



FY 2024

Continuum of Care

Program NOFO

UFA Costs

Project Application

e-snaps Instructional Guide

Version 1

UFA Costs Application

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UFA Costs Application

Introduction

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

The only Collaborative Applicants eligible to apply for UFA Costs funding are those that have also been designated by the United States Department of Housing and Urban Development (HUD) as UFAs during the Fiscal Year (FY) 2024 Continuum of Care (CoC) Program Registration process. CoCs applying for UFA designation must reapply every year or they will lose their designation.

For the purposes of submitting a Project Application in *e-snaps*, the Collaborative Applicant designated as a UFA must submit the UFA Costs Project Application as a Project Applicant. It is the only way that 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.

Two-Year NOFO. The Consolidated Appropriations Act, 2024 authorizes HUD to issue a single 2-year NOFO for fiscal years 2024 and 2025. Collaborative Applicants will submit their CoC Planning and UFA Costs projects to HUD for consideration, much like in prior-year competitions. However, Collaborative Applicants are not required to submit applications for FY 2025 CoC Planning and UFA Costs projects. Instead, HUD will award FY 2025 CoC Planning and UFA Costs projects using FY 2024 application submissions



Per the FY 2024 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 2024 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 2024 CoC Program Registration process.

UFA Costs Application

Objectives

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

- Identify the correct *e-snaps* account to use to submit the Project Application.
- Access *e-snaps*.
- Register for the UFA Costs Project Application funding opportunity.
- Create the project on the “Projects” screen.
- Access the Project Application on the “Submissions” screen.
- Complete and submit the Project Application to the Collaborative Applicant (it will appear in the Priority Listing when you update the list).
- Amend the Project Application from the CoC Priority Listing for revision in your Project Applicant *e-snaps* account (*only if needed*).

Posted Resources

HUD has determined that some CoC- and *e-snaps*-related resources need to be posted to HUD.gov, HUD’s official website, rather than to the HUD Exchange, which focuses on technical resources for communities and grant recipients. FY 2024 NOFO information (e.g., detailed instructions), including the FY 2024 *e-snaps* navigational guides, will be published and updated on HUD.gov. Many of the other CoC- and *e-snaps*-related technical resources will remain on the HUD Exchange.

Have a question?

The *e-snaps* AAQ on HUD Exchange is no longer active. Questions about *e-snaps* and the CoC Program NOFO must be submitted to the appropriate HUD.gov email address, as follows:

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

In your email, please provide:

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

You may also want to provide a screenshot.

UFA Costs Application

Overview of This Navigational Guide

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

- **Using the correct *e-snaps* account.** You must understand which *e-snaps* account to use to submit the UFA Costs Project Application. This section discusses the need for each Collaborative Applicant organization to have access to two separate *e-snaps* accounts.
- **Accessing *e-snaps*.** Each *e-snaps* user needs his or her individual username and password in order to log in to the online *e-snaps* system. In order to view an organization's Applicant Profile, Project Applications, etc., the *e-snaps* user needs to be associated as a "registrant" with the organization's *e-snaps* account. This section identifies the steps to create user profiles and add or delete registrants.
- **Project Applicant Profile.** Project Applicants must review the Project Applicant Profile, update the information as needed, and select the "Complete" button in order to proceed with the Project Application process.
- **Accessing the UFA Costs Project Application.** After the Project Applicant Profile is complete, applicants need to follow a series of steps to access the Project Application forms. The steps discussed in this section include registering the applicant for the FY 2024 UFA Costs funding opportunity, creating an FY 2024 UFA Costs project, and accessing the Project Application forms.
- **UFA Costs Project Application.** After accessing the FY 2024 UFA Costs Project Application, applicants will complete a series of screens asking for information about the project for which they are requesting funds. This section provides instructions for each screen. After all of the required information is provided, the applicant will submit the UFA Costs Project Application via *e-snaps*.
- **Submitting the Project Application.** This section provides instructions on submitting the Project Application and includes troubleshooting tips and instructions for updating the Project Applicant Profile if the information pre-populating in the Project Application is incorrect.
- **Amending the Project Application.** The section on Submitting the Project Application includes instructions for amending the Project Application. If changes need to be made to the UFA Costs Project Application after it has been submitted and it appears in the Priority Listing, the Collaborative Applicant will send the project back to the Project Applicant; it will essentially send the project back to itself.

Amending Project Application

*If you amend the Project Application back to yourself for revision or correction, you are responsible for ensuring the Project Application is resubmitted in *e-snaps* to the CoC Priority Listing before the CoC Priority Listing is submitted to HUD.*

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

UFA Costs Application

UFAs Applying as Project Applicants

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

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

Defining e-snaps accounts

Individuals have their own user accounts (user profiles) with a username and password. Individuals have access to different Collaborative Applicant and Project Applicant e-snaps accounts.

The Collaborative Applicant and Project Applicant e-snaps accounts represent organizations, not people. They contain an Applicant Profile and its associated applications.

As a Collaborative Applicant

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

- The applicant number should be the CoC number.
- Every CoC has a CoC Applicant Profile in *e-snaps*. Collaborative Applicant organization staff need to gain access to the existing CoC *e-snaps* account.
- The **ONLY** time a person would create a new CoC Applicant Profile is if a new CoC receives a CoC number that has never been used before.

As a Project Applicant

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

- The applicant number should be the organization's Unique Entity Identifier (UEI). Note: The DUNS number has been replaced by the UEI. For more information on the UEI, please go to <https://www.gsa.gov/about-us/organization/federal-acquisition-service/technology-transformation-services/integrated-award-environment-iae/iae-systems-information-kit/unique-entity-id-is-here>.
- If a Collaborative Applicant is completely new to *e-snaps* (i.e., if the organization is submitting a Project Application for the first time), the organization must create a Project Applicant in *e-snaps*.
- Collaborative Applicants that submitted Project Applications in the past should **NOT** create a new Project Applicant Profile; they should use the Project Applicant Profile that they used previously in order to submit this year's application for UFA Costs funds.



For more information, see the Project Applicant Profile Navigational Guide at:
https://www.hud.gov/program_offices/comm_planning/coc/competition

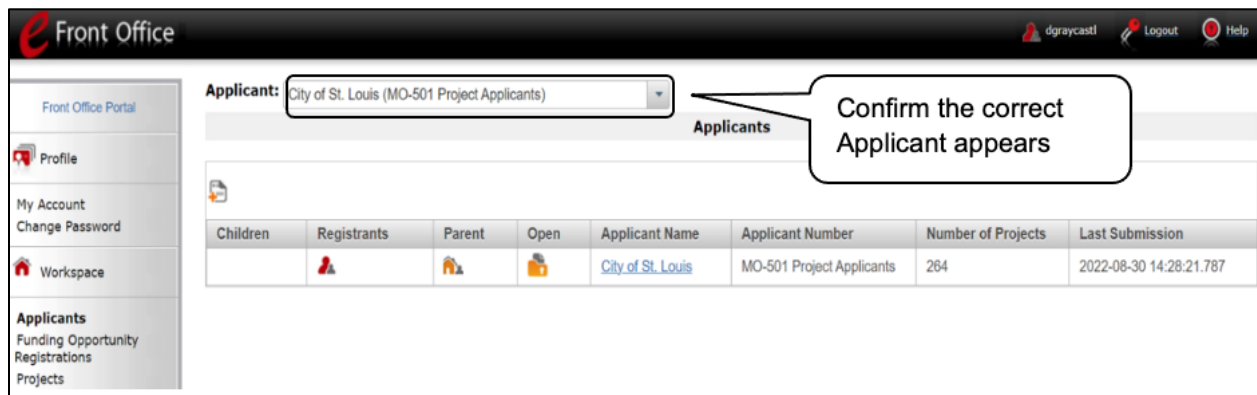
UFA Costs Application

Alternating Roles

Collaborative Applicant organizations must **not** use the CoC's Collaborative Applicant *e-snaps* account to create and submit a Project Application of any kind, including the one for UFA Costs funding.

The Collaborative Applicant will need to switch between the two different *e-snaps* accounts, depending on whether staff are working on a Project Application or the CoC Application and Priority Listing.

When *e-snaps* users log in to the system, they need to select “Applicants” in the left menu bar—then they will see an “Applicant” field at the top of the screen, as shown in the screenshot below. This field identifies the organization's account in which the user is working.



e-snaps Help Desk

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

- e-snaps@hud.gov.

