#### Introduction

New in FY 2017, 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).

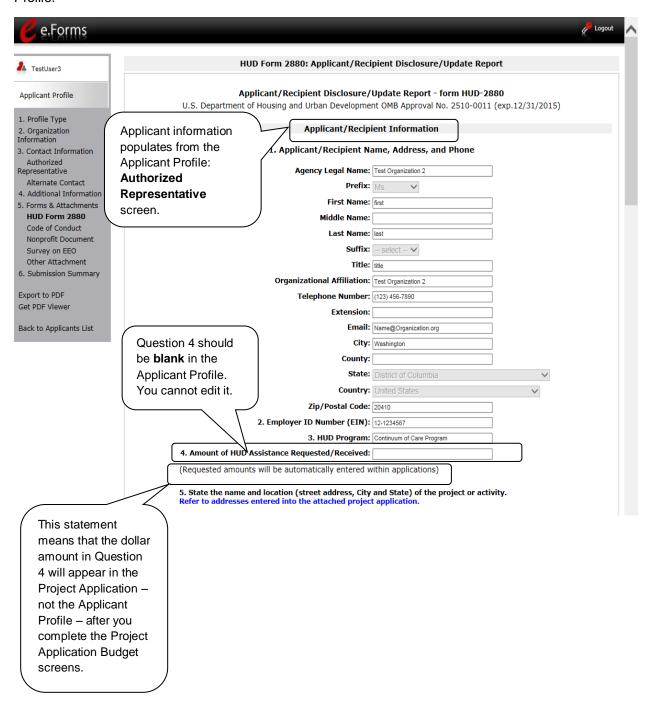
This resource provides instructions on completing the HUD Form 2880 in both places. The 2880 is divided into three parts. Therefore, this resource is organized as follows:

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

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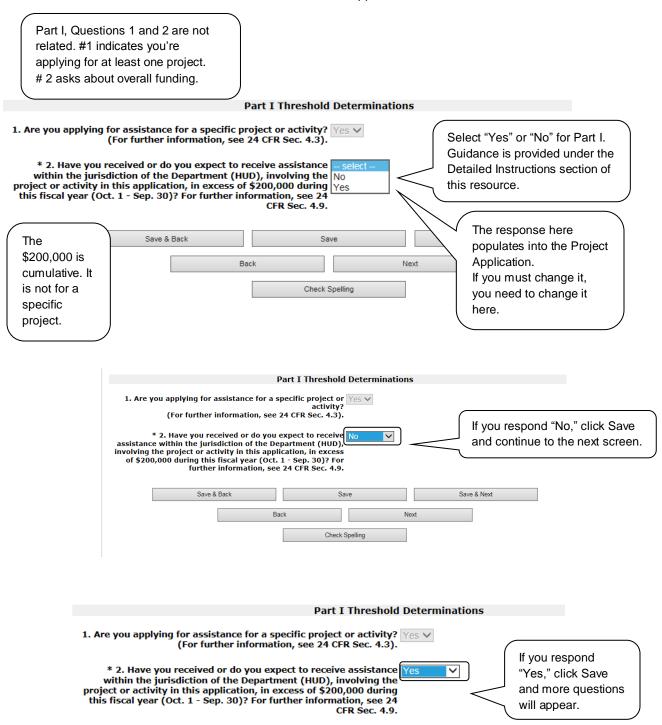
# Project Applicant Profile: 2880 (Applicant/Recipient Information)

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



#### Project Applicant Profile: 2880 (Part I)

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



Part II Other Government Assistance Provided or Requested / Expected Sources

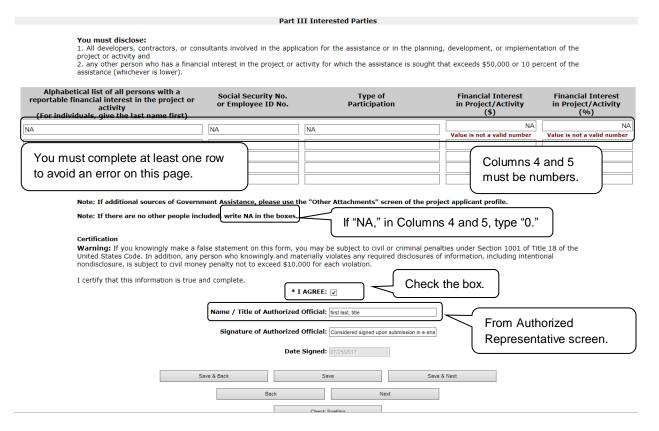
#### Project Applicant Profile: 2880 (Part II)

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 **Expected Uses of the** Type of Assistance **Amount Requested / Provided** and Address **Funds** Text Text Text Value is not a valid number Column 3 must be a number. 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 In Column 3, type "0."

