



U.S. Department of Housing and Urban Development  
Community Planning and Development

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**Special Attention of:**

All CPD Directors

HUD Field Offices

HUD Regional Offices

All ESG Formula Recipients

All Continuums of Care

**Notice:** CPD-15-010

**Issued:** November 18, 2015

**Expires:** This notice is effective until amended, superseded, or rescinded.

**Cross Reference:** 24 CFR Part 578, 42  
U.S.C. 11371, et seq.

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**Subject:** Notice for Housing Inventory Count (HIC) and Point-in-Time (PIT) Data Collection for Continuum of Care (CoC) Program and the Emergency Solutions Grants (ESG) Program

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## 1. PURPOSE OF THIS NOTICE

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This Notice supersedes CPD 14-014 (Notice for Housing Inventory Count (HIC) and Point-in-Time (PIT) Data Collection for Continuum of Care (CoC) Program and the Emergency Solutions Grants (ESG) Program) published in 2014. Similar to the prior Notice, this Notice informs Continuums of Care (CoCs) of the information that must be collected in order to successfully complete the Housing Inventory Count (HIC) and Point-in-Time (PIT) count for 2016 and future counts this Notice applies to. This Notice is being published under the authority of 24 CFR 578.7(c)(2)(iii) and creates additional requirements for the PIT counts. The Notice also provides further guidance on how to complete the HIC. The HIC and PIT data play a critical role in the CoC Program Competition and HUD will continue to emphasize through its scoring the significance of the data reported as well as the process for the data collection. However, HUD deems most important the quality and accuracy of the count as opposed to merely the size of the count. As CoCs begin to organize and plan these activities, CoC staff should review this Notice and use it as a reference to ensure that CoCs are capturing all of the information HUD requires.

Under section 578.7 of the CoC Program interim rule, CoCs must plan and conduct, at least biennially, a PIT count of homeless persons within the geographic area. Section 578.3 of the CoC Program interim rule states that PIT counts are “carried out on one night in the last 10 calendar days of January or at such other time as required by HUD.” HUD has historically, through Notices of Funding Availability, required CoCs to conduct an annual HIC and anticipates continuing this practice for the indefinite future. The 2016 HIC and PIT count data will provide critical updates on national and local progress towards preventing and ending homelessness.

To accommodate the goals and constraints of the HIC and PIT counts, this notice uses simplified definitions of certain complicated or nuanced terms, such as “rapid re-housing” and “chronically homeless.” These definitions are meant only for use in conducting the HIC and PIT counts. For the definitions that apply to HUD’s program requirements, refer to HUD’s program regulations.

CoCs will submit their HIC and PIT data via HUD’s [Homelessness Data Exchange](#) (HDX) in the spring following the count as part of the CoC Program Competition for the year of the count. Additional guidance on the submission process will be released at a future date.

If you have questions about entering HIC or PIT data that are not covered in this Notice, please submit them at the [Ask a Question](#) page on the [HUD Exchange](#). To submit a question, select **HDX (PIT, HIC, AHAR, Pulse)** for the Program/System under *Your Details*, then under *Question Details*, choose either **HIC** or **PIT** as the topic and subtopic.

## 2. IMPORTANT CHANGES TO HIC AND PIT REQUIREMENTS BEGINNING IN 2016

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### 2.1 HIC Changes

- A. HUD has clarified that CoCs will only report rapid re-housing (RRH) beds and units that are occupied by RRH participants on the night of the count (i.e., in their own permanent housing unit and actively enrolled in RRH on the night of the count), whether or not rental assistance was provided.

- B. CoCs that have beds dedicated to veterans, youth, and individuals and persons in families experiencing chronic homelessness will need to report those beds by household type, instead of providing a single number of dedicated beds. For instance, if a project has 10 beds dedicated to serving youth, instead of merely reporting 10 beds dedicated to youth, the CoC will report based on how many of the 10 beds serve households with at least one adult and one child, households without children, and households with only children.
- C. HUD will no longer be collecting the unmet need data as part of its HIC data collection process in HDX. As part of their local planning process, CoCs should continue to analyze their homeless response system to determine what inventory is needed to meet their local needs.
- D. CoCs should no longer report inventory and persons in VA-funded Mental Health Residential Rehabilitation Treatment Program – Domiciliary Care for Homeless Veterans (i.e., VADOM) as part of the HIC and PIT count.
- E. HUD has created a new data collection field for CoCs to indicate for each project whether it is funded through other federal funding sources than HUD McKinney-Vento funding.
- F. HUD has included a new field to record the TH Unit Type. Similar to the Bed Type field for Emergency Shelter projects, the TH Unit Type field allows communities to indicate whether the persons served in the TH projects are served in a single site (i.e., congregate or project-based) or multiple sites (i.e., scattered-site or clustered).

## 2.2 PIT Changes

- A. HUD is requiring that CoCs report who is chronically homeless based on a definition that is different than HUD’s regulatory definition. For purposes of reporting in the PIT count, a chronically homeless person
  - 1) Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
  - 2) Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 1 year or on at least four separate occasions in the last 3 years where the combined length of time homeless in those occasions is at least 12 months; and
  - 3) Has a disability.

Because the definition of chronically homeless for the PIT count differs from HUD’s regulatory definition, the PIT count may not represent everybody who is eligible for homeless assistance through HUD’s homeless assistance programs or other homeless assistance funding sources that are dedicated to serving chronically homeless persons.

- B. In addition to reporting on individuals and persons in families over 18 experiencing chronic homeless, HUD requires communities to collect and report chronically homeless status on heads of households that are under 18, which includes both unaccompanied youth and parenting youth under age 18.
- C. After receiving important feedback HUD decided to collapse the transgender categories back into a single reporting option – “Transgender.”

- D. HUD is requiring CoCs to report the demographic data on parenting youth and unaccompanied youth in separate tables. For the parenting youth table, CoCs will only report the demographics on the youth parents and exclude the demographic data on the children of the youth parents.

### 3. HOUSING INVENTORY COUNT GUIDANCE

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This section provides guidance for collecting data required for the HIC. The HIC is a point-in-time inventory of projects within your CoC that provide beds and units dedicated to serving persons who are homeless. It should reflect the number of beds and units available on the night designated for the count that are ***dedicated to serve persons who are homeless (and, for permanent housing projects, were homeless at entry), per the [HUD homeless definition](#).***

CoCs are required to submit their HIC data through the [HUD HDX website](#). Additionally, CoCs must provide HIC data to the entity responsible for the Consolidated Plan jurisdiction(s) located within the CoC, when requested. This includes providing HIC data at the geocode level for each jurisdiction required to report PIT count data in the Consolidated Plan. There could be one or more Consolidated Plan jurisdictions a CoC covers. In turn, HUD expects states and entitlement communities responsible for completing Consolidated Plans to participate in the HIC.

#### **3.1 Types of Homeless Projects to Include in the HIC**

Beds and units included on the HIC are considered part of the CoC homeless assistance system. ***Beds and units in the HIC must be dedicated to serving homeless persons, or for permanent housing projects, dedicated for persons who were homeless at entry.*** For the purposes of the HIC, a project with dedicated beds/units is one where:

- A. the primary intent of the project is to serve homeless persons;
- B. the project verifies homeless status as part of its eligibility determination; and
- C. the actual project clients are predominantly homeless (or, for permanent housing, were homeless at entry).

Beds in institutional settings not specifically dedicated for persons who are homeless such as detox facilities, emergency rooms, jails, and acute crisis or treatment centers should not be included in the HIC. HUD considers extreme weather shelters as dedicated homeless inventory and should be included in the HIC.

While there might be occasional instances where a project with dedicated beds serves a non-homeless person, beds in these types of projects could still be counted as dedicated beds. For example, a project that is intended to serve persons who are both homeless and intoxicated might be unable to determine homeless status at entry due to a person's severe intoxication. After admission the project determines the participant is not homeless and helps them return to their housing. In this instance, the project bed could still be counted as a dedicated bed for homeless persons.

For the HIC, CoCs will collect information about the beds and units in the CoC's homeless system, categorized by the Project Types described below. CoCs are required to include in the HIC **all** projects in the CoC that are categorized as one of these Project Types and that provide

dedicated beds for persons who are homeless, not just those contributing client-level data in the local HMIS or receiving HUD funding. This includes projects funded by the other federal agencies (e.g., VA, HHS), faith-based organizations, and other public and private funding sources.

