FY 2019 UFA Costs Project Application

e-snaps Instructional Guide

Version 1

UFA Costs Application

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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) 2019 CoC Program Registration process. CoCs applying for UFA designation must reapply every year or 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 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 they are not renewable. If a UFA wants to apply for UFA Costs funds in FY 2019, it must submit a new UFA Costs Project Application not to exceed the amount provided by HUD, per the NOFA.

> *Per the FY 2019 CoC Program Registration Notice, Collaborative Applicants requesting UFA designation must meet the selection criteria as outlined in 24 CFR 578.7 and 24 CFR 578.11 and have financial systems that meet the standards set forth in 2 CFR 200.302.*
>
> *A Collaborative Applicant could apply during the FY 2019 CoC Program Registration to be designated by HUD as a UFA. HUD notified the Collaborative Applicant of its decision prior to the closing of the FY 2019 CoC Program Registration process.*

Objectives

By the end of this module, you will be able to do the following:

- 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)
- *Only if needed,* amend the Project Application from the CoC Priority Listing for revision in your Project Applicant *e-snaps* account

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Overview of this Navigational Guide

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

- **Using the correct *e-snaps* account**. You must understand which *e-snaps* account to use to submit the UFA Costs Project Application. This section discusses the need for each Collaborative Applicant organization to have access to two separate *e-snaps* accounts.

- **Accessing e-snaps.** Each *e-snaps* user needs his or her individual username and password in order to log in to the online *e-snaps* system. In order to view an organization's Applicant Profile, Project Applications, etc., the *e-snaps* user needs to be associated as a "registrant" with the organization's *e-snaps* account. This section identifies the steps to create user profiles and add or delete registrants.

- **Project Applicant Profile.** Project Applicants must review the Project Applicant Profile, update the information as needed, and select the "Complete" button in order to proceed with the Project Application process.

- **Accessing the UFA Costs Project Application.** After the Project Applicant Profile is complete, Applicants need to follow a series of steps to access the project application forms. The steps discussed in this section include registering the Applicant for the FY 2019 UFA Costs funding opportunity, creating an FY 2019 UFA Costs project, and accessing the project application forms.

- **UFA Costs Project Application.** After accessing the FY 2019 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 trouble-shooting tips and instructions for updating the Project Applicant Profile if information pre-populating in the project application is incorrect.

- **Amending the Project Application.** The section on Submitting the Project Application includes instructions for amending the project application. If changes need to be made to the UFA Costs Project Application after it has been submitted and it appears in the Priority Listing, the Collaborative Applicant will send the project back to the Project Applicant; it will essentially send the project back to itself.

Amending Project Application	*If you amend the project application back to yourself for revision or correction, you are responsible for ensuring the project application is resubmitted in e-snaps to the CoC Priority Listing before the CoC Priority Listing is submitted to HUD. If a project application does not appear on the CoC Priority Listing, it will not be reviewed or considered for conditional award.*

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UFAs Applying as Project Applicants

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

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

Defining *e-snaps* account	*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.*
	These Applicant e-snaps accounts represent organizations, not people. They contain an Applicant Profile and its associated applications.

As a Collaborative Applicant

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

- Every CoC has a CoC Applicant Profile in *e-snaps*. Collaborative Applicant organization staff need to gain access to the existing CoC *e-snaps* account.

- The ONLY time a person would create a new CoC Applicant Profile is if a new CoC receives a CoC Number that has never been used before.

> *CoC Applicant Profile Navigational Guide:*
> *https://www.hudexchange.info/resource/3852/coc-applicant-profile-instructional-guide/*

As a Project Applicant

The organization, in its role as a Project Applicant, 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 DUNS Number.

