

How to Complete the HUD Form 2880 in *e-snaps*

Introduction

HUD Form 2880 (Applicant/Recipient Disclosure/Initial Report) appears in both the Project Applicant Profile and the individual Project Applications (new, renewal, CoC planning, and UFA costs).

This resource is organized as follows

- **Project Applicant Profile:** Instructions for completing specific fields of the 2880 in the Project Applicant Profile, with screenshots to highlight where to enter information, as well as which information is being pulled into the 2880 in Section 1 of the Project Application.
- **Project Application:** Instructions for completing the only field on this form that requires any action as well as troubleshooting a frequently encountered error.
- Detailed guidance excerpted from the [HUD Detailed Instructions for Renewal Project Applications](#).

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Project Applicant Profile

Project Applicant Profile: 2880 (Applicant/Recipient Information)

The information below is for *Applicant/Recipient Information* on the HUD 2880 in the Project Applicant Profile.

- **Questions 1 and 2.** The applicant information populates from the Applicant Profile's Organization Information and Authorized Representative screens.
If there is an error, return to the applicable screen and update the information.
- **Question 3.** Auto-populates with Continuum of Care Program.
- **Question 4.** The "Amount of HUD Assistance Requested / Received" remains blank here in the Applicant Profile until the Project Applications are submitted.
 - Note: There is a corresponding field in each Project Application on screen 1G. That field will be auto-populated with information from the Project Application Summary Budget, specifically, the "Total Assistance plus Admin Requested."
 - Once the Project Applications are submitted, Question 4 in the Project Applicant Profile should reflect the cumulative dollar amounts in Question 4 in all the submitted Project Applications.
- **Question 5.** No information entered.

HUD Form 2880: Applicant/Recipient Disclosure/Update Report

Applicant/Recipient Disclosure/Update Report - form HUD-2880
U.S. Department of Housing and Urban Development OMB Approval No. 2510-0011 (exp.12/31/2015)

Applicant/Recipient Information

1. Applicant/Recipient Name, Address, and Phone

Agency Legal Name:

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Title:

Organizational Affiliation:

Telephone Number:

Extension:

Email:

City:

County:

State:

Country:

Zip/Postal Code:

2. Employer ID Number (EIN):

3. HUD Program:

4. Amount of HUD Assistance Requested/Received:

(Requested amounts will be automatically entered within applications)

5. State the name and location (street address, City and State) of the project or activity.
[Refer to addresses entered into the attached project application.](#)

All data automatically populates from another screen.

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Project Applicant Profile: 2880 (Part I)

The information below is for section *Part I Threshold Determinations* on the HUD 2880 in the Project Applicant Profile. See the [Detailed Instructions](#) section of this resource for more information.

- **Question 1.** Auto-populates.
- **Question 2.** Select “Yes” or “No” to indicate whether you expect to receive in excess of \$200,000 in CoC Program funding assistance during this fiscal year (Oct.1 – Sept.30).
For example
 - If one Project Application has a budget request exceeding \$200,000, select “Yes.”
 - If three separate project applications each equal \$100,000, the total amount of requested funds will be \$300,000. Select “Yes.”
- **Question 2 response appears in the Project Application.** The response “Yes” or “No” here in the Project Applicant Profile appears in each Project Application on screen 1G HUD Form 2880. It is not editable in the Project Application. To change the response in the Project Application, it needs to be edited in the Applicant Profile; a change in the response will appear in each Project Application.

Part I, Questions 1 and 2 are not related. #1 indicates you’re applying for at least one project. # 2 asks about overall funding.

Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity?
(For further information, see 24 CFR Sec. 4.3).

* 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.

Select “Yes” or “No.”

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If the answer to Question 2 is “No,” continue to the Code of Conduct screen.
 Resources are available on the [e-snaps Resources page](#) on the HUD Exchange.

Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity? (For further information, see 24 CFR Sec. 4.3).