The Project Types included in the HIC are:

- A. Emergency Shelter (ES)
- B. Transitional Housing (TH)
- C. Safe Haven (SH)
- D. Permanent Housing (PH)
  - (1) Permanent Supportive Housing (PSH)
  - (2) Rapid Re-housing (RRH)
  - (3) Other PH (OPH) – consists of PH – Housing with Services (no disability required for entry) and PH – Housing Only, as identified in the [2014 HMIS Data Standards](#))
- E. Rapid Re-housing Demonstration Projects (DEM)

For the purpose of the HIC, permanent housing inventory is divided into three groups: Rapid re-housing (RRH), permanent supportive housing (PSH), and other permanent housing (OPH).

- A. To be considered a RRH bed and unit, the project must provide short-term or medium-term assistance (up to 24 months), the lease for units must be between the landlord and the program participant, the program participant must be able to select the unit they lease, and the provider cannot impose a restriction on how long the person may lease the unit, though the provider can impose a maximum length of time that grant funds will be used to assist the program participant in the unit.
- B. To be considered PSH, the project must provide long-term housing to homeless individuals with disabilities and families in which one member of the household has a disability and supportive services that are designed to meet the needs of the program participants must be available to the household.
- C. To be considered OPH, the provider must provide long-term housing that is not otherwise considered permanent supportive housing or rapid re-housing. HUD's HMIS Data Standards has two project types that represent the other permanent housing inventory – PH: Housing with Services and PH: Housing Only. PH: Housing with Services projects provide long-term housing and supportive services for homeless persons, but do not limit eligibility to persons with a disability. PH: Housing Only projects provide long-term housing for homeless persons, but do not make supportive services available as part of the project. It is critical to note the CoC should look at the entire service package of these permanent housing projects, as opposed to what is funded by certain funding streams. CoCs should remember that these OPH beds should only be reported if they are dedicated to homeless persons, as outlined in the first paragraph of this section.

It is important that CoCs coordinate with and include projects that provide shelter and housing to homeless children and youth in the HIC. Coordination will lead to a more accurate understanding of the inventory available to serve homeless children and youth in the CoC and will hopefully lead to improved service coordination. Specifically, CoCs should be sure to coordinate with local projects funded through the U.S. Department of Health and Human

Services (HHS) Runaway and Homeless Youth (RHY) Program when planning and conducting their HIC. RHY projects provide homeless youth with short-term shelter, longer-term transitional living programs, and maternity group homes, and also support youth through street outreach efforts. By engaging RHY programs in the HIC, CoCs will be able to collect more complete data on the emergency shelter and transitional housing programs that provide dedicated beds and units for homeless youth. However, CoCs **should not** include projects or beds/units in projects in the HIC that are dedicated for children who are in foster care, who are wards of the state, or who are otherwise under government custody or supervision. A list of current RHY grantees by city and state will be made available on the [HUD Exchange](#). HUD also encourages CoCs to work with their Local Education Agencies (LEA) to participate in the count and assist CoCs to identify homeless children and youth in their geographic areas.

For a detailed summary of which projects to include in the HIC, please see Appendix A.

### 3.2 Using HMIS Data for the HIC

HUD strongly encourages CoCs to use their HMIS data as a starting point to generate the HIC. CoCs must collect and enter project descriptor data for all CoC projects in the CoC's HMIS, regardless of whether the CoC project participates in HMIS (i.e., makes a reasonable effort to record all universal data elements on all clients served in HMIS). Instructions for collecting and entering project descriptor data in the local HMIS can be found in HUD's [2014 HMIS Data Standards](#). CoCs that rely on an HMIS that is strictly programmed according to the 2014 HMIS Data Standards will need to collect additional information because some of the HIC requirements do not align with or were not included in those standards. For example, CoCs that have a Rapid Re-housing Demonstration (RRHD) project funded in 2008 would have identified that as a TH project according to the 2014 HMIS Data Standards, but must exclude them from their TH inventory on the HIC and identify them with the "DEM" Project Type, which is not included as a project type in the HMIS data standards. Data elements that cannot be derived from HMIS data based strictly on the current HMIS Data Standards include the DEM Project Type for RRHD projects; identifying whether a program receives McKinney-Vento funding; and the TH Unit Type for transitional housing projects. Throughout this document there are references to the 2014 HMIS Data Standard element number. These references are intended to assist CoCs that use their HMIS to complete their HIC to identify what HMIS data elements they can use as a starting point for their HIC. CoCs must still verify that the data generated from their HMIS for their HIC corresponds with the requirements in this Notice. Prior to submitting HIC data in HDX, CoCs should coordinate with project staff to review, verify, and update, if necessary, the information collected about their project for the HIC.

### 3.3 Completing the Bed Inventory

The following sections identify the data elements necessary to complete the HIC, along with a brief description of each. If relevant, the data element number from the [2014 HMIS Data Standards](#) is included in brackets, e.g., Project Identifiers [2.2]. While not all of these data elements apply to every project or are entered in the HMIS or the HIC for each project, they are all needed in order to generate an accurate HIC.

## *Organization and Project Information*

**Organization Identifiers [2.1]:** The name of the organization providing shelter or housing to homeless persons.

**Project Identifiers [2.2]:** A unique project name for each distinct CoC project. Only projects that have beds available for occupancy or under development on the night of the count should be included on the HIC (see *Inventory Type*, below).

**Project Type [2.4]:** The relevant type of project (e.g., emergency shelter).

**Rapid Re-Housing Demonstration Projects (DEM):** HUD-funded Rapid Re-Housing Demonstration (RRHD) projects funded in the FY 2008 CoC Competition should be categorized under a unique Project Type, DEM. As this is not an HMIS designation CoCs who import their HIC data from HMIS into the HDX CoCs will need to manually change the Project Type in the HIC to the DEM Project Type.

**HUD McKinney-Vento Funded? [2.6 Federal Partner Funding Source]:** Whether the project receives any HUD McKinney-Vento funding. HUD McKinney-Vento programs that provide funding for lodging projects include:

- A. Emergency Solutions Grants Program (ESG)
- B. Continuum of Care Program (CoC)
- C. Shelter Plus Care program (S+C)
- D. Section 8 Moderate Rehabilitation Single-Room Occupancy program (SRO), including grants formerly funded under McKinney-Vento but renewed under Section 8
- E. Supportive Housing Program (SHP)

**Other Federal Funding Sources [2.6 Federal Partner Funding Source]:** Beginning in 2016, HUD is requiring CoCs to report on other federal funding sources in the HIC in a new “Other Federal Funding Sources” field. If there are multiple other federal funding sources, CoCs will select all that apply for each project. If there are no other federal funding sources the CoC should not select any option. These funding sources include:

- A. HUD-VA Supportive Housing (HUD-VASH)
- B. Supportive Services for Veteran Families Program (SSVF)
- C. VA Grant and Per Diem Program (GPD)
- D. VA Health Care for Homeless Veterans (HCHV)
- E. VA Domiciliary Care for Homeless Veterans (VADOM)
- F. VA Compensated Work Therapy-Transitional Residence (CWT/TR)
- G. HHS RHY Basic Center Programs (BCP)
- H. HHS RHY Transitional Living Program (TLP)



- I. HHS RHY Maternity Group Homes for Pregnant and Parenting Youth (MGH)
- J. HUD Housing Opportunities for Persons with AIDS (HOPWA) programs
- K. HUD Public and Indian Housing (PIH) programs (non-VASH), including public housing and housing choice voucher inventory that is dedicated to homeless persons
- L. Other

CoCs should identify the “Other Federal Funding Source” even if it only partially funds the beds and units. Because of this additional question, CoCs are no longer required to use prefixes to identify projects funded by the U.S. Department of Veterans Affairs (VA).

**Site Information [2.8]:**

- A. **Geocode [2.8A]:** The geocode associated with the geographic location of the principal project service site. Geocodes must be updated annually. Scattered-site housing projects should record the Geocode where the majority of beds are located or where most beds are located as of the inventory update. For scattered-site housing projects operating in a CoC with multiple geocodes, record the geocode where the majority of beds are located or where most beds are located as of the date of the HIC. A list of geocodes can be found at: <https://www.hudexchange.info/resource/4442/fy-2015-geo-codes-and-preliminary-pro-rata-need-amounts/>.
- B. **Address [2.8A]:** The address associated with the project service site (where most project housing is located in the CoC geographic area), including the street address, city, state, and zip code. Scattered-site housing projects will not have to enter an address but will have to indicate to HUD that they are a scattered site project. Scattered-site projects choosing to enter an address should record the address of their administrative office. Victim service providers are exempt from providing this information (see Appendix B for a definition of Victim service provider).