- 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*.*

> *Project Applicant Profile Navigational Guide:*
> *https://www.hudexchange.info/resource/2958/instructions-for-updating-the-project-applicant-profile/*

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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 and then they will see an "Applicant" field at the top of the screen, as shown in the screenshot below. This field identifies the organization's account in which the user is working.
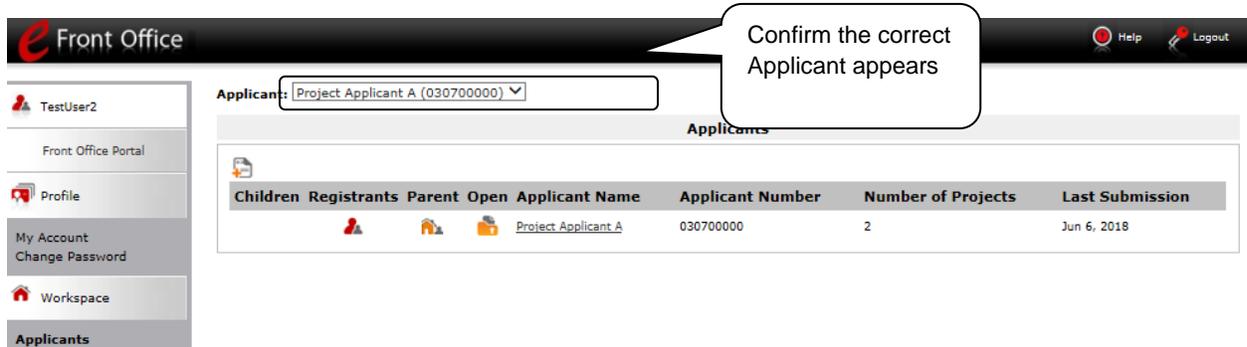
	HUD Exchange Ask A Question (AAQ) help desk	*If you have issues with identifying the correct Applicant, contact HUD Exchange Ask a Question, at https://www.hudexchange.info/get-assistance/my-question/.*

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Accessing *e-snaps*

The Project Application is submitted electronically in *e-snaps* during the annual competition under the NOFA for the FY 2019 CoC Program Competition.

NOTE:	*Each e-snaps user must have his or her individual log-in 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 Users

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

New e-snaps Users

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

	For a refresher on how to navigate through the e-snaps system, the Introduction to e-snaps Features and Functions Navigational Guide is available on the CoC Program Competition Resources page available on the HUD Exchange e-snaps page at https://www.hudexchange.info/programs/e-snaps/.

Adding and Deleting Registrants

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 "Adding and Deleting Users" resource on the CoC Program Competition Resources page at https://www.hudexchange.info/programs/e-snaps/.*

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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 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.

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

For step-by-step instructions, see the Project Applicant Profile Navigational Guide available on the CoC Program Competition Resources page at https://www.hudexchange.info/programs/e-snaps/.

Accessing the UFA Costs Project Application

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

- Funding Opportunity Registration

- Projects

- Accessing your Project Application from your Submissions screen

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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 FY 2019 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.
	So, on this screen, you are indicating your intent to apply for a specify type of grant.

Step	Description
1.	Select "Funding Opportunity Registrations" on the left menu bar.
2.	The "Funding Opportunity Registrations" screen appears.
3.	Select the "Register" icon ⧉ next to "UFA Costs Project Application FY2019."
4.	The "Funding Opportunity Details" screen appears.

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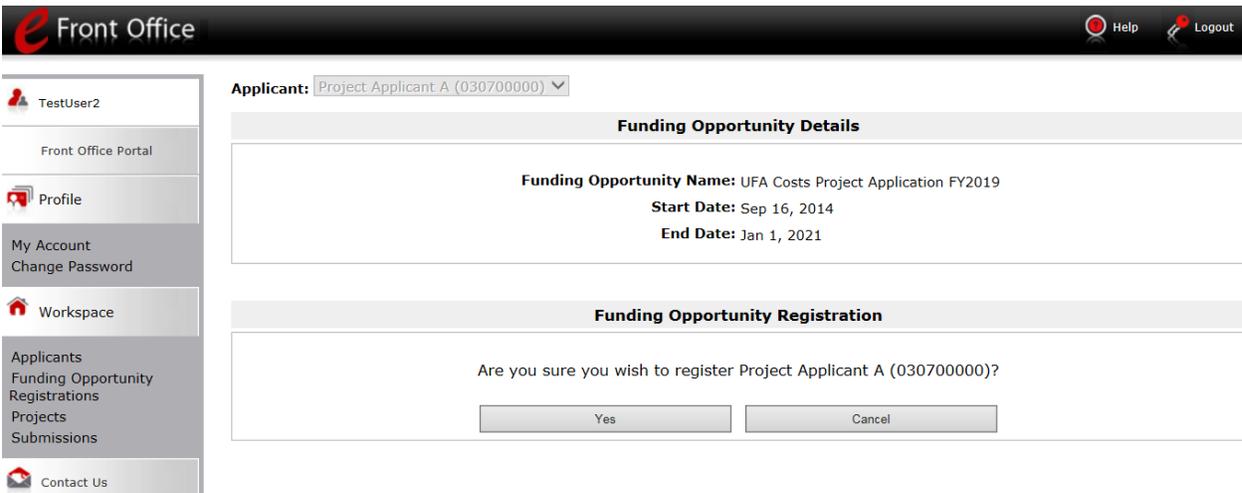
Step	Description
1.	When the question appears asking if you want to register the Applicant for the funding opportunity, select "Yes" to confirm that you want to register your organization.
2.	The screen will then indicate that the Applicant has been registered.
3.	Select the "Back" button to return to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