* 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).

If “No,” continue to the Code of Conduct screen.

If the answer to Question 2 is “Yes,” more questions appear under Part II and Part III, which are discussed below.

Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity? (For further information, see 24 CFR Sec. 4.3).

* 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).

If “Yes,” more questions appear under Parts II and III.

Part II Other Government Assistance Provided or Requested / Expected Sources and Use of Funds

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/Local Agency Name and Address	Type of Assistance	Amount Requested / Provided	Expected Uses of the Funds

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Project Applicant Profile: 2880 (Part II)

The information below is for the section *Part II Other Government Assistance Provided or Requested / Expected Sources and Uses of Funds* on the HUD 2880 in the Project Applicant Profile. This section appears when you indicate “Yes” to Question 2 in Part 1, as described above, because you expect to receive more than \$200,000 in cumulative funding.

For information on what constitutes “Other Government Assistance” and “Expected Sources and Uses of Funds,” please refer to the section of this document titled [HUD Detailed Instructions: HUD-2880: Applicant/Recipient Disclosure/Update Report; Screen 1G](#).

To successfully complete this screen:

- Complete at least one row to avoid an error on this page.
 - Every project applicant should have at least one source of funding to support the operation of the CoC Program-funded projects, whether it is other government assistance or non-government assistance such as foundations or private contributors.
 - This section does not include funds requested from HUD in the CoC Program project application.
- Enter numerals, not text, in Column 3.
- Leave empty rows blank. There is no need to write “NA” in the blank fields.
- Understand that the reference to “no other people” means “no other Department/Local Agency.”

Part II Other Government Assistance Provided or Requested / Expected Sources and Use of Funds

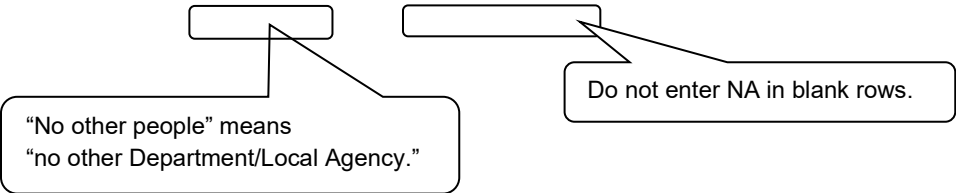
Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/Local Agency Name and Address	Type of Assistance	Amount Requested / Provided	Expected Uses of the Funds
Agency Name	Type of Assistance	\$75,000.00	The expected use of funds

Leave empty rows blank.

Note: If additional sources of Government Assistance, please use the “Other Attachments” screen of the project applicant profile.

Note: If there are no other people included, write NA in the boxes.



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Project Applicant Profile: 2880 (Part III)

The information below is for the *Part III Interested Parties* on the HUD 2880 in the Project Applicant Profile, which appears when you indicate “Yes” to Question 2 in Part 1, as described previously, because you expect to receive more than \$200,000 in cumulative funding.

For information on what constitutes “Interested Parties,” please refer to section of this document titled [HUD Detailed Instructions: HUD-2880: Applicant/Recipient Disclosure/Update Report; Screen 1G](#).

To successfully complete this screen:

- Complete at least one row to avoid an error on this page.
 - Enter “NA” in Columns 1 and 3.
 - Enter “0” in Columns 4 and 5.
 - Column 2 is not editable. (If you can enter data, enter “0.”)
- Enter numerals, not text, in Columns 4 and 5.
- Leave empty rows blank. There is no need to write “NA” in the blank fields, with the exception of row 1 in situations where there are no interested parties.
- As with Part II, understand that the reference to “no other people” means “no other Department/Local Agency.”

Part III Interested Parties

You must disclose:

1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
2. any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	Social Security No. or Employee ID No.	Type of Participation	Financial Interest in Project/Activity (\$)	Financial Interest in Project/Activity (%)
NA		NA	\$0.00	0%

Note: If additional sources of Government Assistance, please use the “Other Attachments” screen of the project applicant profile.

