the application. The different *e-snaps* **Funding Opportunities** include: Renewal, New, CoC Planning, UFA Costs or YHDP Renewal. **If** the field is not correct, return to the *e-snaps* **Funding Opportunity** screen and create a project application using the funding opportunity for "**UFA Costs**" project. For instructions for "**registering**" an *e-snaps* **Funding Opportunity** refer to the guide [How to Access the Project Application](#).
3. **Date Received.** No action required. This field automatically populates with the date, the project applicant selects "**Submit**" on the "**Submission Summary**" screen.
4. **Applicant Identifier.** No action required; leave this field blank.
- 5a. **Federal Entity Identifier.** No action required; leave this field blank.
- 5b. **Federal Award Identifier.** No action required; leave this field blank.
6. **Date Received by State.** No action required; leave this field blank.

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7. **State Application Identifier.** No action required; leave this field blank.

Screen 1B. SF-424 Legal Applicant

All fields on Screen 1B populate from the **Project Applicant Profile**.

8. **Applicant.** Ensure the accuracy of the organization's legal name, address, and contact person. The legal name must match the name on the organization's articles of incorporation or other legal governing authority. Surrogate names, abbreviations, or acronyms should not be listed.

Note: HUD will contact the person listed in field "f" for any curable deficiencies **or** other matters concerning the project application using the information in the "**Alternate Contact**" located in the **Project Applicant Profile**. It is a best practice that the alternate contact person is the person most knowledgeable about the project application. HUD recommends organizations provide a second contact person so, that multiple contacts are available.

Screen 1C. SF-424 Application Details

All fields on Screen 1C populate from *e-snaps* or the **Project Applicant Profile**.

9. **Type of Applicant.** No action required. Eligible project applicants are: nonprofits, state, and local governments, instrumentalities of state or local government, and public housing agencies (defined in 24 CFR 5.100).

10. **Name of Federal Agency.** No action required.

11. **Catalog of Federal Domestic Assistance (CFDA) Title.** No action required.

12. **Funding Opportunity Number.** No action required.

- **Funding Opportunity Title.** No action required.

13. **Competition Identification Number.** Not applicable.

- **Competition Identification Title.** Not applicable.

Screen 1D. SF-424 Congressional Districts

Some of the fields on Screen 1D are required, some are optional, and others populate from *e-snaps*.

14. **Area(s) affected by the project (State(s) only).** Required. Indicate the state(s) in which the proposed project will operate and serve persons experiencing homelessness as defined by 24 CFR 578.3.

15. **Descriptive Title of Applicant's Project.** No action required. This field populates with the name entered when the project applicant created the project from the "**Projects**" screens in *e-snaps*. To change the name, exit the application, go back to "**Projects**" on the left main menu, identify the correct project on the list of projects, open the project and edit the name. Once the application is reopened from the "**Submissions**" screen, the new project name will appear.

16. **Congressional District(s).** No action required. HUD uses the district(s) selected here to report certain project data and award amounts to members of Congress. For help locating the correct congressional district go to: <https://www.govtrack.us/congress/members/map>

16a. **Applicant.** No action required. The congressional district(s) listed here populate from the **Project Applicant Profile**.

16b. **Project.** Required. Select The congressional district(s) in which the proposed project is expected to operate.

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- 17. Proposed project.** Required. Provide the expected operating start and end dates for the proposed project using the calendar fields provided. If a project application is conditionally awarded, the official operating dates will be recorded in HUD's electronic Line of Credit Control System (eLOCCS) and will be set to the first day of the month according to the month of the first project expense.
- 18. Estimate funding (\$).** No action required. The requested funding amount will be identified on the "Summary Budget" screen of this project application.

Screen 1E. SF-424 Compliance

Project applicants must complete all the fields on Screen 1E.

- 19. Executive Order 12372.** Required. Project applications submitted in the CoC Program Competition are subject to the provisions of Executive Order (EO)12372, "Intergovernmental Review of Federal Programs." This EO allows each State to designate an entity to perform this function. A list of states that have chosen to review applications, along with State Points of Contact (SPOC) are available at: [SPOC-February-2019](#).

