

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, 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](#).

How to Complete the HUD Form 2880 in e-snaps

Project Applicant Profile

Project Applicant Profile: 2880 (Applicant/Recipient Information)

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

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.

Callout 1: Applicant information populates from the Applicant Profile: **Authorized Representative** screen.

Callout 2: Question 4 should be **blank** in the Applicant Profile. You cannot edit it.

Callout 3: Question 4 will have a dollar amount in the 2880 found in the **Project Application**. It will populate from the specific application's **Budget**.

How to Complete the HUD Form 2880 in e-snaps

Project Applicant Profile: 2880 (Part I)

The information below is for Part I on the HUD 2880 in the Applicant Profile.

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" for Part I. Guidance is provided under the Detailed Instructions section of this resource.

The response populates the 2880 in the **Project Application**. If you decide to change it, you need to change it here.

The \$200,000 is cumulative for **Federal grants** received by your organization. It is not for a specific project.

If NO:

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 next screen.

If YES:

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.

Part II Other Government Assistance Provided or Requested / Expected Sources

How to Complete the HUD Form 2880 in e-snaps

Project Applicant Profile: 2880 (Part II)

The information below is for the Part II on the HUD 2880 in the Project Applicant Profile, which appears when you indicate “Yes” that you expect to receive more than \$200,000 in cumulative funding.

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 U Fun
Example Text	Example Text	\$150,000.00	Example Text
Example Text	Example Text	\$150,000.00	Example Text

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

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

For each row, Column 3 must contain numerals, not text.

This should read “no other Department/Local Agency.” It is a typographical error on the form. These rows may be left blank.

This is not necessary. If there are no other Department/Local Agency, the line should be left blank

How to Complete the HUD Form 2880 in e-snaps

Project Applicant Profile: 2880 (Part III)

The information below is for the Part III on the HUD 2880 in the Project Applicant Profile, which appears when you indicate “Yes” that you expect to receive more than \$200,000 in cumulative funding.

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	NA	NA	NA
			Value is not a valid number	Value is not a valid number

You must complete at least one row to avoid an error on this page.

Columns 3 and 4 must contain numerals, not text.

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.

If "NA," in Columns 3 and 4, type "0."

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 last, title

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

Date Signed: 07/25/2017

Pulls from Authorized Representative screen of the Project Applicant Profile.

Save & Back Save Save & Next

Back Next

Check Spelling

How to Complete the HUD Form 2880 in e-snaps

Project Application

Project Application: 2880 (Completing the Screen and Troubleshooting a Frequently Encountered Error)

All of the fields in the 2880 form in the **Project Application** populate from either the Project Applicant Profile or the Summary Budget of the Project Application as indicated below. The only field on the 2880 in the Project Application that you must complete is the “I agree” box at the bottom of the screen (shown in the figure below).

The information below is for the Part I on the HUD 2880 in the **Project Application** when you indicate that you do NOT expect to receive more than \$200,000 in cumulative funding but your funding request exceeds \$200,000.

e-snaps compares the dollar amount in Question 4 in the HUD 2880 Applicant Information section with your answer about the amount you expect to receive. If the project is requesting more than \$200,000, your answer must be “Yes.”

In this example, you must go back to the Applicant Profile and change your response to Part I, question 2.

The screenshot displays the HUD Form 2880 Project Application interface. On the left is a navigation menu with sections 3B through 8B. The main content area is titled 'Part I - Threshold Determinations'. It contains two questions: '1. Are you applying for assistance for a specific project or activity?' (answered 'Yes') and '* 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)?' (answered 'No'). A red warning message states: '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.' Below this is a 'Certification' section with a warning about penalties for false statements, a statement of truth, and a checked 'I AGREE' box. At the bottom are buttons for 'Save & Back', 'Save', 'Save & Next', 'Back', 'Next', and 'Check Spelling'.

NOTE: *If you completed Sections II and III on the 2880 in the Project Applicant Profile, the information will pull forward to the 2880 in the Project Application.*

How to Complete the HUD Form 2880 in e-snaps

e.Forms

TestUser3

Renewal Project Application FY2017

Applicant Name: Project Applicant A
Applicant Number: 030700000
Project Name: Renewal Application Test FY2017
Project Number: 135686

Renewal Project Application FY2017

FY2016 Renewal Project Application Instructions

Before Starting
Part 1 - Forms
1A. SF-424 Application Type
1B. SF-424 Legal Applicant
1C. SF-424 Application Details
1D. SF-424 Congressional District(s)
1E. SF-424 Compliance
1F. SF-424 Declaration
1G. HUD-2880
1H. HUD-50070
1I. Cert. Lobbying
1J. SF-LLL
Additional Information
Part 2 - Recipient and Subrecipient Information
2A. Subrecipients
2B. Recipient Performance
Part 3 - Project

1G. HUD 2880

Applicant/Recipient Disclosure/Update Report - Form 2880
U.S. Department of Housing and Urban Development
OMB Approval No. 2510-0011 (exp.11/30/2018)

Applicant/Recipient Information

1. Applicant/Recipient Name, Address, and Phone

Agency Legal Name: Test Organization 2

Prefix: Ms.

First Name: first

Middle Name:

Last Name: last

Suffix: --select--

Title: title

Organizational Affiliation: Test Organization 2

Telephone Number: (123) 456-7890

Extension:

Email: Name@Organization.org

City: Washington

County:

State: District of Columbia

Country: United States

Zip/Postal Code: 20410

2. Employer ID Number (EIN): 12-1234567

3. HUD Program: Continuum of Care Program

4. Amount of HUD Assistance Requested/Received: \$225,000.00
(Requested amounts will be automatically entered within applications)

5. State the name and location (street address, city and state) of the project or activity: Renewal Application Test FY2017 125 Test S
Refer to project name, addresses and CoC Project Identifying Number (PIN) entered into the attached project application.

In this example, the "Sub-total Costs Requested" for \$250,000 on the Summary Budget screen exceeds \$200,000.

How to Complete the HUD Form 2880 in e-snaps

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.

Project applicants can update inaccurate information appearing on Screen 1G in the Project Applicant Profile, then update each portion of your Profile as needed.

Note: If project applicants are seeing inaccurate information in the form on Screen 1G be sure to follow the “within” application instructions above.

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 “Authorized Representative” Screen of the Project Applicant Profile. Update the “Authorized Representative” screen in the Project Applicant Profile to correct this information, as needed.

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. Once the Summary Budget total is accurate upon submission, this amount will also be accurate.

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

How to Complete the HUD Form 2880 in e-snaps

(Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9.

Within the Project Applicant Profile,

- Select “Yes” if the combined total amount of all your agencies 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.
- Select “No” if the combined total amount of all your agencies annual CoC project applications are \$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 form can then be submitted after the “I agree” checkbox is selected. This field 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 form 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 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).

How to Complete the HUD Form 2880 in e-snaps

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.
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.