The following image shows the screen that appears when the organization has successfully registered for the UFA Costs Project Application funding opportunity.
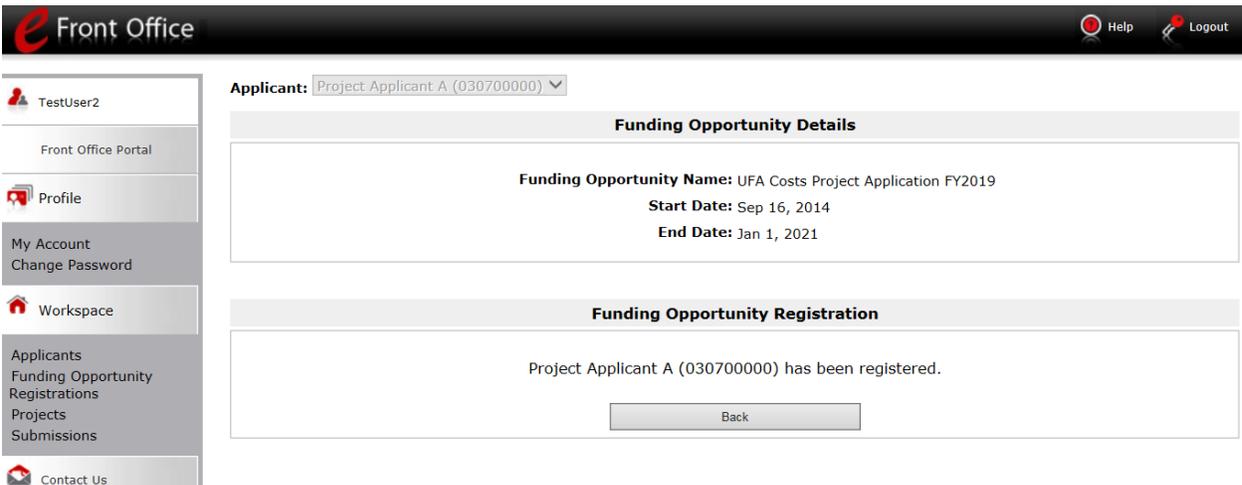
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Creating the UFA Costs Application Project

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 project application forms (that step will occur on the "Submissions" screen).

After the Applicant "creates" the project, it will appear on the Projects screen and the term "UFA Costs Project Application FY2019" will appear under the "Funding Opportunity Name" column.

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

Step	Description
1.	Select "Projects" on the left menu bar.
2.	The "Projects" screen appears.
3.	Select "UFA Costs Project Application FY2019" from the "Funding Opportunity Name" dropdown.
4.	The screen refreshes and an "Add" icon appears on the left side of the screen above the column headings.
5.	Select the "Add" icon.
6.	The "Create a Project" screen appears.

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Step	Description
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 FY2019." • 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 FY2019.
3.	Select "Save & Back" to return to the "Projects" screen.
4.	The project name is listed in the menu. • Select the "View" icon 🔍 to view project details; however, it is not necessary to enter any notes on that page.

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

Please ensure you are working in the correct one. Do not use your Collaborative Applicant Profile. You must use your agency's Project Applicant Profile to complete the UFA Costs Project Application.

