

2010 Housing Inventory and 2010 Point-in-Time Homeless Persons Counts Data Collection Guidance

2010 Housing Inventory Guidance

Starting this spring, Continuums of Care (CoCs) will submit their 2010 Housing Inventory data, previously submitted in Exhibit 1, directly into a new HUD Homelessness Data Exchange (HDX) web site. The HDX is an expansion of the current AHAR Exchange web site and is expected to be available by April 1, 2010. As in years past, the 2010 Housing Inventory data should be based on data that CoCs collect in their annual bed and unit inventory count during the last ten days of January 2010.

CoCs will report data about HPRP Homeless Assistance Programs (i.e. HPRP Rapid Re-Housing) in a new Program Type section. HPRP Homelessness Prevention Programs are not reported in the HDX.

Note that the data entry screens in the HDX will not look like the previous Housing Inventory spreadsheet format; however, the elements needed to complete the Housing Inventory in the HDX will be similar to past years with the exception of several additions noted below. Screen shots of data entry screens and more detailed information regarding the electronic submission will be available soon.

Important Timelines and Deadlines for Data Collection and Submittal

- CoCs should conduct their annual bed and unit inventory in a 24-hour period during the last ten days of January 2010.
- CoCs will have thirty days from April 1 through April 30 to enter their annual inventory data into the Housing Inventory section of the HDX.

Overall 2010 Housing Inventory Data Collection Guidance

- Rapid Re-Housing Demonstration (RRHD) beds/units must be recorded as a Transitional Housing Program Type on the Housing Inventory.
- HPRP Homeless Assistance beds/units must be recorded as a newly created HPRP Homeless Assistance Program Type on the Housing Inventory.
- HPRP Homelessness Prevention beds/units must **NOT** be recorded on the Housing Inventory.

Detailed Instructions for the 2010 Housing Inventory

The 2010 Housing Inventory will collect information about the beds and units in each CoC's homeless system, categorized by five Program Types.

1. **Emergency Shelter:** Total number of emergency shelter beds and units that are designated to serve people who are homeless and are recognized as part of the formal homeless system.
2. **Transitional Housing:** Total number of transitional housing beds and units. Existing SHP-TH programs that use a "Transition in Place" model and RRHD projects funded under the 2008 NOFA should be categorized as transitional housing.

3. **HPRP Homeless Assistance** (new for 2010): Total number of HPRP Homeless Assistance beds and units. CoCs should count the number of actual beds and units occupied on the night the annual inventory was done. Only HPRP Homeless Assistance beds and units can be reported in this section.
4. **Safe Haven:** Total number of Safe Haven beds and units that satisfy HUD's standards, as identified in the 2009 NOFA.
5. **Permanent Supportive Housing:** Total number of permanent supportive housing beds and units.

As in previous years, communities must also report information about unmet need.

Completing the Bed Inventory

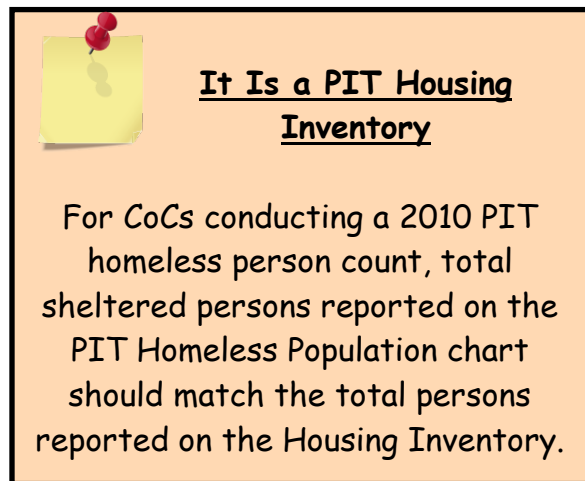
The HDX will be pre-populated with data that is based on the information submitted in the 2009 competition and information received from CoCs through callbacks from HUD. **CoCs should**

review the pre-populated data and update their Housing Inventory with data from their annual bed and unit inventory conducted during the last ten days of January 2010. CoCs should pay special attention to the pre-populated data regarding beds, units, and HMIS participation. It is imperative that CoCs accurately enter updated bed and unit inventory data.

