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2021 HOUSING INVENTORY COUNT GUIDE

HOUSING INVENTORY COUNT 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 Point-in-Time (PIT) count.

   i. **The count is on January 28th, 2021. The submission deadline is February 11th, 2021.**
   ii. The HIC gathers information from
      - Temporary Housing: **Emergency Shelter** (ES) & **Transitional Housing** (TH)
      - Permanent Housing: **Rapid Re-housing** (RRH) & **Permanent Supportive Housing** (PSH)

COUNT LOGISTICS: HTTPS://HICSURVEY.THN.ORG/HIC_SURVEY

Please fill out the 2021 HIC using the link above. All boxes with an asterisk (*) are required to be filled in before you can submit. This instructional guide mirrors the question order of the HIC survey and I would recommend having it pulled up while you complete your form. Next to each section title you will see the associated question numbers.

If you see a green drop down arrow next to a box, please select the answer that best fits your project. If none of the answer options apply, select N/A (when available) or submit a question with this link: https://thn.wufoo.com/forms/r17g8uol0je1fl7/.

GENERAL PROJECT INFORMATION (QUESTIONS 1-8)

   i. The organization name, project type, and project name will filter based on the current programs we have identified.
      - If you do not see your organization/project name or if there is an error, please submit a question here: https://thn.wufoo.com/forms/r17g8uol0je1fl7/.
   ii. Depending on your project type, there are different requirements for the address
      - If you are a **DV provider**, **ONLY provide the zip code** for your mailing address
      - If you are a single site project (typically ES/TH) you will provide the full address
      - If you are tenant based or a clustered site (typically RRH/PSH), you will provide the zip code for the area where the majority of the units are located. If this is not possible, use the zip code for your administration building.

FUNDING INFORMATION INSTRUCTIONS (QUESTIONS 9-11)

HUD requires that all organizations report on the HIC where they get their funding from. Please only select the federal funding sources your project is currently receiving. If you do not receive federal funding please mark "N/A" in the appropriate sections. If you need to add any clarifying information use the Comments section and a THN representative will follow-up to answer any questions.

DETAILED PROJECT DEFINITIONS (QUESTIONS 12-16)

i. **Inventory Type**
- **Current:** Beds and units that were available for occupancy on 1/28/21.
- **Under development:** Beds and units that were fully funded but not available for occupancy on the night of 1/28/21 that are expected to be available within 12 months.

ii. **Housing Type**
- **Site-based (single)**: All clients are housed in a single project facility
- **Site-based (cluster)**: All clients are housed in more than one project facility
- **Tenant-based**: Clients have leases or occupancy agreements for distinct units.

iii. **Target Population:** The project is designed to serve that population and at least three-fourths (75 percent) of the clients served by the project fit into that group.

iv. **Victim Service Provider:** A private nonprofit organization whose primary mission is to provide services to survivors of domestic violence, dating violence, sexual assault, or stalking.

v. **HMIS:** Homeless Management Information System. Victim Service Providers are prohibited from using HMIS.

OVERALL BED AND UNIT INVENTORY (QUESTIONS 17-21)

Every question in this section is required. If you do not have beds reserved for one of the household types, please write a zero. You will see your total bed number calculated for you at the top. This total includes the full number of beds in your project, if this number appears to be incorrect, you will need to fix the answers in question 18, 19, and 20.

i. **Multi-use Beds:** Beds that are not reserved for a specific household type or age range, meaning that they are on a first come, first served basis.
- You will need to split these beds into household types based on who stayed there on 1/28/21. Follow the formula on the form if you need guidance.

ii. **Unit Definition:** This is the room where the beds are located. It can range from a small room with only a few beds, to a large room that contains all your beds
- You only need to report units reserved for Families (adults with children)

iii. **Household Definitions**
- **Families (Adults with children):** If your project allows family members to share a bed, you would report this number based on the number of people sleeping in each bed.
  - There is at least one member of the household that is 18 years or older and one member of the household is under 18. This is a parent or guardian (older sibling/ other relative) and a child (under 18).
    - Example: A parent and child sleep in one bed= 2 beds
- **Individual Beds (Adults only):** These beds are usually reserved for single individuals, so you would report based on the number of physical beds.
  - Everyone in the household is 18 or older (usually a single adult or sometimes partners without children)
    - Example: A single adult= 1 bed

