Housing Inventory Count Guide

All Housing Inventory worksheets need to be submitted as soon as possible, no later than 5PM January 31ᵗʰ, 2018

Housing Inventory Count (HIC) History:
Each year, the U.S. Department of Housing and Urban Development (HUD) requires each Continuum of Care (CoC) to count its housing inventory on the same night as the annually required Point-in-Time (PIT) count. This year, the counts will take place on **January 25, 2018.**

HIC Components:
The HIC includes inventory and capacity information about all programs dedicated to serving homeless persons in a community, regardless of the source of funding. The HIC captures inventory information for the following program types:
- Emergency Shelters (ES)
- Transitional Housing (TH)
- Permanent Housing (PH)
  - Permanent Supportive Housing (PSH)
  - Rapid Re-housing (RRH)
  - Other Permanent Housing (OPH)

Only homeless dedicated projects should be included in the HIC. A project is considered homeless dedicated:
- The primary intent of the project is to serve homeless persons
- The project verifies homeless status as part of its eligibility determination
- The actual project clients are predominantly homeless

HIC Worksheet Instructions:
All HIC worksheets should be completed via Google forms. Please complete a separate HIC worksheet for each applicable project within your agency, regardless of the funding source.
- For example if your agency has: 1 ES, 1 TH, and 2 PSH projects, you need to submit a separate HIC worksheet for each of the 4 projects.
- Use the links below to access the HIC worksheets.
  - Emergency Shelter
  - Transitional Housing
  - Permanent Supportive Housing
  - Rapid Re-housing
  - Other Permanent Housing

What information needs to be provided?
Review the HIC worksheet to see the complete list of questions. In addition to basic information such as organization and project name, address, project type, etc. you will be asked how your project's beds (and units) were used on the night of **January 25, 2018**.

You will need the **total number of beds and units broken down by household type**. In addition, you will need to provide further information about any of those beds that were **HMIS beds, beds dedicated to veterans and youth**; and, for permanent supportive housing programs, the number of beds for **chronically homeless.**

Bed and Unit Availability pertains to *Emergency Shelter Only* as these beds may change.

- Year-round beds are available all year.
- Seasonal beds are not available year- round, but instead are available on a planned basis, with set start and end dates, during an anticipated period of higher demand.
    - F*or the HIC, identify only the total number of seasonal beds available for occupancy on the night of the PIT count.*
- Overflow beds are available on an ad hoc or temporary basis during the year in response to demand that exceeds planned (year-round or seasonal) bed capacity.
    - *For the HIC, identify the total number of overflow beds that were available for occupancy on the night of the PIT count.*

ATTENTION: Rapid Rehousing Projects SPECIAL INSTRUCTIONS:

Unlike the rest of the project types, **RRH projects will list inventory based on the number of people who were enrolled in their project AND also in permanent housing (with or without rental assistance) on the night of the PIT count, 1/25/18.** This is because RRH projects have participants who may be enrolled in the project currently, but who are still homeless (e.g., staying in an emergency shelter) and seeking permanent housing **AND** participants who have located and are residing in permanent housing while still enrolled in the project.

For the purpose of reporting in the HIC, CoCs should count RRH beds and units based on the actual number of current project participants who are:

- actively enrolled in the project on the night of January 25, 2018, including persons who are only receiving supportive services in the RRH project; **AND**
- are in permanent housing on the night of January 25, 2018.
- NOTE: RRH projects that do not have any participants in permanent housing on the night of the PIT count (e.g., all participants are still in emergency shelter) should report zero (0) beds and zero (0) participants.

Example:

A project has 5 people enrolled on 1/25/18, three of the 5 have moved into their apartments (permanent housing) and two of the 5 are enrolled but staying in Emergency Shelter.

- On the HIC worksheet, you would count the 3 participants, and number of beds for each respective participant, that are still enrolled in the project AND have moved into permanent housing.
- You would NOT count the two participants that are enrolled in the project and are currently staying in Emergency Shelter.
    - The two participants in Emergency Shelter should be counted in the Sheltered portion of the PIT Count.

If your beds and units are fixed, such that your project dedicates (restricts) a certain number of beds for use by only one specific household type, below see the example of how list beds that are set-aside

- For example, if you have 10 beds and 6 of them are restricted for use only by "Households with children" (families) and the remaining 4 are restricted for use only by "Households without children" (individuals), separate the beds accordingly as shown below. You would distribute your units the same way. Assuming you have a total of 6 units and 2 are for households with children and 4 are for households without children, separate the units accordingly as shown below.