**Target Population A (optional):** The target population served by the project. A population is considered a "target population" if the project is intended to serve that population and at least three-fourths (75 percent) of the clients served by the project fit the target group descriptor. A single project is prohibited from having more than one Target Population A. Projects that do not target specific populations or that have opted not to track Target Population A may leave this data field blank. The table below details Target Population A categories and their descriptions.

Abbreviation	Description
SM	Single Males 18 years old and over
SF	Single Females 18 years old and over
SMF	Single Males and Females 18 years old and over
CO	Couples Only, No Children
HC	Households with Children
SMHC	Single Males 18 years old and over and Households with Children
SFHC	Single Females 18 years old and over and Households with Children

Abbreviation	Description
SMF+HC	Single Males and Females 18 years old and over plus Households with Children
YM	Youth Males under 25 years old
YF	Youth Females under 25 years old
YMF	Youth Males and Females under 25 years old

Nothing in the Target Population A table or any other part of these instructions authorizes violating fair housing laws. The Fair Housing Act prohibits discrimination because of race, color, religion, sex, familial status, disability, or national origin. Except where the Act contains an exemption, or a restriction is otherwise authorized by federal statute, housing covered under the Fair Housing Act is prohibited from denying admission because of any protected characteristic, such as sex or familial status.

**Target Population B [2.9]:** The subpopulation served by project, if applicable. A population is considered a "target population" if the project is designed to serve that population and at least three-fourths (75 percent) of the clients served by the project fit the target group descriptor. A single project is prohibited from having more than one Target Population B. Information about project targeting for veterans should be collected at the bed level, per Bed and Unit Inventory data elements below. Note that there might be some projects that serve a target population of domestic violence victims but that do not qualify as a "victim service provider."

Abbreviation	Description
DV	Domestic violence victims
HIV	Persons with HIV/AIDS
NA	Not Applicable

### *Bed and Unit Inventory Information [2.7]*

**Inventory Type:** Using **Inventory Start Date [2.7G]** and **Inventory End Date [2.7H]**, identify whether the bed inventory is current, new, or under development.

- A. **Current inventory (C):** Beds and units that were available for occupancy on or before January 31 of the year prior to the count. For example, for the 2016 HIC, beds and units available for occupancy on or before January 31, 2015.
- B. **New inventory (N):** Beds and units that became available for occupancy between February 1 and January 31 of the year of the count. For example, for the 2016 HIC, beds and units available for occupancy between February 1, 2015 and January 31, 2016. Inventory designated as 'New' should represent an increase in capacity for the project from the previous year. In order to appropriately designate inventory type, the CoC must compare the number of beds available at the time of the HIC in the count year with the number of beds that were previously available at the time of the previous year's HIC.

- C. **Under development (U):** Beds and units that were fully funded but not available for occupancy as of January 31 of the year of the count. For example, for the 2016 HIC, beds and units that were fully funded but not available for occupancy as of January 31, 2016. For inventory identified as under development CoCs must also identify whether the bed/unit inventory is expected to be available for occupancy 12 months from January 31 of the previous year. For example, in the 2016 HIC, CoCs must identify whether the bed/unit inventory is expected to be available for occupancy by January 31, 2017.

**Note:** If using HMIS data to generate the HIC, inventory that is under development could be entered into HMIS with an Inventory Start Date [2.7G] in the future that reflects the anticipated availability date; accordingly, inventory that is not yet fully funded should not be included in the HIC and either should not be entered into HMIS or could be entered without an Inventory Start Date in order to enable differentiation.

**Household Type [2.7B]:** The number of beds and units available for each of the following household types:

- A. **Households without children:** Beds and units typically serving households with adults only. This includes households composed of unaccompanied adults (including unaccompanied youth age 18-24) and multiple adults (including households with multiple youth ages 18 to 24). (Housing covered by the Fair Housing Act cannot deny admission to families with children.)
- B. **Households with at least one adult and one child:** Beds and units typically serving households with (at least) one adult (including youth ages 18 to 24) and one child.
- C. **Households with only children:** Beds and units typically serving households composed exclusively of persons under age 18, including one-child households, multi-child households or other household configurations composed only of children. For projects that have inventory designated for use by households with only children, care should be taken to ensure that this inventory is included on the HIC only in the category of households with only children, and not in the category for households with at least one adult and one child.

For projects where the typical use of beds by different household types varies, but where a precise number of beds are not typically being used by a particular type of household, the total number of beds could be distributed among the household types served by the project using one of the following methodologies:

- A. Divide the beds based on how the bed(s) were used on the night of the HIC. If the facility is not at full capacity on the night of the count, then extrapolate the distribution based on the prorated distribution of those who are served on the night of the count.
- B. Divide the beds based on average utilization. For example, a project has 100 beds that could be used by either households with only children or households with at least one adult and one child. If one-half of the beds are used by persons in households with only children on an average night and the other half are used by persons in households with at least one adult and one child, then include 50 beds for households

with only children, and for the 50 beds for households with at least one adult and one child in the HIC.

- C. Projects with a fixed number of units but no fixed number of beds can use a multiplier factor to estimate the number of beds (e.g., a program with 30 family units and an average family size of 3 equals 90 beds for households with at least one adult and one child).

**Bed Type [2.7C] (*Emergency Shelter Only*):** The Bed Type describes the type of beds offered by emergency shelter projects according to the following:

- A. **Facility-based:** Beds (including cots or mats) located in a residential homeless assistance facility dedicated for use by persons who are homeless.
- B. **Voucher:** Beds located in a hotel or motel and made available by the homeless assistance project through vouchers or other forms of payment.
- C. **Other:** Beds located in a church or other facility not dedicated for use by persons who are homeless.

**TH Unit Type (*Transitional Housing Only*):** The TH Unit Type describes the type of beds and units offered by transitional projects according to the following:

- A. **Single Site:** Beds and units that are located on a single site (e.g., congregate or project-based).
- B. **Multiple Sites:** Beds and units that are located in multiple sites (e.g., scattered-site or clustered).

Note that The TH Unit Type is not a data element included within the 2014 HMIS Data Standards. However, the collection of this information will assist HUD and communities better understand the nature of their TH projects.

**Bed and Unit Availability [2.7D] (*Emergency Shelter Only*):** Whether the beds and units are available on a planned basis year-round, seasonally (during a defined period of high demand), or on an ad hoc or temporary basis as demand indicates.

- A. **Year-Round Beds/Units:** Year-round beds and units are available on a year-round basis.
- B. **Seasonal Beds (*Emergency Shelter Only*):** Seasonal beds are not available year-round, but instead are available on a planned basis, with set start and end dates, during an anticipated period of higher demand. For the HIC, identify only the total number of seasonal beds available for occupancy on the night of the inventory count.
- C. **Overflow Beds (*Emergency Shelter Only*):** Overflow beds are available on an ad hoc or temporary basis during the year in response to demand that exceeds planned (year-round or seasonal) bed capacity. For the HIC, identify the total number of overflow beds that were available for occupancy on the night of the inventory count. If there is no fixed number of overflow beds, CoCs may instead report the number of overflow beds that were occupied on the night of the inventory count.

**Bed Inventory [2.7E]:** The total number of beds available for occupancy on the night of the inventory count. For all of the relevant project types other than rapid re-housing, CoCs must include all of the dedicated homeless beds and units available for homeless persons on the date of the inventory count whether beds are new, current, or under development, regardless of whether the project participates in HMIS or receives HUD funding, and regardless of whether the bed was occupied. CoCs need to remember that for the HIC beds can only be reported once, even if funding for the housing and services are from multiple sources that may be associated with different project types. For example, when SSVF funds are provided to pay for a crib or move-in costs for a household who is served in HUD-VASH, the inventory should only be reported in the HIC under the PSH inventory.

- A. **Emergency shelter projects:** CoCs must identify the number of beds that are available year-round, on a seasonal basis, or as overflow, per the instructions above.

CoCs should no longer report VA-funded Mental Health Residential Rehabilitation Treatment Program – Domiciliary Care for Homeless Veterans (VADOM) inventory in the HIC. After further discussions with the VA, HUD determined that VADOM inventory are more appropriately identified as institutions and should not be included in the HIC or PIT count.