HMIS bed coverage rates will be calculated automatically. The HMIS bed coverage rates exclude beds in programs operated by domestic violence programs and beds under development.

CoCs will need to complete the following information for every program for the 2010 Housing Inventory on the HDX:

1. **Organization Name:** Name of the organization providing shelter or housing to homeless persons.
2. **Program Name:** Name of the program.
3. **Geocode:** The six-digit HUD-assigned Geocode corresponding to the jurisdiction in which the program is physically located. Scattered site programs should use the address associated with the location of the administrative office. An updated list of Geocodes by CoC will be available soon.
4. **Inventory Type:** Determine if the bed inventory is current (C), new (N), or under development (U).
 - **Current Inventory (C)** - Beds or vouchers that were available for occupancy on or before January 31, 2009.
 - **New Inventory (N)** - Beds or vouchers that became available for occupancy between February 1, 2009 and January 31, 2010.
 - **Under Development (U)** - Beds that are fully funded but were not available for occupancy as of January 31, 2010.
5. **Target Population A (optional):** Identify the target population served by each program. The target population represents approximately 75 percent of the clients served by the



It Is a PIT Housing Inventory

For CoCs conducting a 2010 PIT homeless person count, total sheltered persons reported on the PIT Homeless Population chart should match the total persons reported on the Housing Inventory.

program. Programs that do not target specific populations may leave the Target Population A column blank.

- **SM** - Single Males
- **SF** - Single Females
- **SMF** - Single Males and Females
- **CO** - Couples only, no Children
- **HC** - Households with Children
- **SMHC** - Single Males and Households with Children
- **SFHC** - Single Females and Households with Children
- **SMF+HC** - Single Male and Female plus Households with Children
- **YM** - Youth Males (under 18 years old)
- **YF** - Youth Females (under 18 years old)
- **YMF** - Youth Males and Females (under 18 years old)

6. **Target Population B:** Identify the subpopulation served by each program. Programs that do not target specific subpopulations may leave the Target Population B column blank.

- **DV** - Domestic violence victims only
- **VET** - Veterans only
- **HIV** - HIV/AIDS populations only

7. **Funds from HUD McKinney-Vento or HPRP Homeless Assistance?** For each program, identify whether or not the program receives any funds from HUD McKinney-Vento or Homelessness Prevention and Rapid Re-Housing Program (HPRP).

- HUD McKinney Vento programs include: Emergency Shelter Grant (ESG), Shelter Plus Care (SPC), Section 8 Moderate Rehab Single-Room Occupancy (SRO), Supportive Housing Program (SHP).
- Do **NOT** enter HPRP Homelessness Prevention Programs.

All Year-Round Beds/Units. CoCs should record all the dedicated homeless beds and units available for homeless persons, regardless of whether the program participates in the HMIS or receives HUD funding. For HPRP Homeless Assistance Programs, the number of beds and units will equal the actual number of persons occupying the beds and units in the programs.

8. **Beds for Households with Children:** Identify the total number of beds for households with children that are available for each program.
9. **Units for Households with Children:** Identify the total number of units for households with children that are available for each program.
10. **Beds for Households without Children:** Identify the total number of beds for households without children that are available for each program.
11. **Chronically Homeless Beds:** {Permanent Housing Only}: Identify the number of permanent beds that are readily available *and* targeted to house chronically homeless persons (defined as *an unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more OR has had at least four episodes of homelessness in the past three years*).

Note: Annual changes in the number of Chronically Homeless (CH) beds can result from either (a) designating *existing* beds from a program's current bed inventory as CH beds; or (b) developing *new* CH beds. Programs that shift beds from current inventory will not increase the overall bed count. Programs that add new CH beds will increase their overall bed inventories.

Year-Round Beds in HMIS. For programs participating in the HMIS, identify the number of beds participating in the HMIS, meaning the required data about clients served in these beds are consistently reported in the HMIS.

