

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

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
 - Part I
 - Part II
 - Part III
- The 2880 in the Project Applications
 - Part I
 - Part II
 - Part III

How to Complete the HUD Form 2880 in e-snaps

Project Applicant Profile: 2880 (Applicant/Recipient Information)

The information below is for Applicant/Recipient Information on the HUD 2880 in the Project 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: This statement means that the dollar amount in Question 4 will appear in the Project Application – not the Applicant Profile – after you complete the Project Application Budget screens.

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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?

* 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 \$200,000 is cumulative. It is not for a specific project.

The response here populates into the Project Application. If you must change it, you need to change it here.

Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity?

* 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 you respond "No," click Save and continue to the next screen.

Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity?

* 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 you respond "Yes," click Save and more questions will appear.

Part II Other Government Assistance Provided or Requested / Expected Sources

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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 Uses of the Funds
<input type="text" value="Text"/>	<input type="text" value="Text"/>	<input type="text" value="Text x"/> <small>Value is not a valid number</small>	<input type="text" value="Text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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."

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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 4 and 5 must be numbers.

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 4 and 5, 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

From Authorized Representative screen.

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

Date Signed: 07/25/2017

Save & Back Save Save & Next

Back Next

Check Spelling

How to Complete the HUD Form 2880 in e-snaps

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

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

e.Forms

TestUser3

Renewal Project Application FY2017

Applicant Name: [blank]
Project Application Number: 030700000
Project Name: [blank]
Renewal Application FY2017
Project Number: 135685

Renewal Project Application FY2017

FY2016 Renewal Project Application Instructions

Before Starting
Part 1 - Form 2880
1A. SF-4 - Applicant Information
1B. SF-4 - Applicant Details
1C. SF-4 - Applicant Congressional District
1E. SF-4 - 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 Information
3A. Project Detail

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 name of Authorized Representative
Middle Name: [blank]
Last Name: last name of Authorized Representative
Suffix: --select--
Title: [blank]
Organizational Affiliation: Test Organization 2
Telephone Number: (123) 456-7890
Extension: [blank]
Email: Name@Organization.org
City: Washington
County: [blank]
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: \$150,000.00
(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

Refer to project name, addresses and CoC Project Identifying Number (PIN) entered into the attached project application.

Applicant information populates from the Applicant Profile: Authorized Representative screen.

Question 4 is not editable. The amount populates from the Summary Budget screen.

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6E. Summary Budget

The following information summarizes the funding request for the total term of the project. Budget amounts from the Leased Units, Rental Assistance, and Match screens have been automatically imported and cannot be edited. However, applicants must confirm and correct, if necessary, the total budget amounts for Leased Structures, Supportive Services, Operating, HMIS, and Admin. Budget amounts must reflect the most accurate project information according to the most recent project grant agreement or project grant agreement amendment, the CoC's final HUD-approved FY 2017 GIW or the project budget as reduced due to CoC reallocation. Please note that, new for FY 2017, there are no detailed budget screens for Leased Structures, Supportive Services, Operating, or HMIS costs. HUD expects the original details of past approved budgets for these costs to be the basis for future expenses. However, any reasonable and eligible costs within each CoC cost category can be expended and will be verified during a HUD monitoring.

Eligible Costs	Total Assistance Requested for 1 year Grant Term (Applicant)
1a. Leased Units	\$0
1b. Leased Structures	\$75,000
2. Rental Assistance	\$0
3. Supportive Services	\$50,000
4. Operating	\$0
5. HMIS	\$25,000
6. Sub-total Costs Requested	\$150,000
7. Admin (Up to 10%)	\$6,500
8. Total Assistance plus Admin Requested	\$156,500
9. Cash Match	\$0
10. In-Kind Match	\$0
11. Total Match	\$0
12. Total Budget	\$156,500

The minimum required Total Match amount for the Grant Term is \$20,375.

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

In the **Renewal** project application, the dollar amount that appears in Question 4 on screen 1G, comes from this field in the Summary Budget – “Sub-total Costs Requested.”

In the **New** project application, the dollar amount that appears in Question 4 on screen 1G, comes from this field in the Summary Budget – “Total Assistance plus Admin Requested.”

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.*

How to Complete the HUD Form 2880 in e-snaps

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.

- 3B. Description
- Part 4 - Housing, Services, and HMIS
- 4A. Services
- Part 5 - Participants and Outreach Information
- 5A. Households
- 5B. Subpopulations
- 5C. Outreach
- Part 6 - Budget Information
- 6A. Funding Request
- 6D. Match
- 6E. Summary Budget
- Part 7 - Attachment(s) & Certification
- 7A. Attachment(s)
- 7B. Certification
- Part 8 - Submission Summary
- Submission Without Changes
- 8B Summary
- Export to PDF
- Get PDF Viewer
- Back to Submissions List

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.

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:

Name / Title of Authorized Official:

Signature of Authorized Official:

Date Signed:

"No"

Check the box.

How to Complete the HUD Form 2880 in e-snaps

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.

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:
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 project name, addresses and CoC Project Identifying Number (PIN) entered into the attached project application.

In this example, the requested amount of \$250,000 on the Summary Budget screen exceeds \$200,000. You will get an error message as shown in the next screenshot below.

Part I Threshold Determinations

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

*** 2. Have you received or do you expect to receive assistance within the jurisdiction of the Department of Housing and Urban Development (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.

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.

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 red disclosures of information, including intentional nondisclosure, is subject to civil money penalty ,000 for each violation.

information is true and complete.

*** I AGREE:**

Name / Title of Authorized Official:

Signature of Authorized Official:

Date Signed:

Save & Back Save Save & Next
Back Next
Check Spelling

Here is the error message. e-snaps compares the dollar amount in Question 4 on screen 1G (in this case, \$250,000) with your answer about the amount you expect to receive (in this case, "No"). Since 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, to "Yes."

How to Complete the HUD Form 2880 in e-snaps

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

- 3A. Project Detail
- 3B. Description
- Part 4 - Housing Services, and HMIS
- 4A. Services
- Part 5 - Participants and Outreach Information
- 5A. Households
- 5B. Subpopulations
- 5C. Outreach
- Part 6 - Budget Information
- 6A. Funding Request
- 6D. Match
- 6E. Summary Budget
- Part 7 - Attachment(s) & Certification
- 7A. Attachment(s)
- 7B. Certification
- Part 8 - Submission Summary
- Submission Without Changes
- 8B Summary

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[Back to Submissions List](#)

Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity? Yes
(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)? Yes
For further information, see 24 CFR Sec. 4.9.

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

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

Department/Local Agency Name and Address	Type of Assistance	Amount Requested / Provided	Expected Uses of the Funds
Example Text	Example Text	\$150,000.00	Example Text
Example Text	Example Text	150000.0	Example Text

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 <small>(For individuals, give the last name first)</small>	Social Security No. or Employee ID No.	Type of Participation	Financial Interest in Project/Activity (\$)	Financial Interest in Project/Activity (%)
Example Text	Example Text	Example Text	\$30,000.00	10%

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:

Signature of Authorized Official:

Date Signed:

Save & Back

Save

Save & Next

Back

Next

Everything in Parts II and III populates from the Applicant Profile (except the "I Agree" box). If you need to change anything in Parts II and III, you must edit the Applicant Profile.

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.