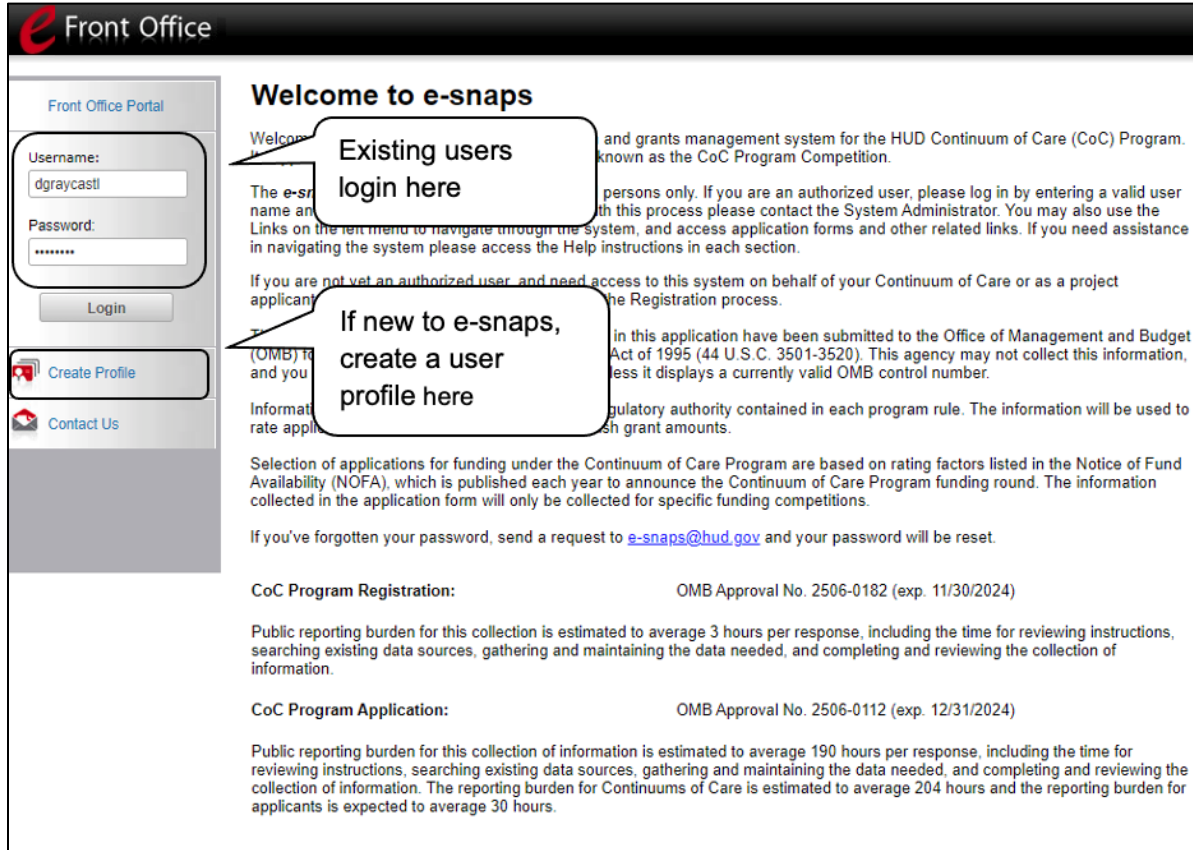
Please provide specific details regarding the issue you are encountering, the steps you have taken up to the point the issue occurs, and any error messages.

You may also want to provide a screenshot.

UFA Costs Application

Accessing e-snaps

The Project Application is submitted electronically in *e-snaps* during the annual competition under the NOFO for the FY 2024 CoC Program Competition.



NOTE:

Each e-snaps user must have his or her individual login credentials. Preferably, each organization will have at least two people with access to e-snaps: the Authorized Representative and one or more additional staff.

Existing e-snaps Users

1. Go to <https://esnaps.hud.gov/>.
2. On the left menu bar, enter the username and password. You will then enter the *e-snaps* system and arrive at the “Welcome” screen.
3. If you forgot your password, select “Forgot your password?” under the “Login” button.

New e-snaps Users

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

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Give Staff Access to Your Organization's e-snaps Account

Having a user profile enables a person to access *e-snaps*; however, only individuals who have been associated with the organization as a registrant (also referred to as registered users) have the ability to enter information in the Project Applicant Profile and Project Applications associated with the organization.



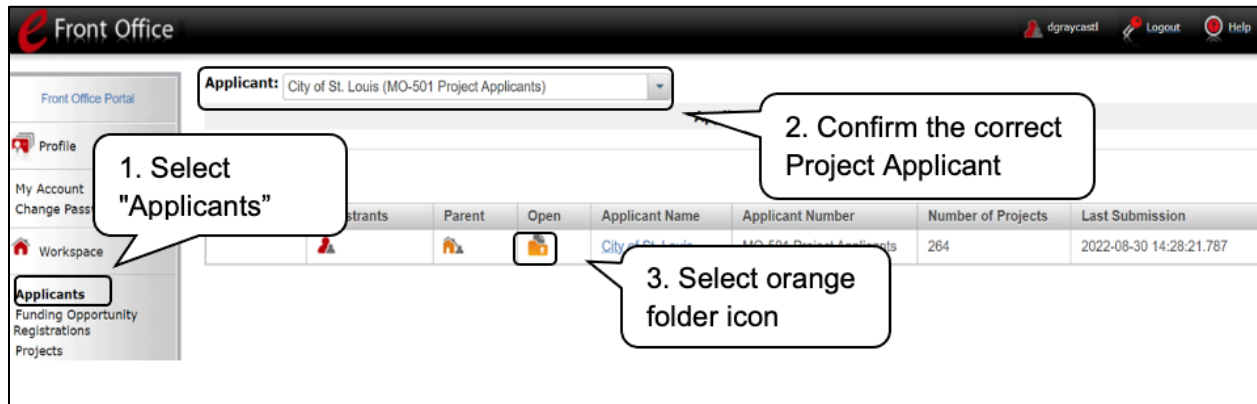
For information on how to add and delete users, refer to the Give Staff Access to Your Organization's e-snaps Account resource at:

- <https://files.hudexchange.info/resources/documents/Give-Staff-Access-to-Your-Organizations-e-snaps-Account.pdf>


UFA Costs Application

Project Applicant Profile

All UFA-designated Collaborative Applicants must complete the Project Applicant Profile before moving forward in the UFA Costs Project Application process. To complete the Project Applicant Profile, the UFA-designated Collaborative Applicant must ensure the data entered in the Project Applicant Profile is accurate and select the “Complete” button on the “Submission Summary” screen.




Steps

1. Select “Applicants” on the left menu bar.
2. Ensure that the correct applicant is selected in the “Applicants” field at the top-left side of the screen.
 - Remember that you should see both the Collaborative Applicant and Project Applicant in the dropdown menu. Select the correct Project Applicant.
3. Select the orange “Folder” icon  to the left of the applicant name on the screen.
4. From the left menu bar, click on “Submission Summary.”

UFA Costs Application

6. Submission Summary

Complete	Page	Last Updated	Mandatory
✓	1. Profile Type	07/26/2024	Yes
✓	2. Organization Information	07/17/2024	Yes
--	3. Contact Information	No Input Required	No
✓	Authorized Representative	07/26/2024	Yes
✓	Alternate Contact	07/17/2024	Yes
✓	4. Additional Information	07/26/2024	Yes
--	5. Forms & Attachments	No Input Required	No
✓	HUD Form 2880	07/26/2024	Yes
--	Code of Conduct	No Input Required	No
--	Other Attachment	No Input Required	No

Back 

Export to PDF
[Get PDF Viewer](#)

Edit

Select "Edit" to edit the Project Applicant Profile

Steps (continued)

5. On the "Submission Summary" screen, select the "Edit" button.
 - If you do not see an "Edit" button but instead see a "Complete" button, then you are already in edit mode.
6. Update and save all changes.

UFA Costs Application

--	Other Attachment	No Input Required	No
----	----------------------------------	-------------------	----

[Get PDF Viewer](#)

Select "Complete"
when finished editing

7. 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.hud.gov/program_offices/comm_planning/coc/competition

UFA Costs Application

Accessing the UFA Costs Project Application

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

- Funding opportunity registration
- Creating projects
- Accessing the Project Application from the “Submissions” screen

UFA Costs Application

Funding Opportunity Registration

All Collaborative Applicants designated as UFA applying for UFA Costs funds must register for the UFA Costs Project Application funding opportunity. Registering for the funding opportunity enables UFA-designated Collaborative Applicants to apply for UFA Costs funding during the FY 2024 CoC Program Competition.