States not listed under the resource link above have chosen not to participate in the intergovernmental review process, and therefore do not have a SPOC. If your organization is located within a state that does not have a SPOC, it may send application materials directly to a federal awarding agency. For projects proposing to serve persons in more than one state, the project applicant should contact the SPOC of each affected state as early as possible to alert them to the application and receive any necessary instructions on the state process used under this EO. Project applicants should allow time for the state's review process to occur prior to submitting their funding application. In cases where the SPOC has not reviewed an application prior to the application submission deadline, project applicants should submit the application to meet the FY 2019 CoC Program Competition application deadline.

On Screen 1E, select "a" or "b" to indicate whether the application was selected for review by the state(s) in which the CoC project operates (or will operate).

- Select option "a," and indicate the date on which the application was made available to the state(s).
 - Select option "b" if your organization is located within a state(s) that has chosen not to participate in EO 12372 or this project application has not been selected for review by the state(s); therefore, this CoC project application is not applicable in your state(s).
- 20. Delinquent debt.** Required. On Screen 1E, select "Yes" or "No" to indicate whether the project applicant owes debt to any federal agency. It is HUD's policy, consistent with 31 U.S.C. 3720B and 28 U.S.C. 3201(e), that project applicants with an outstanding federal debt will not be eligible to receive HUD funds, unless:
- a. a negotiated repayment schedule is established, and the repayment schedule is not delinquent; or
 - b. other arrangements satisfactory to HUD are made prior to HUD awarding funds.

The explanation of any debt owed, and the repayment arrangements must be provided on Screen 1E. If arrangements satisfactory to HUD cannot be completed within 90 days of notification of the conditional award, HUD will rescind the conditional award with a project applicant.

Screen 1F. SF-424 Declaration

On Screen 1F, project applicants must select the checkbox next to the “I agree” statement. All fields are read-only and populate from the **Authorized Representative** listed in the **Project Applicant Profile**. By checking the box, the project applicant agrees to be bound by all terms and conditions associated with this funding request and certifies that data and content in the project application (including all attachments) are true and correct. Screen 1F **must** identify the person authorized to act for the project applicant’s organization and assume the obligations imposed by the all federal laws, program regulations, NOFA requirements, and conditions for a conditional grant award. All fields are read-only and populate from the **Authorized Representative** listed in the **Project Applicant Profile** and should be updated, if needed.

HUD-2880: Applicant/Recipient Disclosure/Update Report; Screen 1G

Before opening project applications, project applicants must update the HUD-2880 form in *e-snaps* for their [Project Applicant Profile](#). For additional Profile and HUD-2880 guidance go to: [Updating the-Project Applicant Profile](#). Once the HUD-2880 form is updated, completed, and submitted in the Project Applicant Profile, Screen 1G of the project application will populate the necessary information for this screen. To correct inaccurate information appearing on Screen 1G, project applicants must return to the [Project Applicant Profile](#) to make updates.

Note: The HUD-2880 uses standard agency terminology that does not clearly match terminology used for the CoC Program and the CoC project applications. For CoC Program purposes; HUD is clarifying the meaning of “**specific project or activity**” and “**this application**” in Part 1 of the HUD-2880, questions 1 and 2. The legal requirements of the HUD-2880 as related to the CoC Program mean: any single organization/applicant equals one application for all accumulated CoC Program project applications; regardless of how many individual CoC project applications are submitted in a CoC Program Competition. Therefore, information in an *e-snaps* HUD-2880 includes the accumulated total amount of all the CoC Program project applications applying for funds in the FY2019 CoC Program Competition. For example, if organization XYZ is applying for three separate CoC Program project applications for an accumulated total amount of \$300,000; then an answer of “**Yes**” is required in Part 1 question 2 of the HUD-2880—as organization XYZ expects to receive assistance in excess of \$200,000. Therefore, the requirements to complete Part II and Part III of the HUD-2880 are required.