- **Children Only Beds:** These beds are usually reserved for single individuals, so you would report based on the number of physical beds.
  - o Everyone in the household is under 18
    - ➢ Example: 17 year old in their own= 1 bed

SUB POPULATION BED INVENTORY (QUESTIONS 22-25)

Every question in this section is required. If you do not have beds reserved for one of the subpopulations, please write a zero. As a reminder, these beds are portions of your total beds reported above, meaning that you cannot have more subpopulation beds than you have total beds in the previous section. To help you visualize this, we added a feature where it will calculate the percentage of beds you have reserved for each subpopulation.

To be considered a subpopulation bed, it means that those beds are reserved for and only intended to be used by the particular group.

i. **Veteran Beds:** These beds are reserved for anyone who served in the armed forces or was activated in the national guard as well as anyone else in their household.
- **Veteran Family beds:** These are the number of beds in use by a veteran and any relatives (usually children). You will report them the same way as above.
  - o **Example:** A veteran and their 2 children share 2 beds= 3 beds
- **Veteran Individuals:** These are the number of beds in use by a single veteran or a veteran in a relationship with someone 18 or older.
  - o **Example:** A veteran in the shelter alone=1 bed
ii. **Youth Beds:** For the HIC, youth are defined as those who are between the ages of 18-24 and are their own head of household (meaning they do not have anyone over the age of 24 staying in the shelter with them)
- **Parenting Youth beds:** These beds are reserved for 18-24 year olds with a child or family member under the age of 18.
  - o **Example:** An 18-24 year old with a 5 year old child=2 beds
- **Unaccompanied Youth beds:** These are beds for 18-24 year olds who are alone, or only have other household members between the ages of 18-24 (siblings or other relative).
  - o **Example:** A set of siblings (18 and 23 years old)= 2 beds

TEMPORARY BEDS: EMERGENCY SHELTER ONLY (QUESTIONS 26-29)

This is the only section that is not required. This section will only appear for Emergency Shelter projects. **Ignore these instructions if you are a transitional housing program.**

i. **Overflow beds:** These are beds that your project will add if you reach capacity. If your project is at full capacity on 1/28/21, please report how many overflow beds were made available to additional clients.
- If your project has overflow beds but your all of your shelter beds are not full on the night of 1/28/21, please leave this section blank.

ii. **Seasonal Beds:** These are beds that your organization regularly plans to put out during the winter months. You will report any beds that are seasonally available on the night of 1/28/21.
- If you have seasonal beds that you add during a different time of year (ie the summer), please skip this section.
- For any seasonal bed you will need to include the start date of when they become available and when you remove them again.

TOTAL OCCUPANCY (QUESTIONS 30-31)

Every question in this section is required. This is the first section that is **referencing people instead of bed inventory**. You will need to report the number of people that fall under each household category on the night of 1/28/2021.

If you did not have any individuals under a particular category, please write a zero. **You cannot have more people in this section than you have total beds in your project.**

i. **Number of people in Families:** This is referencing the number of adults and children households that were staying the night of 1/28/21.
- You will include both the parent(s)/other guardian(s) and children on this line
  - **Example:** A mother and her three children were staying in the shelter= 4 people.
ii. **Number of Individuals:** This is the number of people over the age of 18 that did not have anyone under the age of 18 in their household
- This can include single individuals as well as adults with a partner or other relative (as long as everyone is 18 or older).
  - **Example:** A 25 year old and their 21 year old partner were staying the shelter= 2 individuals
iii. **Number of Children Only:** This is the number of children (under the age of 18) that do not have anyone else in their household over the age of 18.
- These are unaccompanied children without a parent or caregiver. Only document children in this section if they are without a caregiver above the age of 18.
  - **Example:** A 17 year old is staying in the shelter alone= 1 child.

COMPLETING AND SUBMITTING YOUR SURVEY

Once your form is filled in, click complete to submit your form. If you are not directed to the screen below, your form did not submit correctly.

Housing Inventory Count

Thank you for completing the survey!

If you have issues submitting, need to update or correct something, or have any other questions, please submit it here: https://thn.wufoo.com/forms/r17g8uol0je1fl7/. Thank you!