Terminology:


“Registering” in this context means “indicating your intent to apply.”

“Funding opportunity” refers to the type of grant. There are options when you select this screen. They include CoC Planning, New, Renewal, and UFA Costs.

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

Funding Opportunity Name	Count	Start Date	End Date
Project Application FY2023	2	Mar 23, 2023	Dec 31, 2026
Project Application FY2024	3	Mar 24, 2023	Dec 31, 2027
Project Application FY2023	2	Mar 27, 2023	Dec 31, 2028
New Project Application FY2024	3	Mar 27, 2024	Dec 31, 2029
Renewal Project Application FY2023	2	Mar 30, 2023	Dec 31, 2028
Project Application FY2024	3	Jan 23, 2024	Dec 31, 2029
FY2024 budget	1	Apr 29, 2015	Apr 26, 2025
FY2025 budget	1	Apr 29, 2015	Apr 26, 2025
TEST - FY2026 budget	1	Apr 29, 2015	Apr 26, 2025
UFA Costs Project Application FY2024	3	Mar 23, 2024	Dec 31, 2027

Steps

1. Select “Funding Opportunity Registrations” on the left menu bar. The “Funding Opportunity Registrations” screen will appear.
2. Confirm the Project Applicant.
3. Note the funding opportunity name. Ensure you are choosing the correct funding opportunity for this project application: **You must choose the “UFA Costs Project Application FY2024” funding opportunity.**
4. Select the “Register” icon  next to “UFA Costs Project Application FY2024.”
5. The “Funding Opportunity Details” screen will appear.



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

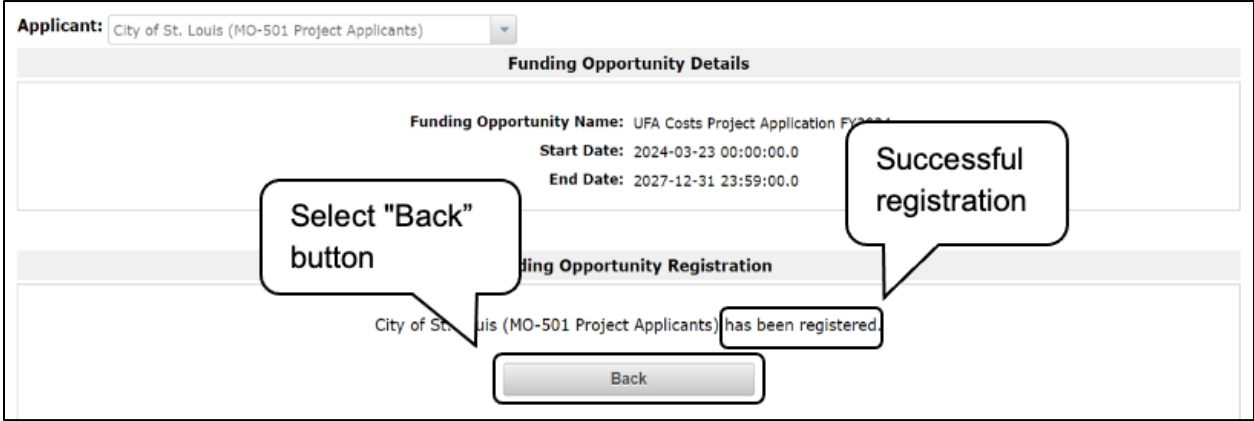
Please ensure you are working under the correct Project Applicant

UFA Costs Application



Steps

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



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

UFA Costs Application



Creating the UFA Costs Application Project

UFA-designated Collaborative Applicants must create a project for the UFA Costs Project Application in *e-snaps* on the “Projects” screen. Creating a project is an intermediate step; UFA-designated Collaborative Applicants do NOT enter the project on the “Projects” screen to complete the application; instead, they access the application from the “Submissions” screen.

After the Collaborative Applicant “creates” the project, it will appear on the “Projects” screen and the term “UFA Costs Project Application FY2024” will appear under the “Funding Opportunity Name” column.



Steps

1. Select “Projects” on the left menu bar. The “Projects” screen will appear.
2. Confirm the correct Project Applicant.
3. Select “**UFA Costs Project Application FY2024**” from the “Funding Opportunity Name” dropdown.
 - The screen refreshes and an “Add” icon  appears on the left side of the screen above the column headings.
4. Select the “Add” icon.  The “Create a Project” screen will appear.

UFA Costs Application

Applicant: City of St. Louis (MO-501 Project Applicants)

Create a Project

Funding Opportunity Name: UFA Costs Project Application FY2024

*** Applicant:** City of St. Louis (MO-501 Project Applicants)

*** Applicant Project Name:** MO-501 UFA Costs Project Application FY 2024

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

Save Save & Add Another

Save & Back Cancel

Steps

1. On the “Create a Project” screen, the applicant name will be pre-populated.
2. In the “Applicant Project Name” field, enter the CoC number followed by the words “UFA Costs Project Application FY 2024.”

For example, the organization that is applying for UFA Costs funds as the Collaborative Applicant for the Anywhere CoC should enter: **AN-500 UFA Costs Project Application FY 2024.**

3. Select “Save & Back” to return to the “Projects” screen.

Applicant: City of St. Louis (MO-501 Project Applicants)


Projects

Project Status: Open Projects

Funding Opportunity Name: UFA Costs Project Application FY2024

Project name is now listed

	Project Number	Funding Opportunity Name	Applicant Name	Applicant Number	Step Status
MO-501 UFA Costs Project Application	138514	UFA Costs Project Application FY2024	City of St. Louis	MO-501 Project Applicants	In Progress
MO-501 UFA Costs Project Application FY 2024	138515	UFA Costs Project Application FY2024	City of St. Louis	MO-501 Project Applicants	In Progress

4. The project name is listed in the menu.
5. Select the “View” icon  to view project details; however, it is not necessary to enter any notes on that page.

UFA Costs Application

Submissions

After completing the Project Applicant Profile, registering for the funding opportunity, and creating the Project Application project, UFA-designated Collaborative Applicants may now enter the UFA Costs Project Application and complete the screens. You must access the UFA Costs Project Application through the “Submissions” screen.

Terminology:

“Submissions” refers to both submitted Project Applications and Project Applications that are in progress to be submitted.

This screen also includes applications that are created by mistake and are not intended to be submitted. Once you have created a project on the “Projects” screen and it appears here, you cannot delete it. You can only rename it.

The screenshot shows the 'Front Office' interface. On the left is a navigation menu with 'Submissions' highlighted. The main area contains a form for filtering submissions. Callouts indicate: 1. Select 'Submissions' in the menu. 2. Confirm the Project Applicant (City of St. Louis). 3. Use the filters to find the correct project. A table below the filters shows a single submission entry.

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	MO-501 UFA Costs Project Application FY 2024 138515	UFA Costs Project Application FY2024 UFA Costs Project Application FY2024	Mar 23, 2024	Dec 31, 2027	Primary Applicant	1	

Steps

1. Select “Submissions” on the left menu bar. The “Submissions” screen will appear.
2. Confirm the correct Project Applicant.
3. Locate the Project Application project you established.
 - Option: Use the submissions filters. Select your project’s name in the “Applicant Project Name” field. Then select the “Filter” button to single out your project(s).
 - Option: Select “Clear Filters” on the top left of the “Submissions Filters” box. Then, review the “Funding Opportunity Name / Step Name” column for **“UFA Costs Project Application FY 2024.”**
4. Continue with the instructions in the next section for completing the Project Application.

UFA Costs Application

UFA Costs Project Application

Completing the Project Application forms in *e-snaps* is a fairly straightforward process. This section identifies the steps for completing the forms.

NOTE:

Some data may pre-populate from the Project Applicant Profile (i.e., e-snaps will bring it forward).

Review the pre-populated data. If it is not correct, you will need to edit the Applicant Profile, making sure to select the “Complete” button after editing so that the data can be pulled forward again.

To revise the Project Applicant Profile, see the instructions under the [Updating the Applicant Profile](#) section of this guide.

2-Year NOFO

The Consolidated Appropriations Act, 2024 authorizes HUD to issue a single 2-year NOFO for fiscal years 2024 and 2025.