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Submissions

After completing the 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.

Step	Description
1.	Select "Submissions" on the left menu bar.
2.	The "Submissions" screen appears.
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 FY2019."
4.	Continue with the instructions in the next section for completing the Project 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 Submitting the Project Application section of this guide.

Accessing the Project Application

Access the Project Application through the "Submissions" screen.

Step	Description
1.	Select "Submissions" on the left menu bar.
2.	The "Submissions" screen appears.
3.	Select the "Folder" icon to the left of the Project Application Name you established with the Funding Opportunity Name "UFA Costs Project Application FY2019."
4.	The "Before Starting" screen appears.

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Before Starting the Project Application

Before you begin the FY 2019 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.hudexchange.info/programs/e-snaps/. Program policy questions and problems related to completing the application in *e-snaps* may be directed to HUD using the quick link for the HUD Exchange Ask A Question (AAQ): https://www.hudexchange.info/program-support/my-question/.

Step	Description
1.	Select "Next."
NOTE:	*When working in the Application, e-snaps users can return to the main screen by selecting "Back to Submissions List" at the bottom of the left menu bar. This screen is where Applicant, Funding Opportunity Registration, Projects, and Submissions are located on the left menu bar.*

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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 instruction on reviewing the fields on the "Application Type" screen for Part 1: SF-424 of the FY 2019 UFA Costs Project Application.

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

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1B. Legal Applicant

The following steps provide instructions on reviewing the fields on the "Legal Applicant" screen for Part 1: SF-424 of the FY 2019 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 Submitting the Project Application section of this guide.*

Step	Description
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.
2.	Select "Next" at the bottom of the screen to move to the next screen.

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1C. Application Details

The following steps provide instruction on completing the "Application Details" screen for Part 1: SF-424 of the FY 2019 UFA Costs Project Application.

Step	Description
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" at the bottom of the screen to save your information and move to the next screen.

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1D. Congressional Districts

The following steps provide instruction on completing the "Congressional Districts" screen for Part 1: SF-424 of the FY 2019 UFA Costs Project Application.

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Step	Description
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" 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. • From the left menu bar, select "Back to Submissions List." • From the left menu bar, select "Projects." • 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. • 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. • 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.	Select in field 16b the congressional district(s) in which the project operates in the "Projects" field. Highlight one district, or hold the CTRL+Key and "left click" to make more than one district selection. • Using the single arrow key, move your selection from the left box to the right box.
5.	Under field 17 "Proposed Project," enter the project's operating start and end dates in the appropriate fields using the calendar icon function.
6.	Field 18 "Estimated Funding" cannot be edited.
7.	Select "Save and Next" at the bottom of the screen to save your information and move to the next screen.

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1E. Compliance

The following steps provide instruction on completing the "Compliance" screen for Part 1: SF-424 of the FY 2019 UFA Costs Project Application.

Step	Description
1.	In 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 review of the application, select "Yes" and enter the date on which the application was made available to the State, using the calendar icon function. Then, continue to question 20 in Step 2 below.
	• If the State or U.S. Territory does not require 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 question 20 in Step 2 below.
	• If "Program is not covered by E.O. 12372," 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 Question 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 and Next" at the bottom of the screen to save your information and move to the next screen.

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1F. Declaration

The following steps provide instruction on completing the "Declaration" screen for Part 1: SF-424 of the FY 2019 UFA Costs Project Application, as well as reviewing information populated from the "Applicant Profile" and "Projects" screens.

Step	Description
1.	Verify that the all project information is complete and accurate.
2.	Select the box stating that you agree with the statement about certifying information in the SF-424 section of the FY 2019 UFA Costs Project Application. **Note:** The Authorized Representative information must be for the person who is legally able to enter into a contract for the organization. This is the person who can legally sign the grant agreement if the new project application is selected for conditional award.
3.	Select "Save & Next" at the bottom of the screen to save your information and move to the next screen.

1G. HUD 2880

HUD Form 2880 (Applicant/Recipient Disclosure/Initial Report) is incorporated both into the Project Applicant Profile and the individual Project Applications (new, renewal, CoC planning, and UFA costs). It is no longer uploaded as an attachment.