Applicant/Recipient Disclosure/Update Report form HUD-2880 for CoC Program project applicants.

- 1. Applicant/Recipient Name, Address, and Phone.** No action required. This information populates from the “**Authorized Representative**” screen of the **Project Applicant Profile**.
- 2. Employer ID Number (EIN).** No action required. This information populates from the “**Authorized Representative**” screen of the **Project Applicant Profile**.
- 3. HUD Program.** No action required. This information populates with “**Continuum of Care Program.**”
- 4. Amount of HUD Assistance Requested/Received.** No action required. This field remains blank at the **Project Applicant Profile** level. Upon submission, all separate project applications, the HUD-2880 data in the profile will represent a single form submitted to HUD. The amount in this field will be the total funds requested for this project application from the “**Summary Budget**” screen and the accumulated total will represent the total HUD-2880 form. Once the summary budget total is accurate upon submission, this amount will also be accurate.

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5. **State the name and location (street address, City and State) of the project or activity.** No action required. This field populates with the following message; **“Refer to project name, addresses and grant number entered into the attached project application.”** The information this message refers to is located on the project application screen 1B. SF-424 Legal Applicant, 3A. Project Detail, and 4B. Housing Type and Location.

HUD-2880 Part I. Threshold Determinations–Project Applicants Only. Part I provides information to help a project applicant determine whether the remainder of the form must be completed.

1. **Are you applying for assistance for a specific project or activity?** No action required. This field populates with **“Yes.”**
2. **Have you received, or do you expect to receive, assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9.** The answer to this question must be provided in the Project Applicant Profile for all an organization’s accumulated total of FY 2019 CoC project applications. If updates are needed to this question return to the **Project Applicant Profile**.

If the answer is **“No”** and Part II and Part III of this form will not appear and can be submitted after the **“I agree”** checkbox is selected. If **“Yes”** is selected, Part II and Part III of the form will appear and must be completed. For instructions for completing Parts II and III of the HUD-2880 refer to pages 2-3 of this form available at <https://www.hud.gov/sites/documents/2880.PDF>.

Required HUD-2880 Certification: The **“I agree”** certification will appear at the bottom of this screen and also at the bottom of the copies of this form in all project applications your organization submits in a CoC Program Competition. Project applicants must certify in both the Project Applicant Profile and the individual project applications that the information provided is accurate and complete.

HUD-50070: Certification of a Drug Free Workplace; Screen 1H

The HUD-50070 populates information from the **Project Applicant Profile** and relevant data from the FY 2019 project application. **Project applicants must read and certify by checking the box toward the bottom of the screen.** Check to ensure that the Authorized Representative information is accurate. If any information on this form is not accurate, see **“Basic Instructions to Access a Project Applicant Profile”** above. For further clarification or questions concerning the HUD-50070 review the full form instructions at <https://portal.hud.gov/hudportal/documents/huddoc?id=50070.pdf>.

Certification Regarding Lobbying: Screen 1I

Per 2 CFR part 200, all federal agencies must require project applicants to submit the Certification Regarding Lobbying form, which populates information from the **Project Applicant Profile** and relevant data from the FY 2019 project application. This form helps to clarify which organizations must select **“Yes”** on the next screen for the SF-LLL: Disclosure of Lobbying Activities form. **Project applicants must read and certify by checking the box toward the bottom of the screen.** Check to ensure that the **“Authorized Representative”** information is accurate. If any information on screen 1I is not accurate, see **“Basic Instructions to Access a Project Applicant Profile”** above.

SF-LLL: Disclosure of Lobbying Activities: Screen 1J

The SF-LLL populates information from the **Project Applicant Profile** and relevant data from the FY 2019 project application. The requirement related to lobbying as explained in the SF-LLL instructions states:

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“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.”

For further clarification or questions on the SF-LLL see the full form instructions at www.hudexchange.info/resource/308/hud-form-sflll/.

