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2023 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 26th, 2023. The submission deadline is February 9th, 2023.
- b) The HIC gathers information from
 - Temporary Housing: **Emergency Shelter (ES) & Transitional Housing (TH)**
 - Permanent Housing: **Rapid Re-housing (RRH), Permanent Supportive Housing (PSH), and Other Permanent Housing (PH)**

COUNT LOGISTICS: <https://www.surveymonkey.com/r/QXZ9KK3>

Please fill out the 2023 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/svzp1si04f3m2m/>.

GENERAL PROJECT INFORMATION (Questions 1-8)

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

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

- The HUD-Veterans Affairs Supportive Housing (HUD-VASH) program serves veterans experiencing homelessness.
- The Emergency Housing Voucher (EHV) program is available through the American Rescue Plan Act (ARPA).
 - **If you are a Housing Authority that receives both EHV and VASH vouchers, you will be submitting each of these separately. That is why you cannot select both on this screen.**

8. Are you a Victim Service Provider?

- You will mark **no** to this question.

Emergency Housing Voucher Information (Questions 9-16)

This section pertains directly to your Emergency Housing Vouchers (EHV). If you have other vouchers, please do not include those in this section.

9. Organization Name

- 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 name or if there is an error, please submit a question here: <https://thn.wufoo.com/forms/svzp1si04f3m2m/>.

10. You can use this comment section to note any changes that need to be made to the organization name.

11. Funding Information

- Please indicate whether your organization receives EHV and/or HUD-VASH Vouchers.

12. **HMIS:** Homeless Management Information System. At this time, none of our EHV organizations are in HMIS. This means you will mark **NO** to this question.

13. Total Number of Emergency Housing Vouchers (EHV) designated for your organization:

- This is the total number of EHV your organization has been allotted. Please only include the EHV.
- This includes both the vouchers in use and the ones that are not being used as of 1/26/23.

14. Vouchers IN USE by families with children on 1/26/2023:

- This is only the number of vouchers that are currently being used by families (at least one adult with at least one child) on 1/26/23.
- **If you do not have any vouchers in use under this household type, please put a zero here.**
- **HUD mandates that we separate vouchers based on the households they serve. We recognize that this may not be how you may track your data historically, so please let us know how we can support you.**
 - If you do not have this information please submit a question via this link so we can follow up: <https://thn.wufoo.com/forms/svzp1si04f3m2m/>

15. Vouchers IN USE by individuals without children on 1/26/23:

- This is only the number of vouchers that are currently being used by single individuals, or adult couples without children on 1/26/23.
- **If you do not have any vouchers in use under this household type, please put a zero here.**
- **HUD mandates that we separate vouchers based on the households they serve. We recognize that this may not be how you may track your data historically, so please let us know how we can support you.**
 - If you do not have this information please submit a question via this link so we can follow up: <https://thn.wufoo.com/forms/svzp1si04f3m2m/>.

16. How many total Emergency Housing Vouchers (EHV) were IN USE on the night of 1/26/2023?

- This number should be the combination of the answers to questions 14 and 15. If the total vouchers you know are in use does not match up to the sum of questions 14 and 15, please update those questions accordingly.

HUD-VASH Voucher Information (Questions 9-16)

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

9. Organization and Project Name

- a. You can type CTRL+F to search for your name if you don't want to scroll through the list.
- b. 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/svzpl1si04f3m2m/>.

10. You can use this comment section to note any changes that need to be made to the organization name.

11. Funding Information

- a. Please indicate whether your organization receives EHV and/or HUD-VASH Vouchers.

12. **HMIS:** Homeless Management Information System.

13. Total Number of HUD-VASH designated for your organization:

- a. This is the total number of HUD-VASH vouchers your organization has been allotted. Please only include the VASH vouchers.
- b. This includes both the vouchers in use and the ones that are not being used as of 1/26/23.

14. Vouchers IN USE by veterans with children on 1/26/23:

- a. This is only the number of vouchers that are currently being used by veteran families (at least one adult with at least one child) on 1/26/23.
- b. **If you do not have any vouchers in use under this household type, please put a zero here.**
- c. **HUD mandates that we separate vouchers based on the households they serve. We recognize that this may not be how you may track your data historically, so please let us know how we can support you.**
 - i. 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/svzpl1si04f3m2m/>.

15. Vouchers IN USE by veterans without children on 1/26/23:

- a. This is only the number of vouchers that are currently being used by single veterans, or adult couples without children on 1/26/23.
- b. **If you do not have any vouchers in use under this household type, please put a zero here.**
- c. **HUD mandates that we separate vouchers based on the households they serve. We recognize that this may not be how you may track your data historically, so please let us know how we can support you.**
 - i. 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/svzpl1si04f3m2m/>.

16. How many total HUD-VASH vouchers were IN USE on the night of 1/26/2023?

- a. This number should be the combination of the answers to questions 14 and 15. If the total vouchers you know are in use does not match up to the sum of questions 14 and 15, please update those questions accordingly.

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.

2023 Housing Inventory Count (HIC)

Thank you so much for completing your 2023 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,
Ava

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/svzp1si04f3m2m/>. Thank you!