Due to the complexity of the form, a separate resource provides instructions on completing the HUD Form 2880 in both the Project Applicant Profile and the Project Applications (new, renewal, CoC planning, and UFA costs).

Refer to the following resource: https://www.hudexchange.info/resource/5595/how-to-complete-the-hud-form-2880-in-e-snaps/.

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

- The 2880 in the Project Applicant Profile

  o Part I

  o Part II

  o Part III

- The 2880 in the Project Applications

  o Part I

  o Part II

  o Part III

> *See the Project Applicant Profile Navigational Guide and the How to Complete the HUD Form 2880 Resource for assistance with this section.*

1H. HUD 50070

REMINDER: *If any pre-populated information is incorrect, you must correct it in the Project Applicant Profile. Review the instructions in the Submitting the Project Application section in this guide. To revise the Project Applicant Profile, see the instructions under the Submitting the Project Application section of this guide.*

The HUD Form 50070 is incorporated into the project application. Project Applicants will complete and certify this form as a screen in *e-snaps*. The following steps provide instructions on completing all the mandatory fields marked with an asterisk (*) on the " HUD 50070 - Drug Free Workplace Certification" screen for Part 1: SF-424 of the FY 2019 UFA Cost Project Application, as well as reviewing information populated from the "Applicant Profile" screens.

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

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

Authorized Representative

Prefix:	Ms.
First Name:	
Middle Name	
Last Name:	last name of Authorized Representative
Suffix:	Jr.
Title:	title
Telephone Number: (Format: 123-456-7890)	(123) 456-7892
Fax Number: (Format: 123-456-7890)	(123) 456-7890
Email:	Name@Organization.org
Signature of Authorized Representative:	Considered signed upon submission in e-sna
Date Signed:	04/09/2019

[Save & Back] [Save] [Save & Next]

[Back] [Next]

[Check Spelling]

Step	Description
1.	Review parts A through G of the Certification statement.
2.	Verify that the all project information is complete and accurate
3.	Select the box stating that you certify that the information on the HUD 50070 in the SF-424 section of the FY 2019 UFA Costs Project Application is correct. **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" at the bottom of the screen to save your information and move to the next screen.

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1I. Certification Regarding Lobbying

The following steps provide instructions on completing the "Certification Regarding Lobbying" screen for **Part 1: SF-424** of the FY 2019 Project Application.

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

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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 FY 2019 Project Application, as well as reviewing information populated from the "Applicant Profile" screens.

Step	Description
1.	Verify that the all 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 next pages)

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If "No" Lobbying Activities

Step	Description
1.	If "No" lobbying activities, review the pre-populated data.
2.	Select the box 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.

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If "Yes" Lobbying Activities

1J. SF-LLL

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

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

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

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

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

> *Select "Yes" and review questions*

1. Type of Federal Action: `Grant`

2. Status of Federal Action: `Application`

3. Report Type: `Initial Filing`

* 4. Name and Address of Reporting Entity:
Choose one option that applies from the following list:
○ Prime
○ Subrecipient

> *Select Prime*

Congressional District, if known:

Available Items:
AK-000
AL-001
AL-002
AL-003
AL-004
AL-005

Selected Items:
DC-000

6. Federal Department/Agency: `Department of Housing and Urban Developm`

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

8. Federal Action Number: `FR-6300-N-18B`

9. Award Amount:

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

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

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

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

> *Select check box to certify*

Authorized Representative

Prefix: `Ms.`

First Name:

Middle Name:

Last Name: `last name of Authorized Representative`

Suffix: `Jr.`

Title: `title`

Telephone Number: `(123) 456-7892`
(Format: 123-456-7890)

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

Email: `Name@Organization.org`

Signature of Authorized Official: `Considered signed upon submission in e-sna`

Date Signed: `04/09/2019`

[Save & Back]   [Save]   [Save & Next]

[Back]   [Next]

UFA Costs Application

Step	Description
1.	If "Yes" lobbying activities, review the pre-populated data in fields 1, 2, and 3.
2.	In field 4, indicate that the reporting entity is the Prime. The options include "Prime" and "Subrecipient," but the Project Applicant should always be the Prime.
3.	Confirm the Congressional districts and edit as needed.
4.	Review fields 6, 7, 8, and 9.
5.	In field 10a, identify the lobbying registrant's name and address.
6.	In field 10b, identify individuals performing services. It is a required field and requires text.
7.	After completing the questions, select the box 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 to the next screen.