HH **WITH** children			HH **WITHOUT** children			HH with **ONLY** children		
Beds	Units	HMIS Beds	Beds	Units	HMIS Beds	Beds	Units	HMIS Beds
6	2	-	4	4	-			

HMIS beds: For the purpose of reporting in the HIC, a bed is considered a "HMIS participating bed" if the agency uses the HMIS database for the TX BoS CoC. "HMIS Beds" would mirror the number of beds recorded for each household type as shown below.

If the project does not use HMIS, you would leave the "HMIS Beds" box blank but fill in the other boxes as noted in the example above.

HH **WITH** children			HH **WITHOUT** children			HH with **ONLY** children		
Beds	Units	HMIS Beds	Beds	Units	HMIS Beds	Beds	Units	HMIS Beds
6	2	6	4	4	4			

For projects where the number of beds per unit varies or beds can be used by different household types, divide the beds based on average utilization.

- For example, a project has 100 beds that could be used by either "households with only children" or "households with at least one adult and one child" (families). If one-half of the beds are used by persons in "households with only children" on an average night and the other half are used by persons in "households with at least one adult and one child," then include 50 beds for "households with only children", and for the 50 beds for "households with at least one adult and one child" in the HIC.

HH **WITH** children			HH **WITHOUT** children			HH with **ONLY** children		
Beds	Units	HMIS Beds	Beds	Units	HMIS Beds	Beds	Units	HMIS Beds
50	1	-	-	-	-	50	1	

Glossary of Terms

Permanent Housing PH Definition:
For the purpose of the HIC, permanent housing inventory is divided into three groups: permanent supportive housing (PSH), rapid re-housing (RRH), and other permanent housing (OPH).

- To be considered PSH, the project must provide long-term housing to homeless individuals with disabilities and families in which one member of the household has a disability and supportive services that are designed to meet the needs of the program participants must be available to the household.
- To be considered a RRH bed and unit, the project must provide short-term or medium-term assistance (up to 24 months), the lease for units must be between the landlord and the program participant, the program participant must be able to select the unit they lease, and the provider cannot impose a restriction on how long the person may lease the unit, though the provider can impose a maximum length of time that grant funds will be used to assist the program participant in the unit.
- To be considered OPH, the provider must provide long-term housing that is not otherwise considered permanent supportive housing or rapid re-housing. HUD's HMIS Data Standards defines two project types that represent the other permanent housing inventory – PH: Housing with Services and PH: Housing Only. PH: Housing with Services projects provide long-term housing and supportive services for homeless persons, but do not limit eligibility to persons with a disability. PH: Housing Only projects provide long-term housing for homeless persons, but do not make supportive services available as part of the project, OPH beds should only be reported if they are dedicated to homeless persons, as outlined in the first paragraph of this section.

Bed Inventory: The total number of beds available for occupancy (these beds could have been filled on the night of the PIT Count OR they could have been empty) on the night of the PIT Count for each household type.

Unit Inventory: The total number of units available for occupancy on the night of the PIT count for each household type. Projects that do not have a fixed number of units (e.g., a congregate shelter program) may record the bed inventory, the number of residential facilities operated by the program, or the number of rooms used for overnight accommodation.

Target Population A (optional): A population is considered a "target population" if the project is intended to serve that population and at least three-fourths (75 percent) of the clients served by the project fit the target group descriptor. A single project is prohibited from having more than one Target Population A. Projects that do not target specific populations or that have opted not to track Target Population A may leave this data field blank.

Target Population B: The subpopulation served by project, if applicable. A population is considered a "target population" if the project is designed to serve that population and at least three-fourths (75 percent) of the clients served by the project fit the target group descriptor. A single project is prohibited from having more than one Target Population B. Note that there might be some projects that serve a target population of survivors of domestic violence but that do not qualify as a "victim service provider." For the purposes of the HIC, "Survivors of Domestic Violence" includes projects that serve people currently experiencing homelessness because they are fleeing domestic violence, dating violence, sexual assault, or stalking.

Victim Services Provider: Victim service providers are exempt from providing address information

Current inventory (C): Beds and units that where available for occupancy on or before January 31 of the year prior to the count. For example, for the 2018 HIC, beds and units available for occupancy on or before January 31, 2017.

