



Renewal Project Application Instructions

Submission Deadline: Monday, September 30, 2024 at 4:59 PM PST

Introduction

Projects awarded CoC Program funding in FY 2023 who are eligible for renewal are invited to submit Renewal Project Applications to be considered for inclusion in Tehama CoC's 2024 CoC Application.

Eligible Applicants

Eligibility for submission of Renewal Project Applications is limited to projects listed in Tehama CoC's [2024 Grant Inventory Worksheet \(GIW\)](#). Eligible projects must have an existing grant agreement expiring in the calendar year 2025 or an award letter from the U.S. Department of Housing and Urban Development (HUD) for Project Funding awarded through the FY 2023 HUD CoC NOFO.

Available Funds

Projects eligible for renewal may request an amount up to the total Annual Renewal Amount listed in the [2024 GIW](#).

Eligible Project Types

Projects eligible for renewal must apply under the same Project Type, serving the same population, as was awarded in the previous year.

Changes to Renewal Projects

Changes that can be made through the Renewal Project Application process are limited to:

- **Voluntary Budget Reductions.** Applicants who have historically underspent CoC Program funds or who anticipate expending less than they have in previous years may voluntarily reduce the amount they request on their 2024 Renewal Project Application.
- **Minor Budget Adjustments.** Applicants may make shifts funding between Budget Line Item (BLI) in their eSnaps Renewal Project Application provided the shift is no

more than 10% of the BLI. To make any other budget adjustments, the applicant must work directly with HUD to execute a grant amendment after award.

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Tehama CoC strongly recommends that applicants planning to submit a Project Application complete and submit a [Project Intent to Apply Form](#) on or before September 13, 2024 for each project for which they plan to apply.

Applicants who submit one or more [Project Intent to Apply Forms](#) will be added to the **2024 Project Applicant Email List** and will receive application deadline reminders, notifications from Tehama CoC when Questions & Answers are posted, and an email invitation to the Tehama CoC's eSnaps Application Office Hours session, to be held in mid-September.

These notifications and updates will also be posted on the main 2024 CoC NOFO page on the CoC's website, however, **applicants who choose not to submit a Project Intent to Apply Form will need to check the CoC website themselves to stay up-to-date.**

[Renewal Project Application Submission Instructions](#)

The Renewal Project Application process consists of submitting **two** separate, required applications: the [2024 Renewal Project Application Online Form](#) and the [eSnaps Renewal Project Application](#). *Renewal Project applicants must submit both applications by September 30, 2024 at 4:59 PM PST. Renewal Project Applications without both applications submitted by the deadline will be disqualified, will not be scored and will not be considered for inclusion with Tehama CoC's 2024 CoC Application.*

- The [2024 Renewal Project Application Online Form](#) is specific to Tehama CoC and will be the application scored by Tehama CoC's Rating and Ranking Committee. The following resources relevant to this component are available on the [2024 CoC NOFO Project Application Submission](#) page:
 - The [2024 Renewal Project Application Online Form Template](#), which contains a preview of all questions on the online form to allow applicants to plan their responses ahead of completing the online form, as well as definitions, instructions, and clarifications where warranted.
 - [Renewal Project Scoring Criteria, Rating, and Ranking](#), a guiding document that explains how the [2024 Renewal Project Application Online Form](#) will be rated and ranked by Tehama CoC.
 - A link to the [2024 Renewal Project Application Online Form](#). Please note, however, that the Online Form can be saved once started and resumed using a Save Link that is unique to each started application. *Once you have*

saved your started application, you will use the Save Link to return to your started application. The link on the [2024 CoC NOFO Project Application Submission](#) will always lead to a new, blank instance of the Online Form.

- eSnaps is HUD's Online application submission system. The [eSnaps Renewal Project Application](#) that you complete will be the only part of your New Project Application that will be transmitted to HUD along with Tehama CoC's 2024 CoC Application, if your Renewal Project Application is selected for inclusion. The following resources relevant to this component are available on the [2024 CoC NOFO Project Application Submission](#) (click the [2024 Renewal Project Application eSnaps Resources](#) to access them):
 - [Accessing the Project Application in eSnaps](#) is a document published by HUD that will walk you through establishing the Renewal Project Application in eSnaps.
 - The [2024 Renewal Project Application Detailed Instructions](#), also a document published by HUD, will walk you through completing and submitting the New Project Application in eSnaps.

Tehama CoC will be holding an **eSnaps Application Office Hours** in mid-September to provide technical assistance to project applicants as needed with navigating the eSnaps system. The date and time of this session will be posted on the 2024 CoC NOFO page once scheduled, however, all **applicants that submit an Intent to Apply form on or before September 13, 2024 will receive an invitation to the eSnaps Application Office Hours session by email.**

Questions

Questions regarding the 2024 CoC NOFO process must be submitted via email to info@tehamacoc.org on or before September 23, 2024. Responses to questions received by the deadline will be posted on the [2024 CoC NOFO Questions & Answers](#) page as they become available.