12. **HMIS Beds for Households with Children:** Identify the number of HMIS beds for households with children that are available. A bed is considered an "HMIS Bed" if the provider is entering data in accordance with HUD's Data and Technical Standards about the clients served in the bed. If an agency is only reporting data for clients staying in a portion of its beds, then only that portion of the beds should be counted as covered by HMIS. If none are covered in HMIS, enter "0".
13. **HMIS Beds for Households without Children:** Identify the number of HMIS beds for households without children that are available. A bed is considered an "HMIS Bed" if the provider is entering data in accordance with HUD's Data and Technical Standards about the clients served in the bed. If an agency is only reporting data for clients staying in a portion of its beds, then only that portion of the beds should be counted as covered by HMIS. If none are covered in HMIS, enter "0".

Seasonal Beds

14. {Emergency Shelter Program Type} **Total Seasonal Beds:** The total number of seasonal beds available for each ES program.
15. {Emergency Shelter Program Type} **Number of Seasonal Beds Available in HMIS:** The total number of seasonal beds for each ES program covered in HMIS.
16. {Emergency Shelter Program Type} **Availability Start Date:** Identify the month/year during which the seasonal beds became available.
17. {Emergency Shelter Program Type} **Availability End Date:** Identify the month/year during which the seasonal beds became or are expected to become unavailable. If the beds became unavailable at the end of a month, select the following month as the end date. For example, if the beds became unavailable on January 31, 2010, select February 2010 as the end date.

Overflow and Voucher (O/V) Beds

18. {Emergency Shelter Program Type} **O/V Beds:** The total number of overflow and voucher beds available for each program on the date of the annual bed count.

PIT Count

19. **Point-in-Time Sheltered/Unsheltered Count:** The unduplicated number of persons served on the night of the point-in-time (PIT) homeless person count in the beds reported for each program.
 - For CoCs conducting a 2010 PIT homeless person count, total sheltered persons reported on the PIT Homeless Population chart should match the total persons reported on the Housing Inventory.

- CoCs that did not conduct a 2010 PIT homeless person count will not have the option to report PIT Count data.

20. **Inventory Utilization Rate:** Only CoCs that conduct a 2010 PIT homeless person count will have the option of viewing an inventory utilization rate. The inventory utilization rate will be calculated automatically.

2010 Point-in-Time Homeless Person Count Guidance

Beginning in 2010, CoCs will also submit their 2010 Exhibit 1 Homeless Populations and Subpopulation Point-in-Time (PIT) data directly into the new HUD Homelessness Data Exchange (HDX). The sheltered and unsheltered PIT count sections should be completed using data from the last biennial count (2009) or a more recent annual count in the last ten days of January 2010. CoCs that perform a 2010 PIT homeless person count must still request a waiver from HUD if they want to perform the PIT homeless person count on a date outside of the last ten days of January.

Important Timelines and Deadlines for Data Collection and Submittal

- CoCs should collect their PIT homeless data based on counting persons sleeping in shelters or on the street during one night in the last ten days of January 2010.
- CoCs will have thirty days from April 1 through April 30 to enter 2010 PIT homeless count data into the HDX.

Overall 2010 Point-in-Time Homeless Person Count Data Collection Guidance

- For CoCs conducting a 2010 PIT homeless person count, total sheltered persons reported on the PIT Homeless Population chart should match the total persons reported in the *Housing Inventory Emergency Shelter, Transitional Housing and Safe Havens* categories.
- The PIT “sheltered” reporting categories are being expanded to include a separate Safe Haven category. Individuals housed in Safe Havens on the night of the count should be recorded in the new Safe Haven column on the PIT Homeless Population chart.
- Persons in families who are housed in programs funded with 2008 Rapid Re-Housing Demonstration (RRHD) grants should be counted in the Sheltered Transitional Housing category.
- **2010 PIT homeless person counts *should not* include persons residing in beds/units funded by HPRP as part of a Rapid Re-housing or Homelessness Prevention Program.**
- Persons counted in permanent supportive housing or any locations that are not listed on the Housing Inventory should not be included in the PIT homeless person count reported to HUD (e.g. residential treatment facilities, doubled-up housing with family or friends).
- Within each sheltered and unsheltered category, PIT homeless person counts will be recorded in the following household types:
 - a. Number of persons in households without children;
 - b. Number of persons in households with at least one adult and one child; and
 - c. Number of persons in households with only children. This includes only persons age 17 or under, including unaccompanied youth, adolescent parents and their children, adolescent siblings, or other household configurations composed only of children.