New inventory (N): Beds and units that became available for occupancy between February 1 and January 31 of the year of the count. For example, for the 2018 HIC, beds and units available for occupancy between February 1, 2017 and January 31, 2018. Inventory designated as 'New' should represent an increase in capacity for the project from the previous year..

Under development (U): Beds and units that were fully funded but not available for occupancy as of January 31 of the year of the count. For example, for the 2018 HIC, beds and units that were fully funded but not available for occupancy as of January 31, 2018. For inventory identified as under development CoCs must also identify whether the bed/unit inventory is expected to be available for occupancy 12 months from January 31 of the previous year. For example, in the 2018 HIC, CoCs must identify whether the bed/unit inventory is expected to be available for occupancy by January 31, 2019

Disaster-Related Beds: Beds that were funded specifically because of a Presidentially declared disaster.

Facility-based Beds: (including cots or mats) located in a residential homeless assistance facility dedicated for use by persons who are homeless.

Voucher Beds: Beds located in a hotel or motel and made available by the homeless assistance project through vouchers or other forms of payment.

Other Beds: Beds located in a church or other facility not dedicated for use by persons who are homeless.

Households without children: Beds and units typically serving households with adults only. This includes households composed of unaccompanied adults (including unaccompanied youth age 18-24) and multiple adults (including households with multiple youth ages 18 to 24).

Households with at least one adult and one child: Beds and units typically serving households with (at least) one adult (including youth ages 18 to 24) and one child.

Households with only children: Beds and units typically serving households composed exclusively of persons under age 18, including one-child households, multi-child households or other household configurations composed only of children. For projects that have inventory designated for use by households with only children, care should be taken to ensure that this inventory is included in the HIC only in the category of households with only child.

Permanent Supportive Housing Chronic Homeless Bed Inventory: The number of PSH beds that are dedicated to house chronically homeless persons and their household members (if applicable) for all households types. Please note that ALL CoC funded projects in the TX BoS are dedicated. A dedicated bed is a bed that must be filled by a chronically homeless person (or a member of their household) who qualifies for the project unless there are no chronically homeless persons located within the geographic area who qualify. This is a higher standard than simply prioritizing persons experiencing chronic homelessness for available beds. The number of dedicated beds for chronically homeless persons is a subset of the total PSH bed inventory for a given project and must be equal to or less than the total bed inventory for the applicable household type.

Veteran Bed Inventory: The number of beds that are dedicated to house homeless veterans and their household members (if applicable) for with children and households without children. A dedicated bed is a bed that must be filled by a homeless veteran (or a member of the veteran's household) who qualifies for the project unless there are no homeless veterans and their families located within the geographic area who qualify. The number of beds for veterans is a subset of the total bed inventory for a given project and must be equal to or less than the total bed inventory for the applicable household type.

Youth Bed Inventory: The number of beds that are dedicated to house homeless youth, including parenting youth and unaccompanied youth and their household members (if applicable) for households with children and households without children. A dedicated bed is a bed that must be filled by a homeless youth (or a member of their household) who qualifies for the project unless there are no homeless youth located within the geographic area who qualify. The number of beds for youth is a subset of the total bed inventory for a given project and must be equal to or less than the total bed inventory for the applicable household type.

Seasonal Beds: Seasonal beds are not available year-round, but instead are available on a planned basis, with set start and end dates, during an anticipated period of higher demand. For the HIC, identify only the total number of seasonal beds available for occupancy on the night of the inventory count and indicate the start and end date for the season.

Overflow Beds: Overflow beds are available on an ad hoc or temporary basis during the year in response to demand that exceeds planned (year-round or seasonal) bed capacity. For the HIC, identify the total number of overflow beds that were available for occupancy on the night of the inventory count. If there is no fixed number of overflow beds, CoCs may instead report the number of overflow beds that were occupied on the night of the inventory count.

HMIS Participating Beds: The number of beds participating in HMIS on the date of the HIC for all household types. The number of HMIS participating beds must be identified for year round, seasonal, and overflow beds. For the purpose of reporting in the HIC, a bed is considered "an HMIS participating bed" if the project makes a reasonable effort to record all universal data elements on all clients served in that bed and discloses that information through agreed upon means to the HMIS Lead Agency at least once annually.