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 “No” if your organization and subrecipient(s) are **not engaged** in lobbying associated with the CoC Program. Select “Yes” if your organization or subrecipient(s) **is engaged** in lobbying and answer the questions as they appear on the screen. Project applicants must read, certify, and sign by checking the box toward the bottom of the screen (the check box will not appear until project applicants answer the question above). Check to ensure the “**Authorized Representative**” information is accurate. If any information on this form is not accurate, see “**Basic Instructions to Access a Project Applicant Profile**” above.

Part 2: Budget Information

Screen 2A. Sources of Match

The “**Sources of Match**” screen is applicable to all project applications. For detailed information that describes CoC Program match requirements see 24 CFR 578.73.

Note: Program income generated through CoC Program funds may be used as match.

- 1. Will this project generate program income as described in 24 CFR 578.97 that will be used as Match for this grant?** Required. Select “Yes” or “No.” If “Yes,” the following questions will appear. If “No,” no further response is required.
 - 1a. Briefly describe the source of the program income:** Required if project applicant selected “Yes” above. Enter a description of the source of program income.
 - 1b. Estimate the amount of program income that will be used as Match for this project:** Required if project applicant selected “Yes” above. Enter estimated amount in the field provided.

The match information entered in *e-snaps* should be based on the **current commitments at the time of project application, covering the requested grant operating period (i.e., grant term), and NOT based on projections.** HUD expects the amount(s) listed on this screen to be accurate, with a commitment letter(s) in place that includes at least the same amount(s) as those listed in this screen. Match contributions can be cash, in-kind, or a combination of both. For match to be counted as cash or in-kind, amounts must be used for UFA Costs eligible activities. For UFA Costs projects match must be equal to or greater than 25 percent of the total grant request. **Example:** If the “**Total Assistance Requested**” for UFA Costs project is \$100,000 then the project applicant must secure commitments for match funds equal to or greater than \$25,000.

The summary chart on the primary “**Sources of Match**” screen aggregates the multiple cash and in-kind commitments entered in the “**Sources of Match Detail**” screens. To add a detail screen, select add  and complete the mandatory fields. Select “**Save & Back to List**” to save the information and return to the primary screen. Select “**Save & Add Another**” to add another detail screen. To view and edit, select view . To delete, select .

Project applicants will be required to identify the following information for each match commitment:

- **This commitment will be used as Match.** No action required, “Yes” is the default.

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- **Type of Commitment:** Required. Select Cash or in-kind (non-cash) to indicate the type of contribution that describes this match commitment. If applications include third-party in-kind match project applicants should attach MOU(s) documentation that confirms the in-kind match commitment.
- **Type of source:** Required. Select “**Private**” or “**Government**” to indicate the source of the contribution. Funds from HUD-VASH (VA Supportive Housing program) and other federal programs are eligible sources of match so long as they do not prohibit their funds to be used as match for another federal program and are considered Government sources.
- **Name the Source of the Commitment:** Required. Enter the name of the organization providing the contribution. Be specific and include the office or grant program as applicable.
- **Date of written commitment:** Required. Enter the date of the written contribution.
- **Value of written commitment:** Required. Enter the total dollar value of the contribution.

After the project applicant saves the primary “**Sources of Match**” screen the total match will automatically populate the “**Summary Budget**” screen where the 25 percent match requirements will be calculated and applied. If the amounts on the “**Summary Budget**” screen are too low, additional match funds must be added in the “**Sources of Match Detail**” screens.

Screen 2B. Funding Request

All fields on Screen 2B must be completed for submission of this application.