Note: If there are no other people included, write NA in the boxes.

} Enter “NA” or “0” as needed in row 1.

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Certification

Click the box next to “I Agree.”

The remaining fields are auto-populated with the name and title of the Authorized Representative, a note that the form is considered signed upon submission, and the date the Applicant Profile was completed.

Certification

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional nondisclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that this information is true and complete.

 * I AGREE:

Check the box.

Name / Title of Authorized Official: first name of Authorized Representative last na

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

Date Signed: 08/14/2019

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Project Application Screen 1G: HUD Form 2880

Completing the Screen

The only item on screen 1G in the Project Application that you must complete is the “I agree” box at the bottom of the screen.

Certification

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional nondisclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that the information provided on this form and in any accompanying documentation is true and accurate. I acknowledge that making, presenting, submitting, or causing to be submitted a false, fictitious, or fraudulent statement, representation, or certification may result in criminal, civil, and/or administrative sanctions, including fines, penalties, and imprisonment.

* I AGREE:

Check the box.

Name / Title of Authorized Official:

Signature of Authorized Official:

Date Signed:

Save & Back Save Save & Next

Understanding Screen 1G and Screen 6E

All of the fields on screen 1G HUD Form 2880 populate from either the Project Applicant Profile or the Project Application Summary Budget screen.

Specifically:

- Question 4a “Total Amount Requested for this project” (under *Applicant/Recipient Information*) is populated from screen 6E, the “Total Assistance plus Admin Requested.”
- Question 2 pertaining to the receipt of funds in excess of \$200,000 (under *Part 1 Threshold Determination*) is populated from the Project Applicant Profile’s HUD Form 2880 screen.
 - Question 2 is not editable in the Project Application. To change the response in the Project Application, it needs to be edited in the Applicant Profile; a change in the response will appear in each Project Application.

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1G. HUD 2880
Applicant/Recipient Disclosure/Update Report - form HUD-2880
 U.S. Department of Housing and Urban Development
 OMB Approval No. 2506-0214 (exp.02/28/2022)

Applicant/Recipient Information

1. Applicant/Recipient Name, Address, and Phone

Agency Legal Name: Test Application FY2017
 Prefix: Mr.
 First Name: First
 Middle Name:
 Last Name: Last
 Suffix: -- select --
 Title:
 Organizational Affiliation: Test Application FY2017
 Telephone Number: (123) 456-7890
 Extension:
 Email: test@hud.gov
 City:
 Country: United States
 State: Alaska
 Zip/Postal Code: 00000

2. Employer ID Number (EIN): 00-0000000
 3. HUD Program: Continuum of Care Program

4. Amount of HUD Assistance Requested/Received

4a. Total Amount Requested for this project: \$150,000

5. State the name and location (street address, city and state) of the project or activity: Renewal B 123 First St. City Alaska
 Refer to project name, addresses and CoC Project Identifying Number (PIN) entered into the attached project application.

Part 1 Threshold Determinations

1. Are you applying for assistance for a specific project or activity? (For further information, see 24 CFR Sec. 4.3.) 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. 4.3. Yes

The following information summarizes the funding request for the total term of the project. Budget amounts from the Leased Units, Rental Assistance, and Match screens have been automatically imported and cannot be edited. However, applicants must confirm and correct, if necessary, the total budget amounts for Leased Structures, Supportive Services, Operating, HMIS, and Admin. Budget amounts must reflect the most accurate project information according to the most recent project grant agreement or project grant agreement amendment, the CoC's final HUD-approved FY 2018 GIW or the project budget as reduced due to CoC reallocation. Please note that, new for FY 2018, there are no detailed budget screens for Leased Structures, Supportive Services, Operating, or HMIS costs. HUD expects the original details of past approved budgets for these costs to be the basis for future expenses. However, any reasonable and eligible costs within each CoC cost category can be expended and will be verified during a HUD monitoring.