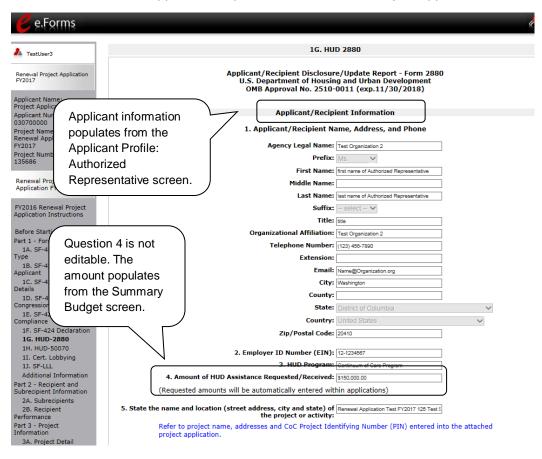
#### Project Applicant Profile: 2880 (Part III)

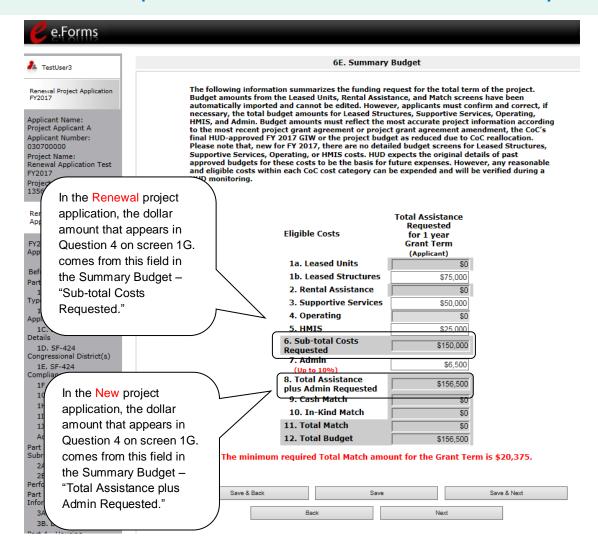
The information below is for the Part III on the HUD 2880 in the Project Applicant Profile, which appears when you indicate "Yes" that you expect to receive more than \$200,000 in cumulative funding.



# **Project Application: Screen 1G**(Applicant/Recipient Information)

The information below is for the Applicant/Recipient Information in the Project Application.





#### NOTE:

In the Renewal Project Application, Screen 1G, question 4 is currently populating from the Summary Budget "Sub-total Costs Requested" which does not include the Admin amount.

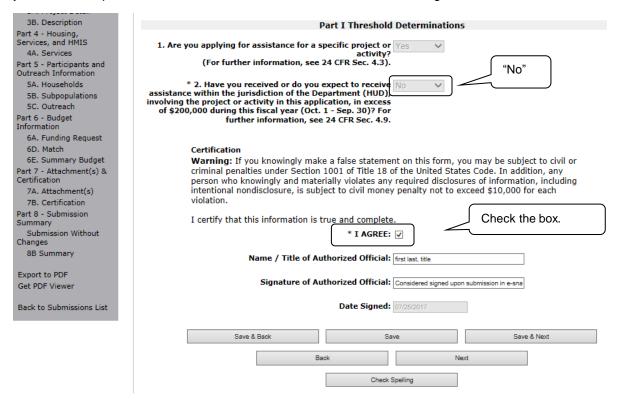
HUD is reviewing a possible correction in e-snaps to populate screen 1G, question 4 with the Summary Budget "Total Assistance plus Admin Requested" amount.

At this time, there is no action to be taken by the project applicant. This situation does not affect the applicant's ability to submit the project application to the CoC.

The HUD-2880 does not affect scoring, as it falls under Section I.D.c. and d. of the Program NOFA which is the General Section language.

#### Project Application: Screen 1G (Part I)

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.