- B. **Rapid re-housing projects:** On any given night, a RRH project will have current participants who are still homeless (e.g., staying in an emergency shelter) and seeking permanent housing and participants who have located and are residing in permanent housing.

For the purpose of reporting in the HIC, CoCs should count RRH beds and units based on the actual number of current project participants who are:

- (1) actively enrolled in the project on the night of the inventory count, including persons who are only receiving supportive services in the RRH project; and
- (2) no longer homeless and are in permanent housing on the night of the inventory count [4.17 Residential Move-In Date could be used to identify RRH participants who have moved into permanent housing].

- C. **VA Supportive Services for Veteran Families (SSVF) projects only:** SSVF projects may offer both homelessness prevention and rapid re-housing assistance and may intermingle participants in the same project, though effective October 1, 2014, SSVF projects should be recording homelessness prevention and rapid re-housing participants in separate projects in HMIS. CoCs should not include in the HIC persons receiving SSVF homelessness prevention services on the night the inventory is conducted.

- D. **RHY Basic Center Program (BCP) projects:** BCP projects may offer both emergency shelter and homelessness prevention Project providing both should be set up as two separate projects (i.e., BCP Emergency Shelter and BCP Prevention) and should be recording homelessness prevention and rapid re-housing participants in separate projects in HMIS. CoCs should not include in the HIC persons receiving BCP homelessness prevention services on the night the inventory is conducted or counted as part of the PIT count.

- E. **Projects serving runaway and homeless youth, including RHY-funded projects:** CoCs must exclude beds that are dedicated for persons who are wards of the state, including children who are in foster care or who are otherwise under government custody or supervision. If beds are not specifically dedicated to wards of the state, then the CoC must pro-rate beds based on who is occupying the bed on the night of the count, excluding those beds occupied by persons who are ward of the state, or pro-rate beds based on average utilization of persons who are and are not wards of the state. CoCs using HMIS as a starting point to generate the HIC, could use **4.22 RHY-BCP Status** to identify which BCP beds to include in the HIC.

**Chronic Homeless Bed Inventory [2.7E] (*Permanent Supportive Housing Only*):** The number of PSH beds that are dedicated to house chronically homeless persons, including members of chronically homeless families. A dedicated bed is a bed that must be filled by a chronically homeless person who qualifies for the project unless there are no chronically homeless persons located within the geographic area who qualify. The number of beds for chronically homeless persons is a subset of the total PSH bed inventory for a given project and must be equal to or less than the total bed inventory (see Appendix B for key terms).

**Veteran Bed Inventory [2.7E]:** The number of beds that are dedicated to house homeless veterans and their families. A dedicated bed is a bed that must be filled by homeless veterans and their families who qualify for the project unless there are no homeless veterans and their families located within the geographic area who qualify. The number of beds for veterans is a subset of the total bed inventory for a given project and must be equal to or less than the total bed inventory (see Appendix B for key terms).

**Youth Bed Inventory [2.7E]:** The number of beds that are dedicated to house homeless youth, including parenting youth and unaccompanied youth. A dedicated bed is a bed that must be filled by a homeless youth who qualifies for the project unless there are no homeless youth located within the geographic area who qualify. The number of beds for youth is a subset of the total bed inventory for a given project and must be equal to or less than the total bed inventory (see Appendix B for key terms). Additionally, CoCs will need to identify if the beds are dedicated to serve only children under 18, only young adults ages 18 to 24, or persons up to 24 (i.e., both children under 18 and young adults 18 to 24). If a project is intended to serve anyone up to 24, even if it has an earlier cutoff age (i.e., up to age 21) that project should indicate that it serves only young adults ages 18 to 24 or persons up to 24, depending on the lower age limit of persons the beds are dedicated to serve.

Beginning in 2016, CoCs will report their inventory dedicated to veterans, youth, and individuals and persons in families experiencing chronic homelessness by household type, instead of providing a single number of dedicated beds. For instance, if a project has 10 beds dedicated to serving youth, instead of merely reporting 10 beds dedicated to youth, the CoC will report based on how many of the 10 beds serve youth households with at least one adult and one child, households without children, and households with only children. For projects where the typical use of beds by different youth household types varies, but where a precise number of beds are not typically being used by a particular type of household, the CoC must

refer to the section above on Household Type to determine how to distribute their beds by household type.

When reporting on dedicated beds for veterans, youth, and individuals and families experiencing chronic homelessness, CoCs should report all of the beds associated with the unit that is being provided to someone because they meet the criteria for which it is dedicated. For example, if a project dedicates its beds and units to veteran families, the CoC should count all of the beds, even those occupied by family members who are not veterans, as part of their veteran bed inventory.

**Unit Inventory [2.7G]:** The total number of units available for occupancy on the night of the inventory count. Projects that do not have a fixed number of units (e.g., a congregate shelter program) may record the bed inventory, the number of residential facilities operated by the program, or the number of rooms used for overnight accommodation. For RRH projects, see instructions under Bed Inventory above.

#### Counting VASH Vouchers

CoCs must count the total number of VASH vouchers available for use on the night of the HIC and PIT count, regardless of whether the voucher is presently being used. Vouchers are designated for use in a particular geographic location. CoCs should contact their local public housing authority or VA medical center that administers the VASH vouchers to determine the total number of vouchers available in the CoC. When a single project operates in multiple CoCs, each CoC should have project descriptor data pertaining to that project in their HMIS; beds should be apportioned according to which CoC the housing units assisted by the vouchers are physically located in.

**HMIS Participating Beds [2.7I]:** The number of beds participating in HMIS on the date of the HIC by household type. The number of HMIS participating beds must be identified for year-round, seasonal, and overflow beds. **For the purpose of reporting in the HIC, a bed is considered “an HMIS participating bed” if the project makes a reasonable effort to record all universal data elements on all clients served in that bed and discloses that information through agreed upon means to the HMIS Lead Agency at least once annually.** For projects that serve a mixed population without a fixed number of beds per household type, record participating beds according to the Household Type instructions above.

#### *Projects That Operate In More Than One CoC*

##### **Continuum of Care Code [2.3]**

CoC codes are published annually by HUD in the CoC Program NOFA and are associated with specific geographic areas. In some cases a project might operate in more than one CoC (e.g., some ESG projects and projects funded by non-HUD sources). The 2014 HMIS Data Standards require that HMIS’ allow for multiple codes to be selected per project when projects operate in multiple CoCs but only enter data in one CoC’s HMIS. In such cases, the **Client Location [3.16]** data element must be used to associate each client with the correct

CoC where they are being assisted. Ordinarily, projects that are physically located in multiple CoCs must be recorded as a distinct project within each CoC's HMIS. Until this capacity is completely available, each CoC should have project descriptor data pertaining to that project recorded in the HMIS serving the CoC; beds should be apportioned between the CoCs based on their physical locations as of the date of the HIC.

Beds with an Inventory Type of 'Under development' must be divided between CoCs based on location of projected use, if that information is available. If information about the location of projected use is not available, all of the beds may be allocated to the CoC in which the project principal service site or administrative office is located.

CoCs must note that projects funded under the CoC Program Competition are awarded for specific geographic areas and the projects are limited to the areas identified and approved in their Project Application, except for tenant-based rental assistance where a victim of domestic violence might move out of the area and continue to receive their rental assistance. ESG recipients might fund activities outside their boundaries (potentially in more than one CoC's geography) if the activities benefit the ESG recipients' population.

### 3.4 Point-in-Time Counts for Each Project

Each project recorded in the HIC must provide a PIT count. This number should be the unduplicated number of persons served on the night of the count in the beds reported for the project. This includes all persons who entered the project on or before the date of the HIC and PIT count, and who are either still in the project or exited after the date of the count. Although rapid re-housing and PSH projects are not included in the CoC-wide PIT count of homeless persons who are sheltered and unsheltered, all rapid re-housing and PSH projects must provide a PIT count for the HIC.