The application and selection process for the FY 2024 funds awarded through this NOFO (the FY 2024 CoC Program and YHDP funds) will proceed much like it has in prior-year competitions. However, CoCs are only required to submit one CoC application that will be applicable to FY 2024 and FY 2025 funds. HUD reserves the right to award available FY 2025 funds (the FY 2025 CoC Program and YHDP funds) based on this NOFO competition.

Impact of 2-Year NOFO on CoC Planning and UFA Costs Projects

Collaborative Applicants will submit their CoC Planning and UFA Costs projects to HUD for consideration, much like in prior-year competitions.

However, Collaborative Applicants are not required to submit applications for FY 2025 CoC Planning and UFA Costs projects. Instead, HUD will award FY 2025 CoC Planning and UFA Costs projects using FY 2024 application submissions.

UFA Costs Application

Accessing the Project Application

Access the Project Application through the “Submissions” screen.


The screenshot shows the 'Front Office' interface. On the left, a navigation menu has 'Submissions' highlighted. The main area contains a search form with the following fields: 'Applicant' (City of St. Louis (MO-501 Project Applicants)), 'Applicant Project Name' (MO-501 UFA Costs Project Application FY 2024), 'Date Submitted' (On), 'Project Status' (Open Projects), 'Submission Version' (Latest Version), and 'Associate Type' (All). A 'Filter' button is located below these fields. Below the filter is a table with the following data:

Action	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	MO-501 UFA Costs Project Application FY 2024 136515	UFA Costs Project Application FY2024 UFA Costs Project Application FY2024	Mar 23, 2024	Dec 31, 2027	Primary Applicant	1	

Callouts on the screenshot indicate the following steps:

1. Select "Submissions" (pointing to the left menu bar)
2. Confirm the Project Applicant (pointing to the Applicant dropdown)
3. Use the filters to find the correct project (pointing to the Filter button)
4. Access the Project Application (pointing to the folder icon in the table)

Steps

1. Select “Submissions” on the left menu bar. The “Submissions” screen will appear.
2. Confirm the correct Project Applicant.
3. Use the filters to locate the Project Application you established.
4. Select the “Folder” icon  to the left of the Project Application name you established with the funding opportunity name “**UFA Costs Project Application FY 2024.**” The “Before Starting the Project Application” screen will appear.

UFA Costs Application

Before Starting the Project Application

Before you begin the FY 2024 UFA Costs Project Application, review the following information highlighted on this “Before Starting the Project Application” screen. The “Before Starting the Project Application” screen also contains a quick link to the CoC Program Competition Resources page with navigational guides and resources at: https://www.hud.gov/program_offices/comm_planning/coc/competition and <https://www.hudexchange.info/programs/e-snaps/>. Questions related to completing the application in e-snaps may be directed to e-snaps@hud.gov. Questions about the NOFO itself may be directed to CoCNOFO@hud.gov.

Review this screen

Before Starting the Project Application

At the Project Application is completed accurately, ALL project applicants should review the following information BEFORE beginning the application.

Things to Remember:

- Only Collaborative Applicants may apply for UFA costs using this application.
- Additional training resources can be found on the HUD gov at https://www.hud.gov/program_offices/comm_planning/coc.
- Questions regarding the FY 2024 CoC Program Competition process must be submitted to CoCNOFO@hud.gov.
- Questions related to e-snaps functionality (e.g., password lockout, access to user's application account, updating Applicant Profile) must be submitted to e-snaps@hud.gov.
- Project applicants are required to have a Unique Entity Identifier (UEI) number and an active registration in the Central Contractor Registration (CCR)/System for Award management (SAM) in order to apply for funding under the Continuum of Care (CoC) Program Competition. For more information see the FY 2024 CoC Program Competition NOFO.
- To ensure that applications are considered for funding, applicants should read all sections of the FY 2024 CoC Program Competition NOFO.
- Detailed instructions and e-snaps navigation guides can be found on the [hud.gov](https://www.hud.gov) website https://www.hud.gov/program_offices/comm_planning/coc/competition. The Detailed Instructions contain more comprehensive instructions and so should be used in tandem with the navigational guides.
- Before completing the project application, all project applicants must complete the Project Applicant Profile in e-snaps, particularly the Authorized Representative forms as HUD uses this information to contact you if additional information is needed (e.g., allowable technical deficiency).
- HUD reserves the right to reduce or reject any new or renewal project funding under the FY 2024 CoC Program Competition NOFO and application requirements set forth in the FY 2024 CoC Program Competition NOFO.

Select "Next" to continue

Back Next

Back to Submissions List

Steps

1. Review this screen, then select “Next” to continue.

NOTE:

When working in the Project Application, e-snaps users can return to the main screen by selecting “Back to Submissions List” at the bottom of the left menu bar.

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

UFA Costs Application

1A. Application Type



Applicants must complete Part 1: SF-424 in its entirety before the rest of the application screens appear on the left menu bar.

The following steps provide instructions on reviewing the fields on the “Application Type” screen for Part 1: SF-424 of the FY 2024 UFA Costs Project Application.

1A. SF-424 Application Type

1. Type of Submission: Application

2. Type of Application: UFA Fiscal Cost Project Application

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

If "Other", specify:

3. Date Received: 07/22/2024

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

6. Date Received by State:

7. State Application Identifier:

Back Next

Verify that the data is correct

Select "Next" to continue

Steps

1. In field 1, verify the “Type of Submission.”
2. In field 2, confirm that you have registered for the correct funding opportunity, “UFA Costs Project Application.”
 - Fields 1, 2, and 3 are pre-populated and cannot be changed on this screen.
3. Leave fields 4, 5a, 5b, 6, and 7 blank.
4. Select “Next” to continue.

UFA Costs Application

1B. Legal Applicant

The following steps provide instructions on reviewing the fields on the “Legal Applicant” screen for Part 1: SF-424 of the FY 2024 UFA Costs Project Application.

NOTE: *If any pre-populated information is incorrect, you must correct it in the Project Applicant Profile. To revise the Project Applicant Profile, see the instructions under the [Updating the Applicant Profile](#) section of this guide.*

1B. SF-424 Legal Applicant

8. Applicant

a. Legal Name: City of St. Louis

Identification Number (EIN/TIN): 43-6000000

c. Unique Entity Identifier: SL1234TEST99

d. Address

Street 1: 123 Main St

Street 2:

City: St. Louis

County: St. Louis City

State: Missouri

Country: United States

Zip / Postal Code: 60000

e. Organizational Unit (optional)

Department Name: Human Services

Division Name: Homeless Services

f. Name and contact information of person to be contacted on matters involving this application

Prefix: Mr.

First Name: Edward

Middle Name:

Last Name: Halen

Suffix: -- select --

Title: Director

Organizational Affiliation: City of St. Louis

Telephone Number: (314) 555-5555

Extension:

Fax Number: (314) 555-5553

Email: eddie@fakeorg.org

Back Next

Steps

1. Verify that all the information on this screen is complete and accurate. The fields are pre-populated and cannot be changed on this screen. To change or correct information, see the [Updating the Applicant Profile](#) section of this guide.
2. Select “Next” to continue.

UFA Costs Application

1C. Application Details

The following steps provide instructions on completing the “Application Details” screen for Part 1: SF-424 of the FY 2024 UFA Costs Project Application.

1C. SF-424 Application Details

Verify that the data is correct

9. Type of Applicant: C. City or Township Government

10. Name of Federal Agency: Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Title: CoC Program

CFDA Number: 14.267

12. Funding Opportunity Number: FR-6800-N-25

Title: Continuum of Care Homeless Assistance Competit...

13. Competition Identification Number:

Title:

Select "Next" to continue

Back Next

Steps

1. Verify that the information populated in fields 9, 10, 11, and 12 is correct.
 - Field 9 pre-populates from the Project Applicant Profile.
 - Fields 10, 11, and 12 pre-populate and cannot be edited.
2. Leave field 13 blank.
3. Select “Next” to continue.

UFA Costs Application

1D. Congressional Districts

The following steps provide instructions on completing the “Congressional Districts” screen for Part 1: SF-424 of the FY 2024 UFA Costs Project Application.

