



## 2021 Intent to Renew (ITR) Instructions

Each agency will submit one ITR form via online survey. In the form, agencies will be asked to provide agency and project-level information, including whether each project intends to apply for renewal funding. All projects receiving HUD CoC funding, including coordinated entry and system coordination projects, that were operating in 2020 must be included in the agency's ITR in order to be considered for renewal funding. This includes all new projects that were operating in 2020. For projects that have consolidated, submit them as consolidated.

### Accessing the Intent to Renew Form

You can find the Intent to Renew form [here](#). Please note that each agency is required to have a username and password to login to the form because known fields are automatically populated including your agency name, project name(s), and HMIS ID(s). Please [look up your username and password here](#).

The PDF version of the complete ITR form is available [here](#). This is available so you can review the form in its entirety prior to logging into the survey.

### Deadline for Submission

The deadline to submit your 2021 Intent to Renew form is Thursday, March 25 at 4:00 PM (CST). Submissions will only be accepted online via the survey tool.

### Training

All Chicago is offering an Intent to Renew webinar training on **Wednesday, March 17, from 10:00 - 11:30 am**. Please [register in advance](#). The training will be recorded and posted in the [All Chicago Training Portal](#). This training will provide information about the process and content of the ITR, as well as technical tips for using Alchemer (formerly SurveyGizmo). All Chicago encourages agencies to attend.

### Questions?

If you have any questions, we recommend reviewing the instructions within the ITR form. If your question is not answered there, please contact us at [CoCprograms@allchicago.org](mailto:CoCprograms@allchicago.org).