As discussed earlier, the HIC and the PIT are integrally related. The sum total number of persons reported in emergency shelter, Safe Havens, and transitional housing projects in the PIT fields of the HIC **must match** the sum total of sheltered persons reported in the PIT count. As such, CoCs should conduct their annual housing inventory count on the same night as the CoC's designated PIT count night or as close as possible to the designated PIT count night. Any

#### **Sheltered Person Counts on the HIC and PIT Must Be Equal**

It is important for CoCs to closely coordinate their HIC and PIT counts and report only those persons who are considered homeless and staying in an emergency shelter, transitional housing, or Safe Haven project identified on the HIC. The total number of persons reported in all emergency shelter, transitional housing, and Safe Haven projects on the HIC *must* match the total number of sheltered persons reported in the PIT Population tab in the HDX.

discrepancies between the sum total number of sheltered persons counted on the HIC and the number of sheltered persons counted on the PIT will result in a validation error requiring the CoC to make corrections.

HUD strongly encourages the use of HMIS data to generate these counts for projects with 100 percent of beds participating in HMIS. CoCs must verify with project staff that HMIS data is complete and correct for the night of the HIC and PIT count, and that Project Entry and Project Exit Dates have been entered for all persons who entered or exited on or before the date of the count.



## 4. POINT-IN-TIME COUNT REQUIREMENTS

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Under Section 578.7 of the CoC Program interim rule, CoCs must plan and conduct, at least biennially, a Point-in-Time Count of homeless persons within the geographic area. Section 578.3 of the CoC Program interim rule defines *Point-in-Time Count* as a “count of sheltered and unsheltered homeless persons carried out on one night in the last 10 calendar days of January or at such other time as required by HUD.” **CoCs are required to conduct a PIT count at least biennially during the last 10 days of January.** CoCs that are considering performing their required PIT count outside of the last 10 days of January must request a PIT count date exception from HUD. No HUD permission or exception is required for CoCs to conduct supplemental PIT counts.

CoCs are required to submit their PIT data through the [HUD HDX website](#). Additionally, CoCs must provide PIT count data to the entity responsible for the Consolidated Plan jurisdiction(s) located within the CoC, when requested. This includes providing PIT count data at the geocode level for each jurisdiction required to report PIT count data in the Consolidated Plan. There could be one or more Consolidated Plan jurisdictions a CoC covers. In turn, HUD expects states and entitlement communities responsible for completing Consolidated Plans to participate in the PIT count.

The PIT count should be completed using unduplicated counts or statistically reliable estimates of homeless persons in sheltered and unsheltered locations on a single night. **HUD requires that PIT counts be conducted in compliance with HUD counting standards and related methodology guidance**, as described in HUD’s [Point-in-Time Count Methodology Guide](#) available on the [HUD Exchange](#). HUD standards and related methodology guidance for PIT counts have been updated in the Point-in-Time Count Methodology Guide and CoCs should refer to the Guide for counting methodology guidance.

Compliance with HUD standards could result in a more accurate and, potentially, higher or lower PIT count than in the past. CoCs will have the ability to explain changes in PIT counts that are due to methodology improvements in the CoC Program competition application and HUD will take such changes into account in the application review and scoring process. Questions about whether your community’s counting methodologies meet HUD’s requirements as outlined in the guidance should be submitted to [Ask A Question](#).

It is important to note that the PIT count only identifies a subset of individuals and families that meet HUD’s definition of homeless. As such, the PIT count does not capture everybody who is eligible for homeless assistance through HUD or other homeless assistance funding sources.

The following sections detail PIT data collection requirements for CoCs.

### 4.1 People Who Must be Counted in the PIT

#### *Sheltered Count*

CoCs must count all individuals or families who meet the criteria in paragraph (1)(ii) of the homeless definition in 24 CFR 578.3. This includes individuals and families *“living in a supervised publicly or privately operated shelter designated to provide temporary living arrangement (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for*

*low-income individuals)*” on the night designated for the count. This includes individuals residing in Safe Haven projects.

CoCs should report on people based on where they are sleeping on the night of the count, as opposed to the program they are enrolled in. **RRH is considered permanent housing** and, therefore, individuals and families who are enrolled in RRH and residing in permanent housing on the night of the PIT count are not included in the sheltered count. However, homeless households currently residing on the street, in an emergency shelter, transitional housing, or Safe Haven, but who are also enrolled in a RRH project and awaiting housing placement should be counted based on where they resided on the night of the count. For example, a person residing in an emergency shelter and being assisted by a RRH project to obtain housing must be counted in the sheltered PIT count for the emergency shelter.

For a detailed listing of all projects to include in the PIT count, please see Appendix A.

### *Unsheltered Count*

CoCs must count all individuals or families who meet the criteria in paragraph (1)(i) of the homeless definition in 24 CFR 578.3. This includes individuals and families **“with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground”** on the night designated for the count. RRH assisted households who are still unsheltered on the night of the count (e.g., staying in an encampment and being assisted by a RRH project to obtain housing) must be included as part of the unsheltered count.

## **4.2 People Who Must NOT be Included in the PIT**

Individuals and families residing in the following locations on the night of the count are prohibited from being included in the sheltered or unsheltered PIT count:

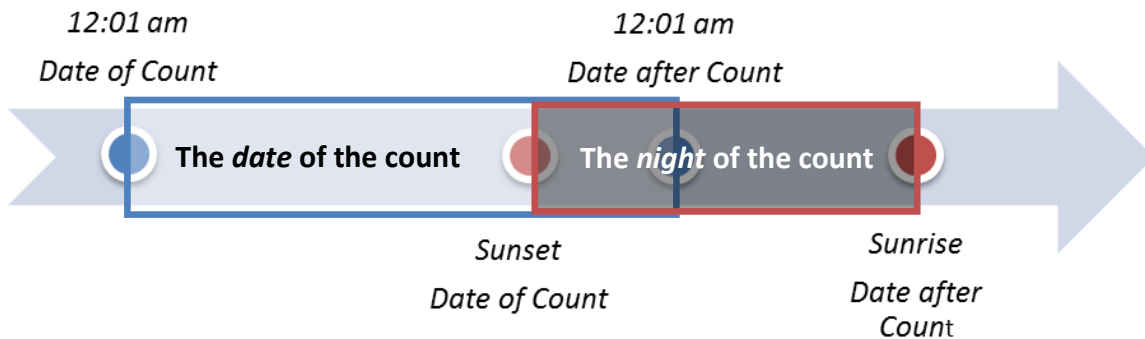
- A. Persons residing in PSH programs, including persons housed using HUD Veterans Affairs Supportive Housing (VASH) vouchers.
- B. Persons residing in RRHD projects, funded in the FY2008 CoC Competition.
- C. Persons counted in any location not listed on the HIC (e.g., staying in projects with beds/units not dedicated for persons who are homeless).
- D. Persons temporarily staying with family or friends (i.e., “doubled-up” or “couch surfing”).
- E. Persons residing in housing they rent or own (i.e., permanent housing), including persons residing in rental housing with assistance from a RRH project on the night of the count.
- F. Persons residing in institutions (e.g., jails, juvenile correction facilities, foster care, hospital beds, detox centers).

## **4.3 The Timing of the PIT Count**

A critical step to ensuring that the same number of persons are reported on the HIC and the PIT is to conduct both counts during the same time period. HUD requires that CoCs identify the date on which the count was conducted; however, the term ‘night’ signifies a single period of time

from sunset to sunrise, which spans two actual dates. The ‘night of the count’ begins at sunset on the date of the count and ends at sunrise on the following day, as shown in the illustration below.

### The Night of the Count - Illustrated



Often, CoCs conduct unsheltered counts at times that could be generally referred to as ‘the middle of the night.’ For example, before sending individuals conducting the unsheltered count out at 3 a.m. in January, it is important to identify that if ‘the date of the count’ is January 25, then ‘the night of the count’ starts at sunset on January 25, and ends at sunrise by January 26 – so while the date of the count is January 25, the unsheltered count might actually be conducted on the following date. For the sheltered count, include all persons who:

- A. Entered on or before the date of the count; and
- B. Exited after the date of the count (or have not yet exited).

### 4.4 Population Data

As in prior years, CoCs must collect and report information on the demographic characteristics of all people reported as sheltered or unsheltered, including household type, age category, gender, race, and ethnicity. Since CoCs are unlikely to have demographic data from all people included in the PIT count, CoCs might have to estimate characteristics for some people. Such estimates must adhere to HUD’s minimum standards for PIT counts, as explained in HUD’s [Point-in-Time Count Methodology Guide](#).