1D. SF-424 Congressional District(s)

*** 14. Area(s) affected by the project (state(s) only):**
(for multiple selections hold CTRL+Key)

Available Items:
Alabama
Alaska
American Samoa
Arizona
Arkansas
California
Colorado
Connecticut
Delaware
District of Columbia

Selected Items:

Move correct state from the left column

15. Descriptive Title of Applicant's Project: 2023_ufa

16. Congressional District(s):

a. Applicant:

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

Selected Items:
MO-001
MO-002

Populates from the applicant profile

*** b. Project:**
(for multiple selections hold CTRL+Key)

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

Selected Items:

Move correct congressional districts from the left column

17. Proposed Project

*** a. Start Date:**

*** b. End Date:**

18. Estimated Funding (\$)

a. Federal:

b. Applicant:

c. State:

d. Local:

e. Other:

f. Program Income:

g. Total:


Select "Save & Next" to continue to the next screen

Save & Back **Save** **Save & Next**

Back **Next**

UFA Costs Application

Steps

1. In field 14, select the state(s) in which the proposed project will operate and serve homeless persons.
 - Highlight one state, or hold the CTRL key and select multiple states, to make more than one state selection. Using the single arrow key, move your selection from the left box to the right box.
2. Field 15 is pre-populated with the name entered on the “Projects” screen when the Project Application was initiated.
 - **Note:** To make changes to this field, return to the “Projects” screen to edit the name.
 - i. From the left menu bar, select “Back to Submissions List.”
 - ii. From the left menu bar, select “Projects.”
 - iii. On the “Projects” screen, locate the name of the project you want to rename and select the magnifying glass  icon to the left of the project name.
 - iv. On the “Project Details” screen, change the name you entered in the “Applicant Project Name” field and select “Save” at the bottom of the screen.
 - v. When you re-enter the UFA Costs Project Application and proceed back to the “Congressional Districts” screen, the correct project name should now be displayed in the “Descriptive Title of Applicant’s Project” field.
3. Field 16a, “Congressional Districts,” is pre-populated from the Applicant Profile.
 - Applicants cannot modify the populated data on this screen; however, applicants may modify the Applicant Profile to correct any errors identified.
4. In field 16b, select the congressional district(s) in which the project operates in the “Projects” field. Highlight one district, or hold the CTRL key and select multiple districts to make more than one district selection.
 - Using the single arrow key, move your selection from the left box to the right box.
5. Under field 17, “Proposed Project,” enter the project’s operating start and end dates in the appropriate fields.
 - Field 18, “Estimated Funding,” cannot be edited.
6. Select “Save & Next” to continue.

UFA Costs Application

1E. Compliance

The following steps provide instructions on completing the “Compliance” screen for Part 1: SF-424 of the FY 2024 UFA Costs Project Application.

1E. SF-424 Compliance

* 19. Is the Application Subject to Review By State Executive Order 12372 Process? -- select --

If "YES", enter the date this application was made available to the State for review:

* 20. Is the Applicant delinquent on any Federal debt? No

If "YES," provide an explanation:

characters remaining.

Select "Save & Next" to continue

Save & Back Save Save & Next

Back Next

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

Steps

1. In field 19, the “Is the Application Subject to Review By State Executive Order 12372 Process?” field, select the correct option from the dropdown menu.
 - If the state or U.S. territory requires a review of the application, select “Yes” and enter the date on which the application was made available to the state. Then, continue to field 20 in step 2 below.
 - If the state or U.S. territory does not require a review of the Project Application, select “Program is subject to E.O. 12372 but has not been selected by the State for review.” Then, continue to field 20 in step 2 below.
 - If “Program is not covered by E.O. 12372” is selected, you will receive an error message and will not be allowed to continue. Programs must be covered by E.O. 12372 in order to submit for review.
2. In field 20, select “Yes” or “No” from the dropdown menu to indicate whether the applicant is delinquent on any federal debt.
 - If “No,” select “Save & Next.”
 - If “Yes,” an explanation must be entered in the field provided.
3. Select “Save & Next” to continue.

UFA Costs Application

1F. Declaration

The following steps provide instructions on completing the “Declaration” screen for Part 1: SF-424 of the FY 2024 UFA Costs Project Application, as well as reviewing information populated from the “Applicant Profile” and “Projects” screens.

1F. SF-424 Declaration

By signing and submitting this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

* I AGREE: Select "I AGREE"

21. Authorized Representative

Prefix: Mayor

First Name: Jan

Middle Name:

Last Name: Hammer

Suffix: -- select --

Title: Mayor

Telephone Number: (314) 555-5555
(Format: 123-456-7890)

Fax Number: (314) 555-5553
(Format: 123-456-7890)

Email: jan@fakeorg.org

Signature of Authorized Representative: Considered signed upon submission

Date Signed: 07/23/2024 Select "Save & Next" to continue

Save & Back Save Save & Next

Back Next

Steps

1. Select the box stating that you agree with the statement about certifying information in the SF-424 section of the FY 2024 UFA Costs Project Application.
2. In field 21, verify that the Authorized Representative information is complete and accurate.
Note: The Authorized Representative information must be for the person who is legally able to enter into a contract for the organization. This is the person who can legally sign the grant agreement if the new Project Application is selected for conditional award.
3. Select “Save & Next” to continue.

UFA Costs Application

1G. HUD 2880

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

Due to the complexity of the form, a separate resource provides instructions on completing the HUD Form 2880 in both the Project Applicant Profile and the Project Applications (New, Renewal, CoC Planning, and UFA Costs).

Refer to the following resource:

- <https://files.hudexchange.info/resources/documents/How-to-Complete-the-HUD-Form-2880-in-e-snaps.pdf>

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

- Form 2880 in the Project Applicant Profile
 - Part I
 - Part II
 - Part III
- Form 2880 in the Project Applications
 - Part I
 - Part II
 - Part III



See the [Project Applicant Profile Navigational Guide](#) and the [How to Complete the HUD Form 2880](#) resource for assistance with this section.

REMINDER:

If any pre-populated information is incorrect, you must correct it in the Project Applicant Profile. To revise the Project Applicant Profile, see the instructions under the [Updating the Applicant Profile](#) section of this guide.

UFA Costs Application

1H. HUD 50070

The HUD Form 50070 is incorporated into the Project Application. Project Applicants will complete and certify this form as a screen in *e-snaps*. The following steps provide instructions on completing all the mandatory fields marked with an asterisk (*) on the “HUD 50070—Drug-Free Workplace Certification” screen for Part 1: SF-424 of the FY 2024 UFA Cost Project Application, as well as reviewing information populated from the Project Applicant Profile screens.

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

WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §3729, 3802)

Authorized Representative

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Title:

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

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

Email:

Signature of Authorized Representative:

Date Signed:

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

Callouts: "Select to certify" (pointing to the certification checkbox), "Select 'Save & Next' to continue" (pointing to the Save & Next button)

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

Steps

1. Review parts A through G of the certification statement.
2. Select the box stating that you certify that the information on the HUD 50070 in the SF-424 section of the FY 2024 UFA Costs Project Application is correct.
3. Verify that the Authorized Representative information is complete and accurate.

Note: The Authorized Representative information must be for the person who is legally able to enter into a contract for the organization. This is the person who can legally sign the grant agreement if the New Project Application is selected for conditional award.

4. Select “Save & Next” to continue.

UFA Costs Application

11. Certification Regarding Lobbying

The following steps provide instructions on completing the “Certification Regarding Lobbying” screen for **Part 1: SF-424** of the FY 2024 Project Application.

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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

Select to certify

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

Applicant's Organization:

Name / Title of Authorized Official:

Signature of Authorized Official:

Date Signed:

Select "Save & Next" to continue

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

Steps

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

UFA Costs Application

1J. SF-LLL

The following steps provide instructions on completing all the mandatory fields marked with an asterisk (*) on the “SF-LLL—Disclosure of Lobbying” screen for **Part 1: SF-424** of the FY 2024 Project Application, as well as reviewing information populated from the Project Applicant Profile screens.

1J. SF-LLL

DISCLOSURE OF LOBBYING ACTIVITIES
Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352.
Approved by OMB: 4040-0013 (exp. 02/28/2025)

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 covered Federal action.”

Answer “No” if your organization is NOT engaged in lobbying.

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

Select “Yes” or “No” to reveal additional questions

Authorized Representative

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Title:

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

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

Email:

Save & Back

Save

Save & Next

Back

Next

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

Steps

1. Verify that all the project information is complete and accurate.
2. Select “Yes” or “No” to indicate if your organization participates in federal lobbying activities.
 - Additional questions will appear (see following pages).