Prime/ Recipient/ Subrecipient:	*The Prime is the organization that receives the award; when the organization receives an award, it is called the recipient. The recipient is required to submit the Project Application and is referred to as the Project Applicant in the navigational guides.* *The subecipient NEVER submits the Project Application.*

UFA Costs Application

2A. Sources of Match

The following steps provide instruction on completing the "Sources of Match" screen for the FY 2019 UFA Costs Project Application. The purpose of the screen is to summarize the match (in-kind and cash commitments) for your UFA Costs project.

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

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

UFA Costs Application

2A. Sources of Match Details

The following steps provide instruction 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.

Step	Description
1.	Field 1 is pre-populated as "Yes" to indicate the commitment will be used towards Match and cannot be changed.
2.	Select "Cash" or "In-Kind" as the Type of Commitment from the dropdown menu.
	If "In-Kind" is selected, before grant execution, services to be provided by a third party must be documented by a memorandum of understanding (MOU) between the recipient or subrecipient and the third party that will provide the services.
	The MOU can be uploaded as an attachment with your application or submitted to HUD prior to grant execution.
3.	Select "Government" or "Private" as the Type of Source from the dropdown menu.
4.	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.
5.	Select a Date of Written Commitment using the "Calendar" icon.
6.	Enter the total dollar value for the Value of Written Commitments.
7.	To add an additional source of match, select "Save & Add Another."
8.	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.

9. 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.

10. Select "Next" when you have completed all sources of match and proceed to 2B. Funding Request.

UFA Costs Application

2B. Funding Request

The following steps provide instruction on completing the "Funding Request" screen for the FY 2019 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 cost you are requesting and to determine the total budget of your UFA Costs Project Application.

NOTE: *You must select the correct CoC in the "CoC Number and Name" field. This field identifies the CoC to which your UFA Funding Costs Application will be submitted. If the "CoC Number and Name" is incorrect, your UFA Funding Costs Application will not be submitted to HUD.*

Step	Description
1.	Select the CoC Number and Name from the dropdown menu.
2.	Select the CoC Applicant Name from the dropdown menu.

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.	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, 2021.
5.	Select "Yes" or "No" from the dropdown menu to indicate whether the project is proposing to allocate funds according to an indirect cost rate. • If "Yes", complete the indirect cost rate schedule under 4a; select "Yes" or "No" under 4b to indicate whether the rate has been approved by your cognizant agency; and select "Yes" or "No" under 4c to indicate whether you plan to use the 10% de minimis rate.
6.	*e-snaps* will pre-populate the grant term as "1 Year." You cannot edit it.
7.	Provide a description that addresses the entire scope of the proposed project. **NOTE:** When copying and pasting text from MS Word into *e-snaps*, additional characters may be added to your text. Users should copy and paste text into *e-snaps* from Notepad, which will remove any unnecessary formatting from MS 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: • Conducting and Recording Financial Transactions • Maintaining Financial Records • Annual Survey, Audit or Evaluation of Subrecipient Financial Records • Monitoring of Subrecipients • Enforcing Subrecipient Compliance with Program Requirements
9.	Select "Save" to automatically calculate the "Total Costs Requested" and "Total Budget."
10.	Select "Save & Next."

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

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

UFA Costs Application

3A. Attachments

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

Step	Description
1.	Select "Next."

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 a memorandum of understanding (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.

Step	Description
1.	Select the document name under Document Type.
2.	The "Attachment Details" screen appears.

UFA Costs Application

3A. Attachments (continued)

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

Step	Description
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.*

For instructions on how to zip a file that may be too large to upload, refer to the How to Zip a File document on the CoC Program Competition Resources webpage on the HUD Exchange at: https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/.

UFA Costs Application

3B. Certification

Applicants must certify that their programs will be in compliance with all applicable Fair Housing and Equal Opportunity laws. The following steps provide instruction on completing the "Certification" screen of the application.