CoCs must provide demographic data for both sheltered and unsheltered persons according to the following three household types:

- A. **Persons in households with at least one adult and one child.** This category includes households with one adult and at least one child under age 18.
- B. **Persons in households without children.** This category includes single adults, adult couples with no children, and groups of adults (including adult parents with their adult children).
- C. **Persons in households with only children.** This category includes persons under age 18, including children in one-child households, adolescent parents (under age 18) and their children, adolescent siblings, or other household configurations composed only of children.

CoCs must report the total number of persons and households, by age category, for each household type, per below.

A. Persons in households with at least one adult and one child:

- (1) The number of children under age 18;
- (2) The number of young adults ages 18 to 24; and
- (3) The number of adults over age 24.

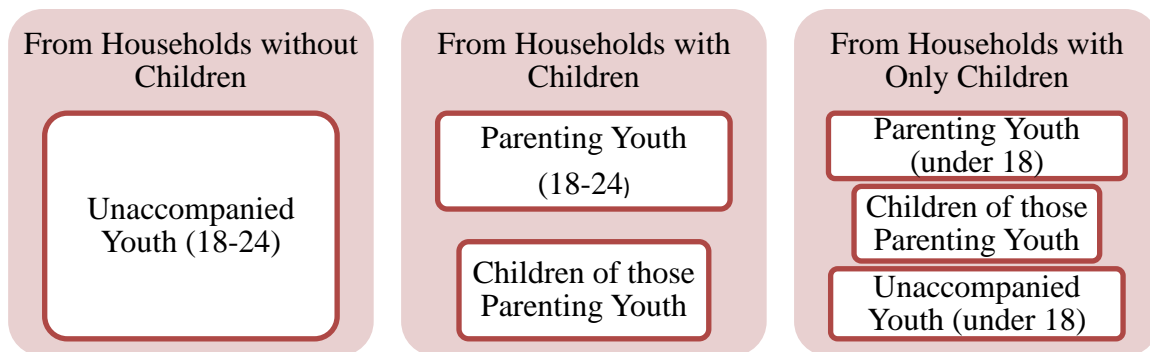
B. Persons in households without children:

- (1) The number of young adults ages 18 to 24; and
- (2) The number of adults over age 24.

CoCs must report data on the gender, race, and ethnicity for all sheltered and unsheltered persons. Please note that an individual may identify with several race categories and CoCs should allow them to identify with multiple race categories. However, for the purpose of data reporting, people that identify with multiple race categories should only be counted under “multiple races” and should not be counted in each specific race category they identified with. For example, Jane indicated that she is “Black or African American” and “White.” For the PIT count, Jane is only included in the count of persons who are “multiple races” and she is not included the count of persons who are “Black or African American” or “White.”

CoCs must also collect and report data on veterans, including the total number of veteran households, the total number of veterans, the total number of persons in veteran households, and the gender, race, and ethnicity of veterans. A “veteran household” includes households with one or more veterans who might be presenting with other persons. Please note that data for the gender, race, and ethnicity of non-veterans in veteran households will only be reported under ‘All Households’ population data in Appendix C. Beginning in 2016, CoCs should not include persons in VADOM facilities in their PIT count.

CoCs must report data on persons in Youth Households, including the gender, race, and ethnicity for parenting youth and unaccompanied youth, as outlined in Appendix C. Parenting youth are youth who identify as the parent or legal guardian of one or more children who are present with or sleeping in the same place as that youth parent, where there is no person over age 24 in the household. Parenting youth are either a subset of households with children if the parenting youth is between 18 and 24, or households with only children if the parenting youth is under 18. Unaccompanied youth are persons under age 25 who are not presenting or sleeping in the same place as their parent or legal guardian or their own children. Unaccompanied youth are either a subset of households without children, if they are 18 to 24, or households with only children, if they are under 18.



Veterans, parenting youth, and unaccompanied youth data are a **subset** of the “All Households” data and should still be included in the “All Households” data.

Appendix C illustrates the population data reporting requirements in table format for reference.

#### 4.5 Subpopulation Data

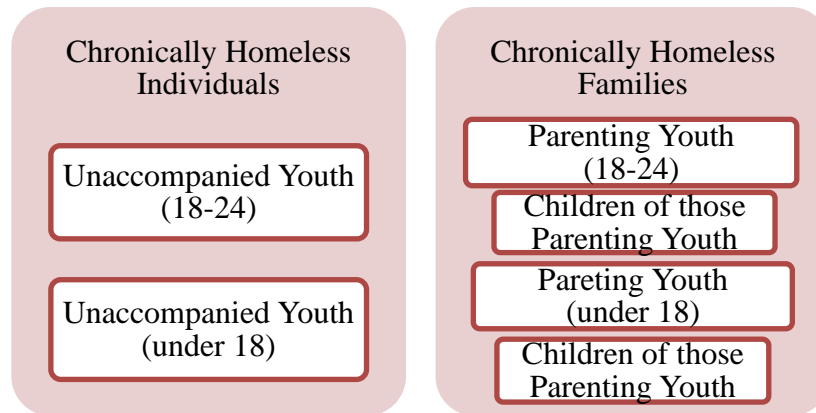
CoCs must collect and report counts of specific subpopulations among sheltered and unsheltered persons according to the chart below. *Subpopulation data should be limited to adults, with the exception of persons in chronically homeless families.* Reporting on the number of sheltered and unsheltered victims of domestic violence will continue to be optional.

Beginning in 2016, HUD is requiring that CoCs report who is chronically homeless based on a definition that is different than HUD’s regulatory definition. For purposes of reporting in the PIT count, a chronically homeless person

- A. Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
- B. Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 1 year or on at least four separate occasions in the last 3 years where the combined length of time homeless in those occasions is at least 12 months; and
- C. Has a disability.

Because the definition of chronically homeless for the PIT count differs from HUD’s regulatory definition, the PIT count may not represent everybody who is eligible for homeless assistance through HUD’s homeless assistance programs or other homeless assistance funding sources that are dedicated to serving chronically homeless persons. For purposes of the PIT count, persons living in transitional housing at the time of the PIT count should not be counted as chronically homeless.

HUD requires communities to collect and report the chronically homeless status of all persons. In addition to reporting on individuals and persons in families over 18 experiencing chronic homeless, communities must include in their number of chronically homeless persons the number of youth who meet the chronically homeless definition. Unaccompanied youth who are chronically homeless should be counted as a chronically homeless individual, including unaccompanied youth who are under 18 and unaccompanied youth age 18-24. Parenting youth, including those under 18 and age 18-24 (“minor heads of households” per the definition of a chronically homeless family with children in Appendix B) should be counted as a chronically homeless family with children.



Regardless of age, when a parent or legal guardian with one or more children is identified as chronically homeless the entire household is considered a chronically homeless family with children and all members of the household should be included in the “Total Number of Persons in Chronically Homeless Families.”

To ensure accurate data collection, HUD requires that CoCs collect subpopulation data consistent with the definitions in Appendix B and in compliance with HUD counting standards. This allows CoCs and HUD to accurately measure progress against [Opening Doors: Federal Strategic Plan to Prevent and End Homelessness](#).

For purposes of collecting data regarding disability status for reporting purposes only, in which data collection regarding disability is unrelated to program eligibility requirements, CoCs must ensure:

- A. Volunteers administering the survey know that these questions must be asked of all persons being surveyed and it is completely voluntary whether persons respond to questions about disability status, and
- B. Persons being surveyed are informed prior to responding to any disability question that their response is voluntary and that their refusal to respond will not result in a denial of service.

No questions should be posed regarding the nature or severity of the person’s disability (e.g., medical and health information). Where information is necessary to establish that an individual fits into a particular subpopulation of homeless (e.g., chronically homeless) the individual should be apprised of the criteria and asked whether he or she meets the definition.

<b>PIT Subpopulation Data</b>		
<b>Subpopulation Type</b>	<b>Required for <i>Sheltered</i> Persons</b>	<b>Required for <i>Unsheltered</i> Persons</b>
Chronically Homeless Individuals	✓	✓
Chronically Homeless Families	✓	✓
Persons in Chronically Homeless Families	✓	✓
Chronically Homeless Veteran Individuals	✓	✓
Chronically Homeless Veteran Families (Total Number of Families)	✓	✓
Persons in Chronically Homeless Veteran Families	✓	✓
Adults with a Serious Mental Illness	✓	✓
Adults with a Substance Use Disorder	✓	✓
Adults with HIV/AIDS	✓	✓
Victims of Domestic Violence	<i>Optional</i>	<i>Optional</i>

Appendix D illustrates the subpopulation data reporting requirements in a table for reference.