UFA Costs Application

If "No" Lobbying Activities

11. SF-LLL

DISCLOSURE OF LOBBYING ACTIVITIES
Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352.
Approved by OMB: 4040-0013 (exp. 02/28/2025)

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. The requirement related to this question is as follows: "The filing of a form is required for each payment of a CoC grant to a lobbying entity for influencing or attempting to influence an officer or employee of Congress, an officer or employee of a Federal agency, or an employee of a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with the CoC Program."

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? No

Legal Name: City of St. Louis

Street 1: 123 Main St

Street 2:

City: St. Louis

County: St. Louis City

State: Missouri

Country: United States

Zip / Postal Code: 60000

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

I certify that this information is true and complete.

Authorized Representative

Prefix: Mayor

First Name: Jan

Middle Name:

Last Name: Hammer

Suffix: -- select --

Title: Mayor

Telephone Number: (314) 555-5555
(Format: 123-456-7890)

Fax Number: (314) 555-5553
(Format: 123-456-7890)

Email: jan@fakeorg.org

Signature of Authorized Official: Considered signed upon submission

Date Signed: 07/23/2024

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

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

Select "No" and confirm information

Select to certify

Select "Save & Next" to continue

Steps

1. If "No" to lobbying activities is selected, review the pre-populated data.
2. Select the box in field 11 stating that you certify that the information on the SF-LLL in the SF-424 section of the Renewal Project Application is correct.
3. Select "Save & Next" to continue to the next screen.

UFA Costs Application

If "Yes" Lobbying Activities

11. SF-LLL
DISCLOSURE OF LOBBYING ACTIVITIES
Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352.
Approved by OMB: 4840-0013 (exp. 02/28/2025)

HUD requires a new SF-LLL submitted with each annual CoC competition application.
Answer "Yes" if your organization is engaged in lobbying associated with the application on this screen. The requirement related to lobbying as explained in the instructions is required for each payment or agreement to make payment to any lobbying officer or employee of any agency, a Member of Congress, an officer or employee 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?

1. Type of Federal Action:
2. Status of Federal Action:
3. Report Type:

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

Congressional District, if known:
Available Items: AK-000, AL-001, AL-002, AL-003, AL-004, AL-005, AL-006, AL-007, AK-001, AK-002
Selected Items: MO-001

5. Federal Department/Agency:
7. Federal Program Name/Description and (CFDA Number):
8. Federal Action Number:
9. Award Amount:

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

3500 characters remaining

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

3500 characters remaining

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

* I certify that this information is true and complete. **Select to certify**

Authorized Representative
Prefix:
First Name:
Middle Name:
Last Name:
Suffix:
Title:
Telephone Number:
(Format: 123-456-7890)
Fax Number:
(Format: 123-456-7890)
Email:
Signature of Authorized Official:
Date Signed:

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

UFA Costs Application

Steps

1. If “Yes” to lobbying activities is selected, review the pre-populated data in fields 1, 2, and 3.
2. In field 4, indicate that the reporting entity is the prime.
 - The options include “Prime” and “Subrecipient,” but the Project Applicant should **always** be the prime.
3. Confirm the congressional districts or edit as needed.
4. Review fields 6, 7, 8, and 9.
5. In field 10a, provide the name and address of the lobbying registrant. If the registrant is an individual, provide their last name, first name, and middle initial.
6. In field 10b, provide the last name, first name, and middle initial of the individuals performing services. Provide their address if it is different from the address in field 10a.
7. After completing the questions, select the box in field 11 stating that you certify that the information on the SF-LLL in the SF-424 section of the UFA Costs Project Application is correct.
8. Select “Save & Next” to continue.

**Prime/
Recipient/
Subrecipient:**

The prime is the organization that receives the award; when the organization receives an award, it is called the recipient. The recipient is required to submit the Project Application and is referred to as the Project Applicant in the navigational guides.

The subrecipient NEVER submits the Project Application.

UFA Costs Application

1K. SF-424B

The following steps provide instructions on completing all the mandatory fields marked with an asterisk (*) on the “SF-424B—Assurances Non-Construction Programs” screen for **Part 1: SF-424** of the FY 2024 Project Application, as well as reviewing information populated from the Project Applicant Profile screens.

1K. SF-424B

Review the assurances

(SF-424B) ASSURANCES - NON-CONSTRUCTION PROGRAMS

OMB Number: 4040-0007
Expiration Date: 02/28/2022

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

As the duly authorized representative of the applicant, I certify: Select to certify

Authorized Representative for:

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Title:

Signature of Authorized Certifying Official:

Date Signed:

Select "Save & Next" to continue

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

Steps

1. Review the assurances on the screen.
2. Verify that the Authorized Representative information is complete and accurate.
3. Select the box stating that you certify these assurances.
4. Select “Save & Next” to continue.

UFA Costs Application

2A. Sources of Match

The following steps provide instructions on completing the “Sources of Match” screen for the FY 2024 UFA Costs Project Application. The purpose of the screen is to summarize the match (in-kind and cash commitments) for your UFA Costs project. If you plan to use program income as match, you must provide an estimate of how much program income will be used.



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

2A. Sources of Match

The following list summarizes the funds that will be used as Match for the project. To add a Matching source to the list, select the icon. To view or update a Matching source already listed, select the icon.

Summary for Match

Total Value of Cash Commitments:

Total Value of In-Kind Commitments:

Total Value of All Commitments:

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

* 1a. Briefly describe the source of the program income: 3500 characters remaining.

Select "Add" icon

Amount of program income that will be used as Match for this project:

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

Save & Back Save Save & Next Back Next

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

Steps

1. In field 1, select “Yes” or “No” to indicate whether the project will generate program income to use as match.
 - If yes, fields 1a and 1b will appear.
 - In field 1a, briefly describe the source of program income.
 - In field 1b, enter the estimated amount of program income.
2. To add information to this list, select the “Add” icon above the “Delete” heading.
3. The “Sources of Match Details” screen will appear.

UFA Costs Application

2A. Sources of Match Details

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



The screenshot shows the 'Sources of Match Details' form. It contains four mandatory fields: 1. Type of commitment (dropdown), 2. Source (dropdown), 3. Name of Source (text box), and 4. Value of Written Commitment (text box). Below the fields are four buttons: 'Save', 'Save & Add Another', 'Save & Back to List', and 'Back to List'. A red note at the bottom states: 'Note: This formlet contains mandatory fields for which no value has been saved.' Callouts provide instructions: 'Select "Save & Add Another" to add another source of match' points to the 'Save & Add Another' button, and 'Select "Save & Back to List" when complete' points to the 'Save & Back to List' button. A note under field 3 says '(Be as specific as possible and include the office or grant program as applicable)'.

Steps

1. In field 1, select “Cash” or “In-Kind” as the type of commitment from the dropdown menu.
 - If “In-Kind” is selected, services to be provided by a third party must be documented before grant execution by a memorandum of understanding (MOU) between the recipient or subrecipient and the third party that will provide the services.
 - The MOU can be uploaded as an attachment with your application or submitted to HUD prior to grant execution.
2. In field 2, select “Government” or “Private” as the type of source from the dropdown menu.
3. In field 3, enter the name of the source of the commitment in the text box. Be as specific as possible in naming the source and include the name of the office or grant program as applicable.
4. In field 4, enter the total dollar value for the “Value of Written Commitment” field.
5. To add an additional source of match, select “Save & Add Another.”
6. Once you have completed all of the “Details” screens that your project requires, select “Save & Back to List” to return to the “Sources of Match” screen.

UFA Costs Application

2A. Sources of Match

The following list summarizes the funds that will be used as Match for the project. To add a Matching source to the list, select the  icon. To view or update a Matching source already listed, select the  icon.

Summary for Match





Total Value of Cash Commitments:

Total Value of In-Kind Commitments:

Total Value of All Commitments:

* 1. Will this project generate program income described in 24 CFR for this project?



[Show Filters] [Clear]

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

Annotations:

- Review calculations (points to summary box)
- Select "View" icon to edit (points to view icon in table)
- Select "Delete" icon to delete (points to delete icon in table)
- Select "Next" to continue (points to Next button)

Steps (continued)

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

UFA Costs Application

2B. Funding Request

The following steps provide instructions on completing the “Funding Request” screen for the FY 2024 UFA Costs Project Application. The purpose of the “Funding Request” screen is to describe the quantity and dollar amount of each type of eligible UFA Costs you are requesting and to determine the total budget of your UFA Costs Project Application.

