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## 2022 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.

- a) The count is on January 27<sup>th</sup>, 2022. The submission deadline is February 10<sup>th</sup>, 2022.
- b) 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://www.surveymonkey.com/r/DZTYGV2>

Please fill out the 2022 HIC using the link above. All questions 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.

If none of the answer options apply, select N/A (when available) or submit a question with this link: <https://thn.wufoo.com/forms/raphttps1t6uqnx/>.

### GENERAL PROJECT INFORMATION (Questions 1-9)

#### 1.-3. Name, Email, Phone Number.

- This is the name, email, and phone number for whomever would be the best person to follow up if we have questions.

#### 4.-6. Organization Name, Organization Address, City/ Zip code

- If you are a **Victim Service 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.

#### 7. Point-in-Time (PIT) Count Date

- a. For 2022, communities have been given the option of choosing between two count dates. If you are not closely involved with your local count and/or don't believe there is one, please contact [data@thn.org](mailto:data@thn.org) and we will inform you which date to select.

#### 8. Does your organization receive HUD-VASH OR Emergency Housing Vouchers (EHV)?

- a. The HUD-Veterans Affairs Supportive Housing (HUD-VASH) program serves veterans experiencing homelessness.
- b. The Emergency Housing Voucher (EHV) program is available through the American Rescue Plan Act (ARPA).
  - **If you have received this instructional guide, you will mark none of the above on this question.**

**9. Are you a Victim Service Provider?**

- a. 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.
- If you are an organization where the majority of your clients are survivors of domestic violence; however, this is not a requirement of entry, then you will mark no. If you have received this instructional guide, that means we have not designated you as a VSP. Please submit an email to [data@thn.org](mailto:data@thn.org) if you believe this is wrong.

**PROJECT INFORMATION (Questions 10-13)**

**10. Project Type**

- Each project must fill out a separate HIC. If your organization has multiple projects, please ensure that you submit one for each project type.
- If you need definitions for any of the project types, please use the question submission portal: <https://thn.wufoo.com/forms/raphttps1t6uqnx/>.

**11. Inventory Type**

- **Current:** Beds and units that were available for occupancy on 1/27/22.
- **Under development:** Beds and units that were fully funded but not available for occupancy on the night of 1/27/22 that are expected to be available within 12 months.

**12. 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.

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

**EMERGENCY SHELTER (ES) INFORMATION (Questions 14-18)****14. Organization and Project Name**

- This list includes both your Organization as well as the Project name we have on file for you. You can type CTRL+F to search for your name if you don't want to scroll through the list.
  - 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/raphttps1t6uqnx/>.
15. If either the Organization or Project name has changed since last year, you can write the new name in the comment section.

**16.-18. Funding Information**

- 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 "None of the above" in the appropriate sections.
- If there is an additional funding stream that you receive and is not an option in the list, you can send a note to THN at: <https://thn.wufoo.com/forms/raphttps1t6uqnx/>.

**BED AND UNIT INVENTORY: (ES) (Questions 19-22)**

Every question in this section is required. If you do not have beds reserved for one of the household types, please write a zero.

**Household Definitions**

**19. Families (Adults with children):** 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).

- a) **Beds:** 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.
- Example: A parent and child sleep in one bed= 2 beds.
- b) **Units:** 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).

**20. Individual Beds (Adults only):** Everyone in the household is 18 or older (usually a single adult or sometimes partners without children)

- a) These beds are usually reserved for single individuals, so you would report based on the number of physical beds.
- Example: A single adult= 1 bed.

**21. Children Only Beds:** Everyone in the household is under 18.

- a) These beds are usually reserved for single individuals, so you would report based on the number of physical beds.
- Example: 17-year-old in their own= 1 bed.

**22. Total Number of Beds:** This should be the total of beds when you add the family beds, adult only bed, and children only beds.

**SUB POPULATION BED INVENTORY: (ES) (Questions 23-26)**

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

**23. Beds specifically reserved for Veterans:** 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.

**24. Veteran Beds:**

a) **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.

- **Example:** A veteran and their 2 children share 2 beds= 3 beds.

b) **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.

- **Example:** A veteran in the shelter alone=1 bed.

**25. Beds specifically reserved for Youth:** 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).

**26. Youth Beds**

a) **Parenting Youth beds:** These beds are reserved for 18-24-year olds with a child or family member under the age of 18.

