

PERMANENT HOUSING (RAPID RE-HOUSING AND PERMANENT SUPPORTIVE HOUSING)

TABLE OF CONTENTS

**Housing Inventory Count History** .....2

**Count Logistics**.....2

**General Project Information (Questions 1-8)** .....2

**Funding Information Instructions (Questions 9-11)** .....2

**Detailed Project Definitions (Questions 12-16)** .....3

**Special Instructions: Rapid Re-Housing ONLY**.....3

**Total Occupancy (Questions 17-24)** .....3

**Completing And Submitting Your Survey**.....5

## 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 28<sup>th</sup>, 2021. The submission deadline is February 11<sup>th</sup>, 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](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.

## SPECIAL INSTRUCTIONS: RAPID RE-HOUSING 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 are residing in permanent housing while still enrolled in the project.

When filling out the 2021 HIC, all Rapid Re-housing projects should only report on units and people based on the actual number of current project participants who are **BOTH**

- residing in permanent housing on the night of 1/28/21 **AND**
- actively enrolled in the program on the night of 1/28/21 (including those receiving support services).
  - Individuals who are currently enrolled in the program but have not secured permanent housing should not be counted.
  - If you do not have any clients that are currently enrolled **AND** housed on 1/28/21, please submit the form with zeros in the total occupancy section

## TOTAL OCCUPANCY (QUESTIONS 17-24)

Every question in this section is required. You will need to report the number of people that that were enrolled and permanently housed on 1/28/21.

Below are the definitions for each category you will need to submit. **If you do not have any people under one or more of the categories, please type zero.**

- i. **Number of Units Occupied by Families:** This is the number of apartments/homes/other domiciles that are being actively used by adults with children on 1/28/21.

## PERMANENT HOUSING (RAPID RE-HOUSING AND PERMANENT SUPPORTIVE HOUSING)

- This is not the number of units you have funding for, it is only the units that are currently in use as a residence.
  - **Example:** My project is paying for 20 separate apartments, only 5 of them are being used by an adult with a child= 5 units for families
- ii. **Number of People in Families:** This is the number of adults (18+) and their children (less than 18) that are currently housed on 1/28/21.
  - This number is the total people in families, not the number of families.
    - **Example:** my project is paying for 5 families and each family has 1 adult and 2 children= 15 people in families
  - **Veteran Families:** This is the number of people in families (adults and children), where at least one of the adults served in the armed forces or was an activated member of the National Guard.
    - Just like above, you are reporting the number of people in each veteran family. This number cannot exceed the total number reported in question 18. **If your whole project is dedicated to this population only, this number should equal the number you put in question 18.**
  - **Parenting Youth Families:** This is the number of people in households where there is an 18-24 year old with a child or family member under the age of 18. Nobody in the household can be over the age of 25.
    - Just like above, you are reporting the number of people in each parenting youth family. This number cannot exceed the total number reported in question 18. **If your whole project is dedicated to this population only, this number should equal the number you put in question 18.**
  - **Chronically Homeless Families (PSH ONLY):** This is the number of people in family households where at least one of the family members is chronically homeless (HUD definition is hyperlinked)
    - Just like above, you are reporting the number of people in each chronically homeless family. This number cannot exceed the total number reported in question 18. **If your whole project is dedicated to this population only, this number should equal the number you put in question 18.**
- iii. **Number of Individuals:** This is the number of single individuals or adults without children that are housed on 1/28/21
  - This includes the number of single adults as well as adults with partners, as long as everyone is over the age of 18.
    - **Example:** My project is paying for 10 single individuals and 3 adult couples without children= 19 individuals.
  - **Veteran Individuals** This is the number of adults (with no children) that served in the armed forces or were an activated member of the National Guard.
    - Just like above, you are reporting the number of people in each veteran household. This number cannot exceed the total number reported in question 18. **If your whole project is dedicated to this population only, this number should equal the number you put in question 18.**

## PERMANENT HOUSING (RAPID RE-HOUSING AND PERMANENT SUPPORTIVE HOUSING)

- **Unaccompanied Youth:** This is the number of people in households where there is an 18-24 year old without children or a guardian. Everyone in the household has to fall between 18 and 24 years old.
    - Just like above, you are reporting the number of people in each chronically homeless household. This number cannot exceed the total number reported in question 18. **If your whole project is dedicated to this population only, this number should equal the number you put in question 18.**
  - **Chronically Homeless Individuals (PSH ONLY):** This is the number of adults (who do not have children) that are considered chronically homeless (HUD definition is hyperlinked)
    - Just like above, you are reporting the number of people in each chronically homeless household. This number cannot exceed the total number reported in question 18. **If your whole project is dedicated to this population only, this number should equal the number you put in question 18.**
- iv. **Number of Children ONLY:** This is the number of individuals who are under 18, that do not have a parent or guardian over the age of 18.
- This number is only the children who do not have a caregiver over the age of 18. All children that have an adult caregiver should be counted under the People in Families Category
    - **Example:** My project is housing five 17 year olds who do not have a caregiver= 5 children
  - **Chronically Homeless Children (PSH ONLY):** This is the number of unaccompanied children (who do not have adult caregivers) that are considered chronically homeless (HUD definition is hyperlinked)
    - Just like above, you are reporting the number of people in each chronically homeless children household. This number cannot exceed the total number reported in question 18. **If your whole project is dedicated to this population only, this number should equal the number you put in question 18.**

## 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!