In the “Annual Assistance Request (Applicant)” column, you will enter the annual amount for each applicable budget line item. Though the FY2024 CoC Competition NOFO covers two years (FY2024 and FY2025), the funding will be disbursed as two one-year budget periods. Your application in e-snaps must reflect only one year of funding.

2B. Funding Request

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

* 1. CoC Number and Name: MO-501 - St. Louis City CoC

2. CoC Collaborative Applicant Name: City of St. Louis

3. Project Name: MO-501 UFA Costs Project Application FY 2024

4. Select the project to be under grant agreement by September 30, 2026? -- select --

5. Select the project to allocate funds according to an indirect cost rate? -- select --

If "Yes," field 5a will appear

6. Select a grant term: 1 Year

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

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

* A quantity AND description must be entered for each requested cost. Any cost without a quantity and a description will be removed from the budget.

Eligible Costs:	Quantity	Annual Assistance Requested
1. Conducting and Recording Financial Transactions	test	\$25,000
2. Maintaining Financial Records	test	\$20
3. Annual Survey, Audit, or Evaluation of Subrecipient Financial Records	test	\$5,000
4. Monitoring of Subrecipients	test	\$20,000
5. Enforcing Subrecipient Compliance with Program Requirements	test	\$20
Total Costs Requested		\$50,040
Cash Match		\$15,000
In-Kind Match		\$0
Total Match		\$15,000
Total Budget		\$65,040

Gray-shaded rows are not editable

Select "Save" to automatically calculate the totals

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

Save & Back Save Save & Next

Back Next

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

NOTE:

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

UFA Costs Application

Steps

1. In field 1, select the CoC number and name from the dropdown menu.
2. In field 2, select the CoC applicant name from the dropdown menu.
3. In field 3, ensure that the pre-populated project name is correct. This name is based on the project name you provided when you created the project.
4. In field 4, select “Yes” or “No” from the dropdown menu to indicate whether it is feasible for the project to be under grant agreement by September 30, 2025.
5. In field 5, select “Yes” or “No” from the dropdown menu to indicate whether the project is proposing to allocate funds according to an indirect cost rate.
 - If “Yes,” field 5a will appear. In field 5a, complete the indirect cost rate schedule; list the cognizant agency, record the indirect cost rate and the direct cost rate, and select whether you plan to use the approved rate or the 10 percent de minimis rate.
6. In field 6, *e-snaps* will pre-populate the grant term as “1 Year.” You cannot edit it.
7. In field 7, provide a description that addresses the entire scope of the proposed project.
 - NOTE: When copying and pasting text from Microsoft Word into *e-snaps*, additional characters may be added to your text. Users should copy and paste the text into *e-snaps* from Notepad, which will remove any unnecessary formatting from Microsoft Word.
8. For each of the five eligible cost categories, enter the following:
 - Under the “Quantity AND Description” column, enter the quantity and a narrative description of up to 400 characters. Be brief and use abbreviations as often as possible.
 - Under the “Annual Assistance Requested” column, enter the dollar request for each year of the grant term.
 - The five eligible costs categories include the following:
 - i. Conducting and Recording Financial Transactions
 - ii. Maintaining Financial Records
 - iii. Annual Survey, Audit, or Evaluation of Subrecipient Financial Records
 - iv. Monitoring of Subrecipients
 - v. Enforcing Subrecipient Compliance with Program Requirements
9. Select “Save” to automatically calculate the “Total Costs Requested” and “Total Budget.”
10. Select “Save & Next” to continue.

UFA Costs Application

NOTE: *“Cash Match” and “In-Kind Match” fields are automatically populated. If they need to be changed, return to Screen “2A. Sources of Match” to make changes to these fields.*

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

UFA Costs Application

3A. Attachments

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

3A. Attachments					
Delete	Document Type	Required?	Download	Document Description	Date Attached
	1. Other Attachment(s)	No		--	No Attachment
	2. Other Attachment(s)	No		--	No Attachment

Select "Next" to continue.

Step

1. Select "Next" to continue.

UFA Costs Application

3A. In-Kind MOU Attachment

If a UFA is using in-kind match for their project, the services to be provided by a third party must be documented by an MOU between the recipient or subrecipient and the third party that will provide the services. The MOU must be attached to the Project Application or submitted prior to the grant agreement.

3A. In-Kind MOU Attachment					
Delete	Document Type	Required?	Download	Document Description	Date Attached
	In-Kind Match MOU	No		--	No Attachment

Back Next

Steps

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

UFA Costs Application

3A. Uploading an Attachment

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

Attachment Details

*** Document Description:**

*** File Name:** No file chosen

Document Type: In-Kind Match MOU

Maximum Size: 5 MB

Allowable Formats: jpg, zip, xlsx, img, ZIP*, tiff, bmp, rtf, gif, png, wpd, zipx, docx, pptx, tif, txt, pdf, ppt, doc, jpeg, xls


Instructions: For In-Kind Match Only: Services to be provided by a third party must be documented by a memorandum of understanding (MOU) between the recipient or subrecipient and the third party that will provide the services. MOU must be attached to the project application.

Steps

1. Enter the name of the document in the "Document Description" field.
2. Select "Browse" to the right of the "File Name" field to upload the file from your computer.
 - The allowable formats are: zip, xls, xlsx, wpd, pdf, zipx, doc, ZIP, docx, rtf, txt.
3. Select "Save & Back to List" to return to the "Attachments" screen.
4. On the "Attachments" screen, select "Next."

NOTE:

To delete an uploaded attachment:

- Select the "Delete" icon  that appears to the left of the document name.
- Confirm the deletion in the pop-up window.

UFA Costs Application

3B. Certification

Applicants must certify that their programs will comply with all applicable Fair Housing and Equal Opportunity laws. The following steps provide instructions on completing the “Certification” screen of the application.

Review certification statement

Name of Authorized Certifying Official: Jan Hammer

Date: 07/23/2024

Title: Mayor

Applicant Organization: City of St. Louis

PHA Number (For PHA Applicants Only):

* I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. **WARNING:** Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802).

Select to certify

Select "Save & Next" to continue

Save & Back Save Save & Next

Back Next

Steps

1. Review part A of the certification statement.
2. If the applicant is unable to certify any of the statements in part A of the certification, attach an explanation on the “Attachments” screen using one of the available links.
3. Verify the name of the Project Applicant organization’s Authorized Certifying Official.
4. Verify that the current date auto-populates in the “Date” field.
5. Verify the title of the Project Applicant organization’s Authorized Certifying Official.
6. Verify the name of the Project Applicant Organization.
7. If the organization is a Public Housing Authority (PHA), enter the PHA number. Otherwise, leave it blank.
8. Select the box next to the certification statement.
9. Select “Save & Next” to continue.

UFA Costs Application

4A. Submission Summary

Once the required information has been entered, the applicant needs to select the “Submit” button on the “Submission Summary” screen.

The “Submission Summary” screen shows the Project Application screens. In the “Last Updated” column, the system will identify the following:

- A date if the screen is complete.
- “No Input Required” if there is no input required.
- “Please Complete” if more information is needed.

Users with *e-snaps* access can go back to any screen by selecting the screen name on the left menu or on the screen name in the submissions list itself. Remember to select “Save” after any changes.

NOTE:

The “No Input Required” status on the “Submission Summary” screen indicates that additional information for that screen is not required for the Project Applicant to proceed to the next step in the e-snaps system.

In the context of this navigational guide, the applicant may proceed to the next steps in the Project Application process.

HUD, however, may require the item prior to the awarding of program funds.