- **Example:** An 18-24-year-old with a 5-year-old child=2 beds.

b) **Unaccompanied Youth beds:** These are beds for 18-24-year old's who are alone, or only have other household members between the ages of 18-24 (siblings or other relative).

- **Example:** A set of siblings (18 and 23 years old) = 2 beds.

**TEMPORARY BEDS: (ES ONLY) (Questions 27-29)**

This is the only section that is not required. This section will only appear for Emergency Shelter projects. **Ignore these instructions if you are any other project type.**

**27. Overflow beds:** These are beds that your project will add if you reach capacity. If your project is at full capacity on 1/27/22, please report how many overflow beds were made available to additional clients.

a) If your project has overflow beds but your all of your shelter beds are not full on the night of 1/27/22, please leave this section blank.

**28. 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 1/27/22.

a) If you have seasonal beds that you add during a different time of year (i.e. the summer), please skip this section.

**29. Seasonal Bed Start and End Dates:** 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: (ES) (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 1/27/2022.

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.**

#### **30. Total Occupancy**

- a) **Number of people in Families:** This is referencing the number of adults and children households that were staying the night of 1/27/22.
- 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.
- b) **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.
- c) **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.

**31. Total number of people on the night of 1/27/2022:** You can get this number by adding up the totals in 30a, 30b, and 30c.

## TRANSITIONAL HOUSING (TH) INFORMATION (Questions 14-18)

### 14. Organization and Project Name

- This list includes both your Organization as well as the Project name we have on file for you. You can type CTRL+F to search for your name if you don't want to scroll through the list.
  - 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/raphttps1t6uqnx/>.
15. If either the Organization or Project name has changed since last year, you can write the new name in the comment section.

### 16.-18. Funding Information

- 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 "None of the above" in the appropriate sections.
- If there is an additional funding stream that you receive and is not an option in the list, you can send a note to THN at: <https://thn.wufoo.com/forms/raphttps1t6uqnx/>.

## BED AND UNIT INVENTORY: (TH) (Questions 19-22)

Every question in this section is required. If you do not have beds reserved for one of the household types, please write a zero.

### Household Definitions

19. **Families (Adults with children):** 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).
- Beds:** 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.
    - Example: A parent and child sleep in one bed= 2 beds.
  - Units:** 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).
20. **Individual Beds (Adults only):** Everyone in the household is 18 or older (usually a single adult or sometimes partners without children).
- These beds are usually reserved for single individuals, so you would report based on the number of physical beds.
    - Example: A single adult= 1 bed.
21. **Children Only Beds:** Everyone in the household is under 18.
- These beds are usually reserved for single individuals, so you would report based on the number of physical beds.
    - Example: 17-year-old in their own= 1 bed.
22. **Total Number of Beds:** This should be the total of beds when you add the family beds, adult only bed, and children only beds.

**SUB POPULATION BED INVENTORY: (TH) (Questions 23-26)**

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

**23. Beds specifically reserved for Veterans:** 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.

**24. Veteran Beds:**

**a. 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.

- **Example:** A veteran and their 2 children share 2 beds= 3 beds.

**b. 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.

- **Example:** A veteran in the shelter alone=1 bed.

**25. Beds specifically reserved for Youth:** 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).

**26. Youth Beds**

**a. Parenting Youth beds:** These beds are reserved for 18-24-year olds with a child or family member under the age of 18.

- **Example:** An 18-24-year-old with a 5-year-old child=2 beds.

**b. Unaccompanied Youth beds:** These are beds for 18-24-year old's who are alone, or only have other household members between the ages of 18-24 (siblings or other relative).

- **Example:** A set of siblings (18 and 23 years old) = 2 beds.

**TOTAL OCCUPANCY: (TH) (Questions 27-28)**

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 1/27/2022.

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.**

**27. Total Occupancy**

**a. Number of people in Families:** This is referencing the number of adults and children households that were staying the night of 1/27/22.

- 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.



- b. **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.
- c. **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.

**28. Total number of people on the night of 1/27/2022:** You can get this number by adding up the totals in 30a, 30b, and 30c.

## RAPID RE-HOUSING (RRH) INFORMATION (Questions 14-18)

### 14. Organization and Project Name

- This list includes both your Organization as well as the Project name we have on file for you. You can type CTRL+F to search for your name if you don't want to scroll through the list.
- 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/raphttps1t6uqnx/>.