Eligible Costs	Total Assistance Requested for 1 year Grant Term (Applicant)
1a. Leased Units	\$0
1b. Leased Structures	\$0
2. Rental Assistance	\$0
3. Supportive Services	\$0
4. Operating	\$0
5. HMIS	\$140,000
6. Sub-total Costs Requested	\$140,000
7. Admin (Up to 10%)	\$10,000
8. Total Assistance plus Admin Requested	\$150,000
9. Cash Match	\$37,500
10. In-Kind Match	\$0
11. Total Match	\$37,500
12. Total Budget	\$187,500

Field 8 on screen 6E populates screen 1G.

Save & Back Save Save & Next

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Troubleshooting Frequently Encountered Errors

When the individual Project Application budget exceeds \$200,000

Applicants will see an error message in the following situation:

- In the Project Applicant Profile on the 2880 screen, Part I, Question 2, you indicate “No” that you do **NOT** expect to receive more than \$200,000 in cumulative funding.

AND

- In the Project Application on screen 1G, Question 4a, the “Total Amount Requested for the project” **exceeds** \$200,000. The dollar amount for Question 4a comes from the Project Application Summary Budget, specifically, the “Total Assistance plus Admin Requested.”

The error message in the Project Application states that the total requested amount is over \$200,000.

The screenshot displays the HUD Form 2880 Project Application interface. On the left is a navigation menu with options like 'Information About Submission without Changes', 'Submission Without Changes', 'Recipient Performance', 'Renewal Grant', 'Consolidation or Renewal Grant Expansion', 'Part 2 - Subrecipient Information', '2A. Subrecipients', 'Part 3 - Project Information', '3A. Project Detail', '3B. Description', 'Part 4 - Housing, Services, and HMIS', '4A. Services', '4B. Housing Type', 'Part 5 - Participants', '5A. Households', '5B. Subpopulations', 'Part 6 - Budget Information', '6A. Funding Request', '6D. Match', '6E. Summary Budget', and 'Part 7 - Attachment(s) &'. The main content area shows '4. Amount of HUD Assistance Requested/Received' with '4a. Total Amount Requested for this project' set to '\$250,000'. Below that is '5. State the name and location (street address, city and state) of the project or activity:' with the address 'Renewal 2021 B 123 First St. City Alaska'. A blue link reads 'Refer to project name, addresses and CoC Project Identifying Number (PIN) entered into the attached project application.' A section titled 'Part I Threshold Determinations' contains '1. Are you applying for assistance for a specific project or activity?' with a 'Yes' dropdown and '(For further information, see 24 CFR Sec. 4.3)'. Below it is '* 2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), in excess of \$200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9.' with a 'No' dropdown. A red-bordered box contains the error message: 'Total requested amount is over \$200,000. Please update your Project Applicant Profile for HUD 2880 in Part 1 question 2 to "Yes" and update the form as needed.' At the bottom, a 'Certification' section includes a 'Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In

To resolve the error:

- Select “Back to Submissions List” at the bottom of the left menu bar.
- Follow the instructions in the [Update the Applicant Profile in Edit-Mode](#) resource in the [e-snaps 201 Toolkit](#) on the [e-snaps Resources page](#) on the HUD Exchange.
- Change the response in the Project Applicant Profile on the 2880 screen, Part I, Question 2 to “Yes,” you expect to receive assistance in excess of \$200,000.

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When the cumulative Project Application budgets exceed \$200,000

Applicants might see an error message in the following situation:

- In the Project Applicant Profile on the 2880 screen, Part I, Question 2, you indicate that you do **NOT** expect to receive more than \$200,000 in cumulative funding.