#### **4.6 Using HMIS Data for the PIT**

CoCs are strongly encouraged to use HMIS to generate PIT data for projects with 100 percent of their beds participating in HMIS. Before submitting data, CoCs should verify with project staff that HMIS data is complete and correct for the night of the PIT count and that exit dates have been entered for all persons who exited the project on or before the date of the PIT.

#### **4.7 PIT Count Date Exception**

Per Sections 578.3 and 578.7 of the CoC Program interim rule, CoCs must conduct their PIT count in the last 10 calendar days of January or at such other time as required by HUD. CoCs may request an exception to the required timeframe for good cause. If HUD grants an exception to conducting the PIT count within the last 10 days of January, HUD usually requires that the count be conducted within the last 10 days of February. To submit an exception request CoCs must send an email to Michael Roanhouse ([Michael.Roanhouse@hud.gov](mailto:Michael.Roanhouse@hud.gov)) that includes why they are requesting an exception and when they propose to conduct the count.

HUD only grants exceptions for three types of good cause, which include:

- A. A longstanding tradition for performing such a count at a date between December 1 and March 31;

- B. Unanticipated inclement weather (e.g., snow storm, hurricane, tornado) and other natural disasters; and
- C. Other reasons HUD deems would have a negative impact on the accuracy and completeness of a CoC's count.



**APPENDIX A – SUMMARY OF PROJECTS TO INCLUDE IN THE HIC AND PIT COUNT**

<b>HIC Project Type</b>	<b>Projects to Include</b>	<b>Instructions</b>	<b>Include PIT data on the HIC?</b>	<b>Include PIT data in PIT sheltered count?</b>
<b>Emergency Shelter</b>	Emergency shelters for homeless persons	Include all emergency shelters funded by HUD ESG and/or other federal, state and local public and private sources, including domestic violence shelters	Yes	Yes
	Emergency shelters for homeless youth	Include all emergency shelters for homeless youth funded by federal, state, and local public and private sources	Yes	Yes
	Hotel/motel vouchers	Include only vouchers paid for by charitable organizations or by federal, state, or local government programs for low-income individuals	Yes	Yes
	VA-funded Health Care for Homeless Veterans (HCHV) projects, including: <ul style="list-style-type: none"> <li>• Community Contract Emergency Housing</li> <li>• Community Contract Residential Treatment Program</li> </ul>	Include all VA-funded HCHV/EH and HCHV/RT projects  In the “Other Federal Funding Sources” field, must identify project in HIC as HCHV (exclusive of HCHV Safe Haven projects)	Yes	Yes
	HHS-funded Runaway and Homeless Youth (RHY) Basic Center Programs (BCP)	In the “Other Federal Funding Sources” field, must identify project in HIC as BCP	Yes	Yes

HIC Project Type	Projects to Include	Instructions	Include PIT data on the HIC?	Include PIT data in PIT sheltered count?
<b>Transitional Housing</b>	HUD-funded transitional housing projects	Include all transitional housing projects funded by HUD	Yes	Yes
	Other transitional housing projects for homeless persons	Include all transitional housing projects for homeless persons funded by other federal, state, and local public and private sources	Yes	Yes
	HHS-funded RHY transitional housing projects, including: <ul style="list-style-type: none"> <li>• Transitional Living Programs (TLP)</li> <li>• Maternity Group Homes for Pregnant and Parenting Youth (MGH)</li> <li>• Support System for Rural Homeless Youth (Demo TLP)</li> </ul>	In the “Other Federal Funding Sources” field, must identify project in HIC as TLP or MGH	Yes	Yes
	Other transitional housing projects for homeless youth	Include all transitional housing projects for homeless youth funded by federal, state, and local public and private sources	Yes	Yes

<b>HIC Project Type</b>	<b>Projects to Include</b>	<b>Instructions</b>	<b>Include PIT data on the HIC?</b>	<b>Include PIT data in PIT sheltered count?</b>
	VA-funded transitional housing projects, including: <ul style="list-style-type: none"> <li>• VA Grant and Per Diem</li> <li>• VA Compensated Work Therapy – Transitional Residence</li> </ul>	Include all VA-funded GPD and CWT/TR projects  In the “Other Federal Funding Sources” field, must identify project in HIC as GPD or CWT/TR	Yes	Yes

HIC Project Type	Projects to Include	Instructions	Include PIT data on the HIC?	Include PIT data in PIT sheltered count?
<b>Safe Haven</b>	HUD-funded Safe Haven programs	Include all Safe Haven projects funded by HUD SHP and HUD CoC Program	Yes	Yes
	VA-funded Health Care for Homeless Veterans (HCHV) VA Community Contract Safe Haven Program	Include all VA-funded HCHV/SH projects  In the “Other Federal Funding Sources” field, must identify project in HIC as HCHV (exclusive of HCHV Emergency Shelter projects)	Yes	Yes
<b>Permanent Housing (Rapid Re-housing and Permanent Supportive Housing only)</b>	<b>RRH</b> HUD-funded rapid re-housing projects	Include all HUD CoC and ESG-funded rapid re-housing projects	Yes	No
	<b>RRH</b> Other rapid re-housing projects for homeless persons	Include all rapid re-housing projects for homeless persons funded by other federal, state and local public and private sources	Yes	No
	<b>RRH</b> VA-funded Supportive Services for Veteran Families (SSVF) projects	In the “Other Federal Funding Sources” field, must identify project in HIC as SSVF	Yes	No

HIC Project Type	Projects to Include	Instructions	Include PIT data on the HIC?	Include PIT data in PIT sheltered count?
	<b><u>PSH</u></b> Permanent supportive housing projects for homeless persons	Include all permanent supportive housing projects funded by HUD S+C, SHP, CoC Program, and/or other federal, state and local public and private sources  For scattered site projects, include total number of units available for occupancy or total number of vouchers available for use in the CoC on night designated for the count	Yes	No
	<b><u>PSH</u></b> HUD-funded Veterans Affairs Supportive Housing	Include all HUD-funded projects utilizing VASH vouchers  In the “Other Federal Funding Sources” field, must identify project in HIC as VASH	Yes	No
<b>DEM (Rapid Re-housing Demonstration Project)</b>	<b><u>HUD-funded projects funded as RRHD</u></b>	Include all RRHD projects funded in the FY2008 CoC Competition	Yes	No
<b>OPH</b>	<b><u>OPH</u></b> Other permanent housing projects, excluding PSH and RRH, for homeless persons	Include any PH project that is designated for homeless people that provides housing and services or housing only, but for which disability is not required for entry, includes SRO projects.	Yes	No

## APPENDIX B – KEY TERMS

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These terms do not directly correspond to the program requirements of HUD funding streams and must only be used for the purposes of the HIC and PIT.

**Chronically Homeless Individual** - An individual who:

- A. Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
- B. Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 1 year or on at least four separate occasions in the last 3 years where the combined length of time homeless in those occasions is at least 12 months; and
- C. Has a disability.

**Chronically Homeless Family with Children** – A family with children with an adult head of household (or if there is no adult in the family with children, a minor head of household) who meets all of the criteria for a chronically homeless individual, including a family with children whose composition has fluctuated while the head of household has been homeless.

**Note:**

- (1) For the purposes of reporting, a chronically homeless family with children must consist of at least one child under the age of 18.

**Disability** – An individual with one or more of the following conditions:

- A. A physical, mental, or emotional impairment, including an impairment caused by alcohol or drug abuse, post-traumatic stress disorder, or brain injury that:
  - (1) Is expected to be long-continuing or of indefinite duration;
  - (2) Substantially impedes the individual's ability to live independently; and
  - (3) Could be improved by the provision of more suitable housing conditions.
- B. A developmental disability, as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 U.S.C. 15002); or
- C. The disease of acquired immunodeficiency syndrome (AIDS) or any condition arising from the etiologic agency for acquired immunodeficiency syndrome (HIV).

**Adults with HIV/AIDS** – This subpopulation category of the PIT includes adults who have been diagnosed with AIDS and/or have tested positive for HIV.

**Adults with a Serious Mental Illness (SMI)** – This subpopulation category of the PIT includes adults with a severe and persistent mental illness or emotional impairment that seriously limits a person's ability to live independently. Adults with SMI must also meet the qualifications identified in the term for “disability” (e.g., “is expected to be long-continuing or indefinite duration”).

