

Housing Inventory Count Guide

Please use as reference while completing the 2019 HIC worksheet(s)

All Housing Inventory Worksheets need to be submitted as soon as possible,
No later than 5PM February 1st, 2019 to kristin@thn.org

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1 Housing Inventory Count (HIC) History

The Housing Inventory Count (HIC) is designed to be an accurate reflection of each Continuum of Care's (CoC) capacity to house homeless and formerly homeless persons. Each year, the U.S. Department of Housing and Urban Development (HUD) requires the housing inventory count to occur on the same night as the annually required Point-in-Time (PIT) count.

The HIC accounts for Permanent Housing (PH) types, Rapid Re-housing and Permanent Supportive Housing as well as Temporary Housing types Emergency Shelters (ES) and Transitional Housing (TH) programs. This year, the counts will take place on **January 24, 2019**.

2 Project Information Instructions

The 2019 HIC Count worksheet is designed to be filled out in consecutive order. All answers should be recorded in the designated pink boxes using the drop down arrow. If there is NO drop down arrow, please type in your answer accordingly. If you feel that the options available do not provide adequate representation of your project, please select the most appropriate option and reference any additional information in the space provided.

*Regarding the address portion of the General Project Section, please take extra caution when reading the instructions and only provide the necessary information under your specific housing type. For example: victim service providers should ONLY provide zip code.

3 Funding Information Instructions

The HUD requires that all organizations report on the HIC where they get their funding from. The key on the right side of the HIC worksheet has all of the federal funding source acronyms listed and defined. Please only select the federal funding sources your project is currently receiving. If you do not receive federal funding please mark "No" in the appropriate sections and skip the associated question. If you only receive private funding please write the source name in the pink box. If you need to add any clarifying information use the 'Details you would like THN to know' section.

4 SPECIAL INSTRUCTIONS: Rapid Rehousing ONLY

This section pertains to Rapid Rehousing ONLY Programs as they may have participants who are enrolled in the project currently, but who are still homeless (e.g., staying in an emergency shelter) in addition to participants who have located and are residing in permanent housing while still enrolled in the project.

When filling out the 2019 HIC, all Rapid Rehousing projects should only include beds and units based on the actual number of current project participants who are **BOTH** residing in permanent

housing on the night of 1/24/2019 **AND** actively enrolled in the program on the night of 1/24/2019 (including those receiving support services). Individuals who are currently enrolled in the program but have not secured permanent housing should not be counted.

*On the HIC worksheet, make sure the number of participants in the 'Total occupancy' section reflects the same number of documented beds under the 'All Year-Round Beds/ Units for Household' section.

5 Year-Round Beds/ Units Household Information Instructions

In the All Year Round Beds/ Units for Household Information section, you will need to record the total number of **beds** and **units** broken down by household type in the designated pink cell boxes. 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 **ONLY**, the number of beds for **chronically homeless**.

5.1 Households WITH Children

For the Households WITH Children section, please document **beds** and **units** dedicated to serve a household of at least one adult (18 and over) and at least one child.

5.2 Households WITHOUT Children

For the Households WITHOUT Children section, please document **beds** and **units** dedicated to serve households with adults **ONLY**. In this context adults are individuals who are 18 and older.

5.3 Households ONLY Children <18

For the Households ONLY Children <18 section, please document **beds** and **units** dedicated to serve a household of individuals under the age of 18. These are beds that are exclusively used for individuals under the age of 18, which can include households made up of one individual child or multi-child households.

6 Temporary Bed Types: Emergency Shelter ONLY

This section pertains to Emergency Shelters **ONLY** as they are the only ones who will have Seasonal / and or Overflow beds.

6.1 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 example: if you put out extra beds during the winter months, from December 1st - February 1st.

- *For the HIC, identify only the total number of seasonal beds available for occupancy on the night of the PIT count, 1/24/2019.*

6.2 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) capacity. For example: if you put out extra beds in response to an emergent event, such as Hurricane Harvey.

- *For the HIC, identify the total number of overflow beds that were available for occupancy on the night of the PIT count, 1/24/2019.*

7 Helpful Resources

We have included a “**Key**” of all the terms/ acronyms we used in a box to the right of the 2019 HIC Worksheet. If you do not see this ‘**Key**’ on your screen, you will need to use the scroll bar at the bottom of the excel sheet to scroll to the right.

We have also included last years 2018 HIC responses in the Excel document to be used as a reference if needed. The purpose is for those who wish to compare their current numbers to their 2018 HIC numbers to see if there are any major discrepancies. To open the 2018 HIC you will need to click on the tab in the bottom left corner labeled ‘**2018 HIC- Use as Reference.**’

**The list is in alphabetical order by Organization Name.*