- 1a. CoC Number and Name:** Required. Select the CoC number and name from the dropdown menu to which the project applicant intends to submit this project application. **Selecting the correct CoC is critical.** The dropdown menu contains all CoCs that were registered in the FY 2019 CoC Program Registration process and is listed according to the CoC Number (e.g., NE-502) and CoC Name (e.g., Lincoln County CoC). Based on the selection made in this field, when “**Submit**” is selected on Screen 4A, *e-snaps* will send this project application to the CoC selected.
- 1b. CoC Applicant Name:** Required. Select the name of the Collaborative Applicant for the CoC to which the project applicant intends to submit the project application. The dropdown menu for this field is based on the CoC Number and Name selected above. This list populates with the CoC’s designated Collaborative Applicant name that registered during the FY 2019 CoC Program Registration process.
- 2. Project Name:** No action required. This field populates from the *e-snaps* “**Project**” screens and is read-only. If the project name is incorrect, exit the project application screens and open the *e-snaps* “**Project**” screens by selecting “**Projects**” from the left menu to correct the information.
- 3. Will it be feasible for the project to be under grant agreement by September 30, 2021?** Required. Select “**Yes**” to indicate the project will begin operating by September 30, 2021. Unobligated funds will not be available after September 30, 2021. If “**No**” is selected, project applicants will not be able to submit this project application in *e-snaps*.
- 4. Does this project propose to allocate funds according to an indirect cost rate?** Required. Select “**Yes**” or “**No**” to indicate whether the project has an approved indirect cost plan in place or will propose an indirect cost plan by the time of conditional award. For more information concerning indirect costs plans, refer to Section V.B.2.h of the FY 2019 CoC Program Competition NOFA and contact your local HUD CPD field office. If “**Yes**,” project applicants must respond to the following questions:
 - 4a. Please complete the indirect cost rate schedule below:** Complete at least one row using information from either your approved plan or your proposal.

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Administering Department/Agency	Indirect Cost Rate	Direct Cost Base
	%	

4b. Has this rate been approved by your cognizant agency? Select “Yes” if the indirect cost rate was approved by your cognizant agency. A copy of the approved indirect cost rate must be attached to the project application. Select “No” if it has either not been submitted to or was submitted but was not approved by your cognizant agency.

4c. Do you plan to use the 10% de minimis rate? Select “Yes” only if you plan to use the 10 percent *de minimis* rate as described in 2 CFR 200.414(f).

5. Select a grant term: No action required. This field populates with “1 Year” and cannot be edited.

6. Provide a description that addresses the entire scope of the proposed project. Required. The project and funding request information is followed by an itemized budget chart and summary. **A quantity AND description must be entered for each requested cost.** The itemized budget chart includes 5 eligible costs for UFA Costs projects listed in 24 CFR 578.41:

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Conducting and Recording Financial Transaction 2. Maintaining Financial Records 3. Annual Survey, Audit, or Evaluation or Subrecipient Financial Records | <ol style="list-style-type: none"> 4. Monitoring of Subrecipients 5. Enforcing Subrecipients Compliance with Program Requirement |
|---|--|

Note: There is no “Other” budget line item available. The listed budget line items are broad and project applicants must select the most relevant eligible cost listed for each requested expense.

Once applicable costs are identified, project applicants must enter the quantity, description, and requested dollar amount for each activity (see below for additional details). **Note:** Match is read-only and entered on Screen 2A. In addition, there are no administrative costs budget line item as administrative costs are not applicable for UFA Costs projects.

- **Eligible Costs:** Required. For items 1 through 8, enter the “Quantity AND Description” and amount of assistance for each activity for which funds are being requested. Quantity and description details should be thorough (e.g., staff position title–1 FTE @ \$45,000 including benefits or 50 hours @ \$25 per hour including benefits). **Note:** Simply stating 1 FTE is **NOT** providing quantity and description details” and limits HUD’s understanding of costs being requested. Failure to enter adequate “Quantity AND Description” will result in HUD placing conditions on the conditional award and will delay funding. Once quantity, description and annual requested amounts have been entered in one or more of the items, select “Save.”
- **Total Costs Requested:** No action required. This field automatically calculates based on the total amount requested for each eligible cost.
- **Cash Match:** No action required. This field automatically populates based on the information entered on screen “2A. Sources of Match.” If the information needs to be changed, return to screen “2A. Sources of Match” to make changes to this field.
- **In-Kind Match:** No action required. This field automatically populates based on the information entered on screen “2A. Sources of Match.” If the information needs to be changed, return to screen “2A. Sources of Match” to make changes to this field.
- **Total Match:** No action required. This field automatically calculates the total combined value of the cash and in-kind match. If an ineligible amount is entered, the system will report an error and

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prevent application submission. To correct an inadequate level of match, return to screen “**2A. Sources of Match**” to make changes.