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

UFA Costs Application

Submitting the Project Application

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

4A. Submission Summary

		Last Updated	Mandatory
--	1A. SF-424 Application Type	No Input Required	No
✓	1B. SF-424 Legal Applicant	07/22/2024	
--	1C. SF-424 Application Details	No Input Required	
✓	1D. SF-424 Congressional District(s)	07/23/2024	Yes
✓	1E. SF-424 Compliance	07/23/2024	Yes
✓	1F. SF-424 Declaration	07/23/2024	Yes
✓	1G. HUD 2880	07/23/2024	Yes
✓	1H. HUD 50070	07/22/2024	Yes
✓	1I. Cert. Lobbying	07/23/2024	Yes
✓	1J. SF-LLL	07/23/2024	Yes
✓	1K. SF-424B	07/22/2024	Yes
✓	2A. Match	07/23/2024	Yes
✓	2B. Funding Request	07/23/2024	Yes
--	3A. Attachments	No Input Required	No
✓	3B. Certification	07/23/2024	Yes

Buttons: Back, Export to PDF, Get PDF Viewer, Submit

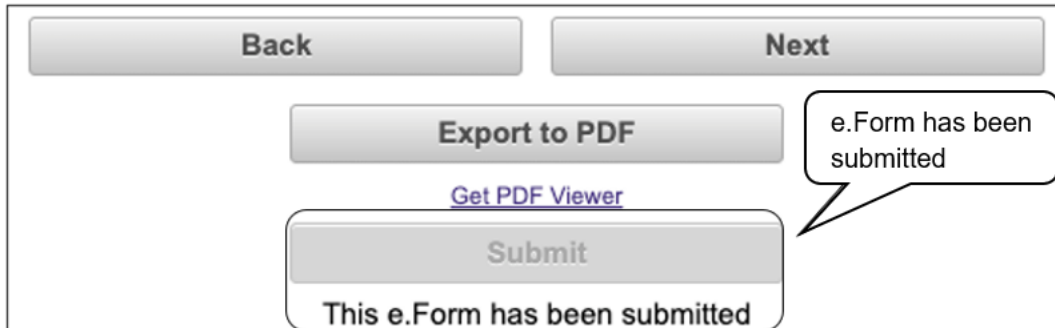
Steps

1. If you are not already on the “Submission Summary” screen, select it on the left menu bar.
2. Review the “Last Updated” column to confirm all screens are complete.
 - For any item(s) that state “Please Complete,” either select the link under the “Page” column or select the item on the left menu bar. Complete the screen, save the information on the screen, then return to the “Submission Summary” screen.
3. Select the “Submit” button.
 - The “Submit” button will be grayed out. Below it, there will be text stating, “This e.Form has been submitted.”

UFA Costs Application

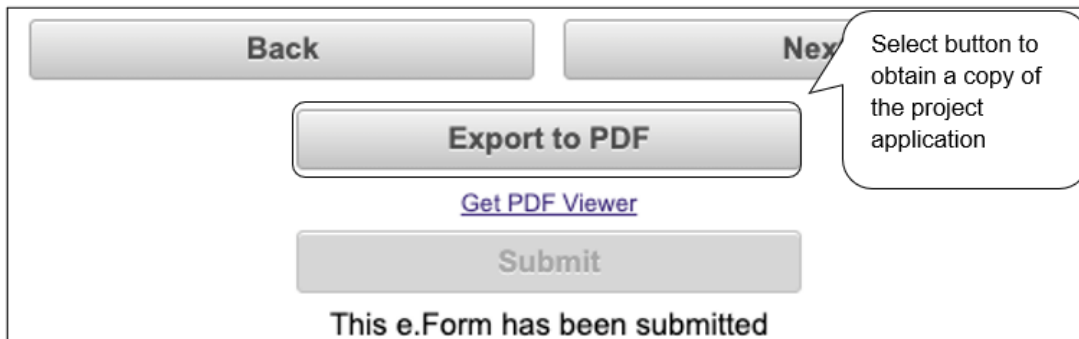
After Selecting the “Submit” Button

The following image shows the completed UFA Costs Project Application “Submission Summary” screen. Note that the “Submit” button is no longer active, but instead appears gray-shaded. The form is marked “This e.Form has been submitted.”



Exporting to PDF

Applicants can obtain a hard copy of the UFA Costs Project Application using the “Export to PDF” button located at the bottom of the “Submission Summary” screen under the navigation buttons.



Steps

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

UFA Costs Application

Troubleshooting 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”), then it is not active and you cannot select it. You will not be permitted to complete your form at this time. The “Submit” button will appear gray if information is missing on any of the required Project Application forms or in the Applicant Profile.

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

4A. Submission Summary

Complete	Page	Last Updated	Mandatory
--	1A. SF-424 Application Type	No Input Required	No
✓	1B. SF-424 Legal Applicant	07/22/24	No
--	1C. SF-424 Application Details	No Input Required	No
✓	1D. SF-424 Congressional District(s)	07/23/2024	Yes
✓	1E. SF-424 Compliance	07/23/2024	Yes
✓	1F. SF-424 Declaration	07/23/2024	Yes
✓	1G. HUD 2880	07/23/2024	Yes
✓	1H. HUD 50070	07/22/2024	Yes
✓	1I. Lobbying	07/23/2024	Yes
✓	1J. LLL	07/23/2024	Yes
✓	1K. SF-424B	07/22/2024	Yes
✗	2A. Match	Please Complete	Yes
✗	2B. Funding Request	Please Complete	Yes
--	3A. Attachments	No Input Required	No
✗	3B. Certification	Please Complete	Yes

Notes:

- [2A. Match list must include at least 1 item\(s\).](#)
- [UFA total request must be greater than \\$0.](#)
- [For project submission, it must be feasible for the project to be under grant agreement by September 30, 2026.](#)

Buttons: Back, Export to PDF, Get PDF Viewer, Submit

Annotations:

- Review "Last Updated" column
- Screen is incomplete
- Inactive "Submit" button

Steps

1. Review your “Submission Summary” screen to determine which Project Application form needs to be completed. For the item(s) that state “Please Complete,” either select the link under the “Page” column or select the item on the left menu bar to return to that screen.
2. Complete the screen, then save the information.
3. Return to the “Submission Summary” screen. If there are more items that state “Please Complete,” repeat steps 1 and 2. When all screens are complete, select the “Submit” button.

UFA Costs Application

What the “Last Updated” column tells you. A date identifies a form with complete information for all required fields. It is the most recent date on which the completed form was saved.

- “Please Complete” identifies a form with information missing in one or more required fields.
- “No Input Required” identifies a form that is not required for completion by all projects. You are strongly encouraged to double-check these forms to ensure that all appropriate project information is completed.

What the “Notes” section at the bottom of the screen tells you. Notes are not a standard section on the “Submission Summary” screen, so you will not see this section all the time.

- If notes appear on the screen, they are located under the list of screens and above the navigational buttons.
- The notes provide information on the errors in the Project Application. Some notes include a link to the applicable form and error(s).

NOTE:

If you are still unable to submit the CoC Planning Project Application after following these instructions, please submit a question to the HUD e-snaps Help Desk at e-snaps@hud.gov.

Please provide specific details regarding the issue you are encountering, the steps you have taken up to the point the issue occurs, and any error messages.



Please also provide a screenshot whenever possible.

UFA Costs Application

Updating the Applicant Profile

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

Steps

1. Select "Back to Submissions List."
2. Select "Applicants" in the left menu bar.
3. Ensure your applicant name is selected in the dropdown menu at the top of the screen.
4. Select the "Open Folder" icon  to the left of the Applicant Name.
5. Select "Submission Summary" on the left menu bar.
6. Select the "Edit" button.
7. Navigate to the applicable screen(s), make the edits, and select "Save."
8. Select "Submission Summary" on the left menu bar and select the "Complete" button.
9. Select "Back to Applicants List" on the left menu bar.
10. Select "Submissions" on the left menu bar.
11. Select the orange "folder" icon  to enter the UFA Costs Project Application. The change should have pulled forward.

UFA Costs Application

Project Application Changes

NOTE:

For the UFA Costs Project Application, the Collaborative Applicant and the Project Applicant are the same entity. Nevertheless, you have two roles and thus two Applicant Profiles.

You need to follow these steps as if you have two roles by switching the name of the applicant in the “Applicant” field that appears at the top left side of the “Applicants,” “Projects,” and “Submissions” screens.

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

Steps—Applicant Type

1. Collaborative Applicant

The following actions are taken by the Collaborative Applicant so the Project Applicant can change the Project Application:


 - Select the “notepad” icon on the Project Listing screen to “release” the Project Application back to the Project Applicant.
 - Update the project listing so the Project Application does not appear on the Project Listing.

NOTE: Specific instructions for Collaborative Applicants are available in the CoC Project Priority Listing Navigational Guide available at:

 - https://www.hud.gov/program_offices/comm_planning/coc/competition
2. Project Applicant

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

The following actions are taken by the Project Applicant once the Collaborative Applicant has released the Project Application:

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

After the Project Applicant has resubmitted 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).

UFA Costs Application

Next Steps

Congratulations on submitting your UFA Costs Project Application!

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

- https://www.hud.gov/program_offices/comm_planning/coc/competition
- <https://www.hudexchange.info/programs/e-snaps/>