#### Project Application: Screen 1G (Part I) (continued)

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.Forms									
⚠ TestUser3	1G. HUD 2880								
Renewal Project Application FY2017	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 Name: Project Applicant A Applicant Number:	In this example,	Applicant/Recip	ient Information						
030700000 Project Name:	the requested	1. Applicant/Recipient Name, Address, and Phone							
Renewal Application Test FY2017	amount of	Agency Legal Name:	Test Organization 2						
Project Number: 135686	\$250,000 on the	Prefix:	Ms. 🔻						
Renewal Project	Summary Budget	First Name:							
Application FY2017	screen exceeds	Middle Name: Last Name:							
FY2016 Renewal Project	\$200,000.		- select - ✓						
Application Instructions	You will get an	Title:							
Before Starting Part 1 - Forms	error message as	Organizational Affiliation:							
1A. SF-424 Application Type	shown in the next	Telephone Number: Extension:							
1B. SF-424 Legal Applicant	screenshot below.		Name@Organization.org						
1C. SF-424 Application Details		/	Washington						
1D. SF-424 Congressional District(s)		County: State:	District of Columbia						
1E. SF-424 Compliance			United States						
1F. SF-424 Declaration 1G. HUD-2880		Zip/Postal Code:	20410						
1H. HUD-50070 1I. Cert. Lobbying	<b>\</b>	2. Employer ID Number (EIN):	12-1234567						
1J. SF-LLL			Continuum or Care Program						
Additional Information Part 2 - Recipient and	(Paguastad am	4. Amount of HUD Assistance Requested/Received:	\$225,000.00						
Subrecipient Information 2A. Subrecipients		ounts will be automatically entered within applications)							
2B. Recipient Performance Part 3 - Project		(street address, city and state) of the project or activity: name, addresses and CoC Project Identifying Number (P							
3B. Description Part 4 - Housing, Services, and HMIS 4A. Services Part 5 - Participants and Outreach Information SA. Households	(For furth	In this example, you must go back to the Applicant Profile and change your response to Part I, question 2, to "Yes."							
5B. Subpopulations 5C. Outreach Part 6 - Budget	Sep. 30)? For furti	0,000 during this fiscal year (Oct. 1 - her information, see 24 CFR Sec. 4.9. \$200,000. Please update your Project Applicant Profi	ile for HUD 2880 in Part 1 question 2 to "Yes"						
6A. Funding Reques:		and update the form as needed.							
Here is the error message. e-snaps compares the dollar amount in Question		knowingly make a false statement on this form, you may be subject to civil or criminal penalties 1 of Title 18 of the United States Code. In addition, any person who knowingly and materially ed disclosures of information, including intentional nondisclosure, is subject to civil money penalty ,000 for each violation.  Information is true and complete.							
4 on screen	,	* I AGREE: ✓							
	000) with your ut the amount	Name / Title of Authorized Official: first last, title							
1	o receive (in	Signature of Authorized Official: Considered signed upon submission in e-sna							
this case, "N	`	Date Signed: 07/25/2017							
Since the pr	,	Save & Back Save Save & Next							
1	-	Back Next							
requesting n		Check Spelling	_						
\$200,000, yo must be "Ye	1								
· must na Va	s. /								

#### Project Application: Screen 1G (Parts II and III)

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

Information	Deal There had Delegation								
3A. Project Detail 3B. Description		Part I Threshold Determinations							
Part 4 - Housing, Services, and HMIS		1. Are you applying for assistance for a specific project or activity? $\forall es$ $\lor$ (For further information, see 24 CFR Sec. 4.3).							
4A. Services Part 5 - Participants and Outreach Information 5A. Households	* 2. Have you received or do you expect to receive assistance within the jurisdiction of the Yes  Department (HID), 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.								
5B. Subpopulations 5C. Outreach									
Part 6 - Budget	Part II Other Government Assistance Provided or Requested/Expected Sources and Use of Funds								
Information 6A. Funding Request 6D. Match	Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.								
6E. Summary Budget Part 7 - Attachment(s) & Certification	Dej	partment/Local Agency Name and Addres	SS	Type of Assistance	Amount Requested / Provided	Expected Uses of the Funds			
7A. Attachment(s)	Example Tex		Example Text		\$150,000.00	Example Text			
7B. Certification	Example Tex	d .	Example Text		150000.0	Example Text			
Part 8 - Submission Summary									
Submission Without Changes									
8B Summary									
Export to PDF	(								
Get PDF Viewer		Part III Interested Parties							
Back to Submissions List		You must disclose:							
Everything in P		activity and 2. any other person who has a financ (whichever is lower).  Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name	Social Security No. or Employee ID No.	or activity for which the assistance is Type of Participation	s sought that exceeds \$50,000 or :  Financial Interest in Project/Activity (\$)	10 percent of the assistance  Financial Interest in Project/Activity (%)			
II and III popula	ates	first) Example Text	Example Text	Example Text	\$30,000				
from the Applic	ant	Example Text	Example Text	Example Text	\$30,000	10%			
Profile (except	the I								
"I Agree" box).									
• •	ange anything in  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 negative to the versed \$1.0.00 for each violation.								
Parts II and III, must edit the	you	I certify that this information is true and complete.  * I AGREE: □			Check the box.				
Applicant Profil	e.			thorized Official: first name of Authorized F					
			Signature of A	thorized Official: Considered signed upon:  Date Signed: 07/25/2017	submission in e-sna				
			Save & Back	Save Next	Save & Next				
			В	Nex	A.				

#### **HUD Detailed Instructions:**

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

This section of this resource contains the guidance from the <u>HUD Detailed Instructions for Renewal</u>

<u>Project Applications</u> on the <u>CoC Program Competition: e-snaps Resources</u> 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

- <u>1. Applicant/Recipient Name, Address, and Phone.</u> 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.
- <u>2. Employer ID Number (EIN)</u>. 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. <u>Are you applying for assistance for a specific project or activity?</u> No action required. This information populates with "Yes."
- 2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year

(Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9. 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 from of each project application. Project applicants must certify in both locations that the information provided is true and complete.

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

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

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

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

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

- 1. Department/Local Agency Name and Address. Enter the name and address, city, State, and zip code of the government agency making the assistance available.
- 2. Type of Assistance: (e.g., loan, grant, loan insurance, tax credits).

- 3. Amount Requested/Provided: Enter the dollar amount of the other government assistance that is, or is expected to be, made available with respect to the project or activities for which the HUD assistance is sought (applicants) or has been provided (recipients).
- <u>4. Expected Uses of the Funds</u>: 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.