- **Total Budget:** No action required. This field automatically calculates the total of all the above fields when the project applicant selects “**Save.**”

Part 3: Attachments and Certification

Screen 3A. Attachments

Screen 3A includes three links that allow project applicants to upload and attach supplementary information to the project application. *E-snaps* will allow project applicants to submit project applications without attaching supplementary documentation; however, some project applicants must attach documentation based on their unique project requests. The following provides information on common attachments, including:

- Project applications that include third-party in-kind match commitment on the “**Sources of Match**” screen have a separate “**3A Attachment screen**” that will appear and should be used to attach Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA) documentation between the applicant’s organization and the organization providing the in-kind match.
- If project applicants request to utilize a Federally approved indirect rate on the “**2B Funding Request**” screen, the approved agreement must be attached to this project application.

Screen 3B. Certification

Screen 3B populates with the name and information of the project applicant’s Authorized Representative from the **Project Applicant Profile**. Project applicants must select a date to complete the certification. If the project applicant is a Public Housing Authority (PHA), the PHA number must also be provided here. Project applicants must read, certify, and sign by checking the box toward the bottom of the screen. By completing the certification, the Authorized Representative agrees to the terms and conditions provided on the screen, on behalf of the project applicant’s organization. Project applicants must complete the certification to submit the project application. To make changes to information populated from the profile, refer to the **Basic Instructions to Access a Project Applicant Profile** above.

New in FY 2019 a project applicant must certify “**Active**” System for Award Management (SAM) Status by checking the box following the statement below.

“I certify that our organization has an active System for Award Management (SAM) registration as required by 2 CFR 200.300(b) at the time of project application submission to HUD and will ensure this SAM registration will be renewed annually to meet this requirement.”

Part 4: Submission Summary

Screen 4A. Summary

Screen 4A provides a summary of the complete and incomplete project application screens and the “**Submit**” button. The “**Last Updated**” column provides the status of each screen listed, and the date the screen was completed. The “**Mandatory**” column indicates whether a screen must be fully completed to submit the project application to the Collaborative Applicant in *e-snaps*. After the **Project Applicant Profile** is confirmed accurate, all required project application screens are completed, and all appropriate

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attachments are uploaded into *e-snaps*, the project application can be submitted in *e-snaps*. All submitted project applications are sent to the CoC identified on Screen 2B.

- **Any date (MM/DD/YYYY).** If a date appears under the “**Last Updated**” column, the screen identified on the same row in the “**Page**” column indicates the date the project applicant completed or revised the screen.
- **No Input Requested.** If “**No Input Requested**” appears under the “**Last Updated**” column, there are no mandatory fields on the screen identified in the same row in the “**Page**” column.
- **Please Complete.** If “**Please Complete**” is listed in the “**Last Updated**” column, the screen identified in the same row in the “**Page**” column has not been completed and there are remaining requirements or errors that must be addressed. Navigate back to that screen and complete the necessary fields. Any field with an asterisk (*) must be completed before the project application can be submitted. Look for notes and warning messages at the bottom of the “**Submission Summary**” screen for details about relevant fields needing updates.

After the application is submitted in *e-snaps*, use the “**export to PDF**” link to save the application as a PDF or to print a hard-copy of the application. The PDF version of the application serves as a record of submission.

For additional information go to HUD Exchange at: [esnaps: CoC Program Applications and Grants Management System](#) and [UFA Costs Project Application Navigational Guide](#).