AND

- The **cumulative** funding request exceeds \$200,000. For example, you submit three Project Application, each requesting \$100,000.
 - The cumulative funding request should appear in the Project Applicant Profile on the 2880 screen, *Applicant/Recipient Information* section, Question 4, the “Amount of HUD Assistance Requested / Received.”
In other words, once the Project Applications are submitted, Question 4 in the Project Applicant Profile will reflect the cumulative dollar amounts in Question 4a in all the submitted Project Applications.
 - The error message may appear in the Project Application. Even though the individual Project Application would be less than \$200,000 in Question 4a, the screen may state that the total requested amount is over \$200,000.

To resolve the error:

- Change the response in the Project Applicant Profile on the 2880 screen, Part I, Question 2 to “Yes,” you expect to receive assistance in excess of \$200,000.
- The Project Applicant Profile will already have been completed; follow the instructions in the [Update the Applicant Profile in Edit-Mode](#) resource in the [e-snaps 201 Toolkit](#) on the [e-snaps Resources page](#) on the HUD Exchange.

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HUD Detailed Instructions:

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

This section of this resource contains the guidance from the [HUD Detailed Instructions for Renewal Project Applications](#) on the [CoC Program Competition: e-snaps Resources](#) page on the HUD Exchange. Some changes have been made to formatting for readability.

All project applicants applying for HUD competitive assistance must submit a HUD-2880. The HUD-2880 resides in the Project Applicant Profile as well as within each project application on Screen 1G as a read-only version.

This screen populates with information entered in the Project Applicant Profile. If any of the information is incorrect, you will need to return to the Project Applicant Profile to make corrections that you will see when you return to this screen.

The Form HUD-2880 uses federal terminology that does not clearly match terminology used for the CoC Program and 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 project applications; regardless of how many individual project applications are submitted in a CoC Program Competition. Therefore, information in an e-snaps HUD-2880 includes the total amount of all the project applications applying for funds in the FY 2021 CoC Program Competition.

For example, if organization XYZ is submitting three separate project applications at \$100,000 each for a total amount of \$300,000; then an answer of “Yes” is required in Part 1 question 2 of the HUD2880—as organization XYZ expects to receive assistance. Since the total amount of funds requested by your organization exceeds \$200,000 for all project applications submitted, you must complete Parts II and III of the HUD-2880.

Applicant/Recipient Disclosure/Update Report form HUD-2880

1. Applicant/Recipient Name, Address, and Phone. No action required. This information populates from the “Authorized Representative” screen of the Project Applicant Profile. Update the “Authorized Representative” Screen in the Project Applicant Profile to correct this information, as needed.

2. Employer ID Number (EIN). No action required. This information populates from the “Organization Information” Screen of the Project Applicant Profile. Update the “Organization Information” screen in the Project Applicant Profile to correct this information, as needed. You should confirm the EIN populating is correct as an incorrect EIN will delay your organization’s ability to sign the grant agreement if selected for conditional award. EINs are confirmed by HUD prior to releasing funds to the electronic Line of Credit Control System (eLOCCS) and will be withheld from processing if the EIN is incorrect.

3. HUD Program. No action required. This information populates with “Continuum of Care Program” and cannot be edited.

4. Amount of HUD Assistance Requested/Received. No action required. This field remains blank at the Project Applicant Profile level and populates within the application with the total requested amount from the application’s “Summary Budget” screen for each individual application.

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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.

Part I. Threshold Determinations–Project Applicants Only

Part I provides information to help the project applicants 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 information 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 2021 project applications.

Within the Project Applicant Profile,

- Select "Yes" if the combined total amount of all your agency's annual CoC Program project applications are more than \$200,000. If "Yes" is selected Part II and Part III of the form will appear and must be completed. The form can be submitted after the "I agree" checkbox is selected.
- Select "No" if the combined total amount of all your agency's annual CoC project applications is \$200,000 or less. If the answer is "No," Part II and Part III of the form will not appear and the form can be submitted after the "I agree" checkbox is selected.

