

Butte Countywide Homeless Continuum of Care  
FY 2022 HUD Renewal Project Application Instructions

The process and forms to apply for funding for renewal projects is as follows:

1. Complete the CoC Renewal Project Questionnaire for each renewal project for which you are requesting funding. Email to Housing Tools as instructed below.
2. Prepare your Renewal Project application in eSnaps, save the application as a PDF, and email to Housing Tools as instructed below. **Do not submit the project in eSnaps.**
3. Provide the most recent APR for the applicable renewal project(s) you are applying for. Email to Housing Tools as instructed below. If you do not have an APR for the project as result of a HUD delay or other issue beyond your control, please provide a statement to that effect with a brief explanation.

The Grant Inventory Worksheet (GIW) provides the eligible application amounts for each Renewal Project and should be consulted to ensure you are applying for the correct funding level.

Renewal applicants are encouraged to access and use HUD's FY 2022 Detailed Instructions and Navigation Guides for Renewal Applications, which are available at:

[https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition#support](https://www.hud.gov/program_offices/comm_planning/coc/competition#support)

All materials noted above must be emailed, preferably as one complete package, to Housing Tools no later than 5:00 pm on August 30, 2022. If the files are too large to send in one email, you may send two emails with the required materials. In the subject line of the email, please indicate "2022 Butte CoC Renewal Project Application, (name of agency and project)". Send all materials to: [jcoles@housing-tools.com](mailto:jcoles@housing-tools.com) and [smorgado@housing-tools.com](mailto:smorgado@housing-tools.com).

Any questions regarding these instructions and the requirements may be sent to: [smorgado@housing-tools.com](mailto:smorgado@housing-tools.com).