TABLE OF CONTENTS

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)& **Housing Authorities** (HA)

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.
   - **Please select Housing Authority as your Project Type (Question 5)**
   - 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. Address Requirements
   - 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 9-10)

HUD requires that all organizations report on the HIC where they get their funding from. To simplify this process we only included HUD-VASH in your list of funding requirements. If you receive any other source of federal funds, please mark that in the comments section.

DETAILED PROJECT DEFINITIONS (QUESTION 11)

i. **HMIS:** Homeless Management Information System. If your project does use our HMIS system (ClientTrack), please mark yes.

VOUCHER INFORMATION (QUESTIONS 12-14)

This section pertains directly to your HUD-VASH vouchers. If you have other vouchers, please do not include those in this section. Every question in this section is required

i. **Total Number of HUD VASH Vouchers designated for your organization:** This is the total number of VASH vouchers your organization has been allotted. Please only include the VASH vouchers.
   - This includes the vouchers in use and the ones that are not being used as of 1/28/21.

ii. **Vouchers IN USE by Veterans with Children:** This is only the number of vouchers that are currently being used by veteran families (at least one adult with at least one child). **HUD mandates that we separate vouchers based on the households they serve.** If you do not have this information please submit a question via this link so we can follow up with you: https://thn.wufoo.com/forms/r17g8uol0je1fl7/.

iii. **Vouchers IN USE by Veterans without Children:** This is only the number of vouchers that are currently being used by single veterans, or adult couples without children. **HUD mandates that we separate vouchers based on the households they serve.** If you do not have this information please submit a question via this link so we can follow up with you: https://thn.wufoo.com/forms/r17g8uol0je1fl7/.

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!