The corresponding question with the selected "Yes" or "No" will be read only within each project application.

Certification

The "I agree" certification will appear at the bottom of the screen within the Project Applicant Profile and within the HUD-2880 from of each project application. Project applicants must certify in both locations that the information provided is true and complete.

Part II. Other Government Assistance and Expected Sources and Uses of Funds

A. Other Government Assistance. This Part is to be completed by both applicants and recipients for assistance. Project applicants and recipients must report any other government assistance involved in the project (grant).

"Other government assistance" is defined to include any loan, grant, guarantee, insurance, payment, rebate, subsidy, credit, tax benefit, or any other form of direct or indirect assistance from the Federal government (other than that requested from HUD in the CoC Program project application), a State, or a unit of general local government, or any agency or instrumentality thereof, that is, or is expected to be made, available with respect to the project (grant) for which the assistance is sought. For purposes of this definition, other government assistance is expected to be made available if, based on an assessment of

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all the circumstances involved, there are reasonable grounds to anticipate that the assistance will be forthcoming.

Both applicant and recipient disclosures must include all other government assistance involved with the HUD assistance, as well as any other government assistance that was made available before the request, but that has continuing vitality at the time of the request. Examples of this latter category include tax credits that provide for a number of years of tax benefits, and grant assistance that continues to benefit the project at the time of the assistance request.

B. Non-Government Assistance. Note that the applicant and recipient disclosure report must specify all expected sources and uses of funds—both from HUD and any other source—that have been or are to be, made available for the project (grant). Non-government sources of funds typically include (but are not limited to) foundations and private contributors.

The following information must be provided in the *e-snaps* columns provided. If additional rows are needed, please use the "Other Attachments" screen of the project applicant profile to attach additional documentation.

1. Department/Local Agency Name and Address. Enter the name and address, city, State, and zip code of the government agency making the assistance available.

2. Type of Assistance: (e.g., loan, grant, loan insurance, tax credits).

3. Amount Requested/Provided: Enter the dollar amount of the other government assistance that is, or is expected to be, made available with respect to the project or activities for which the HUD assistance is sought (applicants) or has been provided (recipients).

4. Expected Uses of the Funds: Each reportable use of funds must clearly identify the purpose to which they are to be put. Reasonable aggregations may be used, such as "total structure" to include a number of structural costs, such as roof, elevators, exterior masonry, etc.

Part III. Interested Parties

This Part is to be completed by both project applicants and recipients filing update reports. Project applicants must provide information on:

1. all developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity; and
2. any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

Note: A financial interest means any financial involvement in the project or activity including, but not limited to, situations in which an individual or entity has an equity interest in the project or activity, shares in any profit on resale or any distribution of surplus cash or other assets of the project or activity, or receives compensation for any goods or services provided in connection with the project or activity. Residency of an individual in housing for which assistance is being sought is not, by itself, considered a covered financial interest.

The information required below must be provided:

1. Enter the full names and addresses. If the person is an entity, the listing must include the full name and address of the entity as well as the CEO. Please list all names alphabetically.

2. Entry of the Social Security Number (SSN) or Employee Identification Number (EIN), as appropriate, for each person listed is optional.

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3. Enter the type of participation in the project or activity for each person listed: i.e., the person's specific role in the project (e.g., contractor, consultant, planner, investor).

4. Enter the financial interest in the project or activity for each person listed. The interest must be expressed both as a dollar amount and as a percentage of the amount of the HUD assistance involved.

Note that if any of the source/use information required by this report has been provided elsewhere in this application package, the applicant need not repeat the information, but need only refer to the form and location to incorporate it into this report. (It is likely that some of the information required by this report has been provided on SF-424A, and on various budget forms accompanying the application.) If this report requires information beyond that provided elsewhere in the application package, the applicant must include in this report all the additional information required. Recipients must submit an update report for any change in previously disclosed sources and uses of funds as provided in Section I.D.5., above.