15. If either the Organization or Project name has changed since last year, you can write the new name in the comment section.

### 16.-18. Funding Information

- 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 "None of the above" in the appropriate sections.
- If there is an additional funding stream that you receive and is not an option in the list, you can send a note to THN at: <https://thn.wufoo.com/forms/raphttps1t6uqnx/>.

## RAPID RE-HOUSING SPECIAL INSTRUCTIONS

- 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 2022 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 1/27/22 **AND**
  - actively enrolled in the program on the night of 1/27/22 (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 1/27/22, please submit the form with zeros in the total occupancy section.

## TOTAL OCCUPANCY: (RRH) (Questions 19-23)

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 1/27/2022.

Below are the definitions for each category you will need to submit. 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.**

- 19. 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 1/27/22.
- 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.
- 20. Families (Adults & Children):** This is the number of adults (18+) and their children (less than 18) that are currently housed on 1/27/22.
- a. Number of People in Families:** 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.
  - b. 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 20a.
    - If your whole project is dedicated to this population ONLY, this number should equal what you put in 20a.
  - c. 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 20a.
    - If your whole project is dedicated to this population only, this number should equal the number you put in question 20a.
- 21. Individuals (Adults ONLY):** This is the number of single individuals or adults without children that are housed on 1/27/22.
- a. Number of Individuals:** 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.
  - b. 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 21a.
    - If your whole project is dedicated to this population only, this number should equal the number you put in question 21a.

- c. 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 21a.
  - If your whole project is dedicated to this population only, this number should equal the number you put in question 21a.
- 22. 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.
- a.** 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 old's who do not have a caregiver= 5 children.
- 23. Total Number of People:** You get this number by adding the total number of people in families 20a, total number of individuals 21a, and the total number of children ONLY 22a.

## PERMANENT SUPPORTIVE HOUSING (PSH) INFORMATION (Questions 14-18)

### 14. Organization and Project Name

- This list includes both your Organization as well as the Project name we have on file for you. You can type CTRL+F to search for your name if you don't want to scroll through the list.
- 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/raphttps1t6uqnx/>.

15. If either the Organization or Project name has changed since last year, you can write the new name in the comment section.

### 16.-18. Funding Information

- 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 "None of the above" in the appropriate sections.
- If there is an additional funding stream that you receive and is not an option in the list, you can send a note to THN at: <https://thn.wufoo.com/forms/raphttps1t6uqnx/>.

## TOTAL OCCUPANCY: (PSH)

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 1/27/2022.

Below are the definitions for each category you will need to submit. 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.**

### 19. 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 1/27/22.

- a. 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

### 20. Families (Adults & Children): This is the number of adults (18+) and their children (less than 18) that are currently housed on 1/27/22.

- a. **Number of People in Families:** 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
- b. **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 20a.
  - If your whole project is dedicated to this population ONLY, this number should equal what you put in 20a.
- c. **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 20a.
  - If your whole project is dedicated to this population only, this number should equal the number you put in question 20a.
- d. **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 20a.
  - If your whole project is dedicated to this population only, this number should equal the number you put in question 20a.
21. **Individuals (Adults ONLY):** This is the number of single individuals or adults without children that are housed on 1/27/22.
- a. **Number of Individuals:** 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.
- b. **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 21a.
  - If your whole project is dedicated to this population only, this number should equal the number you put in question 21a.
- c. **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 21a.
  - If your whole project is dedicated to this population only, this number should equal the number you put in question 21a.

- d. 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 21a. If your whole project is dedicated to this population only, this number should equal the number you put in question 21a.

**22. 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.

- a.** 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 old's who do not have a caregiver= 5 children.

- b. 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 child household. This number cannot exceed the total number reported in question 22a.
- If your whole project is dedicated to this population only, this number should equal the number you put in question 22a.

**23. Total Number of People:** You get this number by adding the total number of people in families 20a, total number of individuals 21a, and the total number of children ONLY 22a.

## 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 (HIC)- 1/27/2022

Thank you so much for completing your 2022 Housing Inventory Count (HIC) Survey! THN staff will email you if we have any questions or concerns.

As long as you are seeing this message, your HIC was submitted successfully! Feel free to take a screenshot for your records.

Best,  
Kyra

Done

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/raphttps1t6uqnx/>. Thank you!