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

Name of Authorized Certifying Official:	0last name of Authorized Representative
Date:	04/10/2019
Title:	title
Applicant Organization:	Test Organization 2
PHA Number (For PHA Applicants Only):	

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

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

Save & Back	Save	Save & Next

Back	Next

Step	Description
1.	Review parts A through C of the Certification statement.
2.	If the Applicant is unable to certify to any of the statements in parts A through C 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 PHA, enter the PHA Number. Otherwise, leave it blank.
8.	Select the box next to the certification statement.
9.	Select "Save & Next."

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 indicates that additional information for that screen is not required for the Applicant to proceed to the next step in the e-snaps system. In the context of this navigational guide, the Applicant may proceed to the next steps in the Project Application process. HUD, however, may require the item prior to the awarding of program funds.*

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

UFA Costs Application

Submitting the Project Application

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

Step	Description
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.
3.	Select the "Submit" button.
	The "Submit" button will be grayed out. Below it there will be text stating, "This e.Form has been submitted."

UFA Costs Application

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.

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

UFA Costs Application

Trouble-shooting when you cannot submit the Project Application

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

The following image shows the UFA Costs Project Application "Submission Summary" screen with items that still need to be completed. Note that the "Submit" button is gray-shaded and you cannot select it.

Step	Description
1.	Review your Submission Summary screen to determine which Project Application form needs to be completed. For the item(s) that state "Please Complete," either select the link under the "Page" column or select the item on the left menu bar.
2.	Complete the screen, saving the information on each screen.
3.	Return to the Submission Summary screen and 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.

- o "Please Complete" identifies a form with information missing in one or more required fields.

- o "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.

UFA Costs Application

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.

- o If Notes appear on the screen, they are located under the list of screens and above the navigational buttons.

- o The Notes provide information on the errors in the Project Application. Some Notes include a link to the applicable form and error(s).

NOTE: *If you are still unable to submit the UFA Costs Project Application after following these instructions, please submit a question to HUD Exchange Ask a Question, at https://www.hudexchange.info/get-assistance/my-question/.*

In the question field, please provide specific details regarding the issue you are encountering while trying to submit and provide a screenshot whenever possible.

UFA Costs Application

Updating the Applicant Profile

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

Step	Description
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.	Selects "Back to Applicants List" on the left menu bar.
10.	Select "Submissions" on the left menu bar.
11.	Select the orange folder to enter the UFA Costs Project Application. The change should have pulled forward.

UFA Costs Application

Project Application Changes

NOTE:	*For the UFA Costs Project Application, the Collaborative Applicant and the Project Applicant are the same entity. Nevertheless, you have two roles and thus two Applicant Profiles.*
	You need to follow these steps as if you have two roles by switching the name of the Applicant in the "Applicant" field that appears at the top left side of the "Applicants," "Projects," and "Submissions" screens.

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

Step	Who	Description
1.	Collaborative Applicant	The following actions are taken by the Collaborative Applicant so the Project Applicant can change the Project Application:
		• Select the "notepad" icon on the Project Listing screen to "release" the Project Application back to the Applicant.
		• Update the project listing so the Project Application does not appear on the Project Listing.
		NOTE: Specific instructions for Collaborative Applicants are available in the CoC Project Priority Listing Navigational Guide available on the CoC Program Competition Resources page at https://www.hudexchange.info/programs/e-snaps/.
2.	Project Applicant	After the Project Application has been amended back to the Project Applicant for changes, any registrant with access to the organization's *e-snaps* account should be able to access, edit, and resubmit the Project Application.
		The following actions are taken by the Applicant once the Collaborative Applicant has released the Project Application:
		• Log in to *e-snaps*.
		• Select "Submissions" on the left menu bar.
		• Find the Project Application that was sent back to the Applicant. Review the list under the Project Name column, or use the Project Name dropdown menu and "Filter" button. The Project Name for the Project Application will be listed, but it will no longer have a date under the "Date Submitted" column.
		• Select the "Open Folder" icon to the left of the project with no submission date.
		• Make the required change(s), saving each form as it is revised.
		• 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.

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 Resources page at: https://www.hudexchange.info/programs/e-snaps/.