**Adults with a Substance Use Disorder** – This subpopulation category of the PIT includes adults with a substance abuse problem (alcohol abuse, drug abuse, or both). Adults with a substance use disorder must also meet the qualifications identified in the term for “disability” (e.g., “is expected to be long-continuing or indefinite duration”).

**Veteran**—This subpopulation category of the PIT includes adults who have served on active duty in the Armed Forces of the United States. This does not include inactive military reserves or the National Guard unless the person was called up to active duty.

**Victims of Domestic Violence**—This subpopulation category of the PIT includes adults who have been victims of domestic violence, dating violence, sexual assault, or stalking.

**Victim service provider** – A private nonprofit organization whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault, or stalking. This term includes rape crisis centers, battered women’s shelters, domestic violence transitional housing programs, and other programs.

**Youth** – Persons under age 25, including children under age 18 and young adults ages 18 to 24.

**Parenting Youth** – A youth who identifies as the parent or legal guardian of one or more children who are present with or sleeping in the same place as that youth parent, where there is no person over age 24 in the household.

**Unaccompanied Youth** – Unaccompanied youth are persons under age 25 who are not accompanied by a parent or guardian and are not a parent presenting with or sleeping in the same place as his/her child(ren). Unaccompanied youth are single youth, youth couples, and groups of youth presenting together as a household.

**All Households**

<b>Households with at Least One Adult and One Child</b>				
	<b>Sheltered</b>		<b>Unsheltered</b>	<b>Total</b>
	<b>ES</b>	<b>TH</b>		
Total number of households				
Total number of persons				
Number of children (under age 18)				
Number of young adults (age 18 to 24)				
Number of adults (over age 24)				
<b>Gender (adults and children)</b>	<b>Sheltered</b>		<b>Unsheltered</b>	<b>Total</b>
Female				
Male				
Transgender				
<b>Ethnicity (adults and children)</b>	<b>Sheltered</b>		<b>Unsheltered</b>	<b>Total</b>
Non-Hispanic/Non-Latino				
Hispanic/Latino				
<b>Race</b>	<b>Sheltered</b>		<b>Unsheltered</b>	<b>Total</b>
White				
Black or African-American				
Asian				
American Indian or Alaska Native				
Native Hawaiian or Other Pacific Islander				
Multiple Races				



<b>Households without Children</b>					
	<b>Sheltered</b>			<b>Unsheltered</b>	<b>Total</b>
	<b>ES</b>	<b>TH</b>	<b>SH</b>		
Total number of households					
Total number of persons					
Number of young adults (age 18 to 24)					
Number of adults (over age 24)					
<b>Gender</b>	<b>Sheltered</b>			<b>Unsheltered</b>	<b>Total</b>
Female					
Male					
Transgender					
<b>Ethnicity</b>	<b>Sheltered</b>			<b>Unsheltered</b>	<b>Total</b>
Non-Hispanic/Non-Latino					
Hispanic/Latino					
<b>Race</b>	<b>Sheltered</b>			<b>Unsheltered</b>	<b>Total</b>
White					
Black or African-American					
Asian					
American Indian or Alaska Native					
Native Hawaiian or Other Pacific Islander					
Multiple Races					

<b>Households with Only Children (under age 18)</b>				
	<b>Sheltered</b>		<b>Unsheltered</b>	<b>Total</b>
	<b>ES</b>	<b>TH</b>		
Total number of households				
Total number of children (under age 18)				
<b>Gender</b>	<b>Sheltered</b>		<b>Unsheltered</b>	<b>Total</b>
Female				
Male				
Transgender				
<b>Ethnicity</b>	<b>Sheltered</b>		<b>Unsheltered</b>	<b>Total</b>
Non-Hispanic/Non-Latino				
Hispanic/Latino				
<b>Race</b>	<b>Sheltered</b>		<b>Unsheltered</b>	<b>Total</b>
White				
Black or African-American				
Asian				
American Indian or Alaska Native				
Native Hawaiian or Other Pacific Islander				
Multiple Races				

## Veteran Households Only

<b>Veteran Households with at Least One Adult and One Child</b>				
	<b>Sheltered</b>		<b>Unsheltered</b>	<b>Total</b>
	<b>ES</b>	<b>TH</b>		
Total number of households				
Total number of persons				
Total number of veterans				
<b>Gender (veterans only)</b>	<b>Sheltered</b>		<b>Unsheltered</b>	<b>Total</b>
Female				
Male				
Transgender				
<b>Ethnicity (veterans only)</b>	<b>Sheltered</b>		<b>Unsheltered</b>	<b>Total</b>
Non-Hispanic/Non-Latino				
Hispanic/Latino				
<b>Race (veterans only)</b>	<b>Sheltered</b>		<b>Unsheltered</b>	<b>Total</b>
White				
Black or African-American				
Asian				
American Indian or Alaska Native				
Native Hawaiian or Other Pacific Islander				
Multiple Races				

<b>Veteran Households without Children</b>					
	<b>Sheltered</b>			<b>Unsheltered</b>	<b>Total</b>
	<b>ES</b>	<b>TH</b>	<b>SH</b>		
Total number of households					
Total number of persons					
Total number of veterans					
<b>Gender (veterans only)</b>	<b>Sheltered</b>			<b>Unsheltered</b>	<b>Total</b>
Female					
Male					
Transgender					
<b>Ethnicity (veterans only)</b>	<b>Sheltered</b>			<b>Unsheltered</b>	<b>Total</b>
Non-Hispanic/Non-Latino					
Hispanic/Latino					
<b>Race (veterans only)</b>	<b>Sheltered</b>			<b>Unsheltered</b>	<b>Total</b>
White					
Black or African-American					
Asian					
American Indian or Alaska Native					
Native Hawaiian or Other Pacific Islander					
Multiple Races					

## Youth Households

Unaccompanied Youth Households					
	Sheltered			Unsheltered	Total
	ES	TH	SH		
Total number of unaccompanied youth households					
Total number of unaccompanied youth					
Number of unaccompanied youth (under age 18)					
Number of unaccompanied youth (age 18 and 24)					
<b>Gender (unaccompanied youth)</b>	<b>Sheltered</b>			<b>Unsheltered</b>	<b>Total</b>
Female					
Male					
Transgender					
<b>Ethnicity (unaccompanied youth)</b>	<b>Sheltered</b>			<b>Unsheltered</b>	<b>Total</b>
Non-Hispanic/Non-Latino					
Hispanic/Latino					
<b>Race (unaccompanied youth)</b>	<b>Sheltered</b>			<b>Unsheltered</b>	<b>Total</b>
White					
Black or African-American					
Asian					
American Indian or Alaska Native					
Native Hawaiian or Other Pacific Islander					
Multiple Races					

<b>Parenting Youth Households</b>					
	<b>Sheltered</b>			<b>Unsheltered</b>	<b>Total</b>
	<b>ES</b>	<b>TH</b>	<b>SH</b>		
Total number of parenting youth households					
Total number of persons in parenting youth households					
Number of parenting youth (youth parents only)					
Number of parenting youth (under age 18)					
Number of parenting youth (age 18 to 24)					
Number of children with parenting youth (children under age 18 with parents under age 25)					
<b>Gender (youth parents only)</b>	<b>Sheltered</b>			<b>Unsheltered</b>	<b>Total</b>
Female					
Male					
Transgender					
<b>Ethnicity (youth parents only)</b>	<b>Sheltered</b>			<b>Unsheltered</b>	<b>Total</b>
Non-Hispanic/Non-Latino					
Hispanic/Latino					
<b>Race (youth parents only)</b>	<b>Sheltered</b>			<b>Unsheltered</b>	<b>Total</b>
White					
Black or African-American					
Asian					
American Indian or Alaska Native					
Native Hawaiian or Other Pacific Islander					
Multiple Races					

**APPENDIX D – SUBPOPULATION REPORTING REQUIREMENTS FOR THE PIT COUNT**

<b>Homeless Subpopulations</b>			
	<b>Sheltered</b>		<b>Unsheltered</b>
	<b>ES</b>	<b>SH</b>	
Chronically Homeless Individuals			
Chronically Homeless Families			
Persons in Chronically Homeless Families			
Chronically Homeless Veteran Individuals			
Chronically Homeless Veteran Families			
Persons in Chronically Homeless Veteran Families			

	<b>Sheltered</b>			<b>Unsheltered</b>
	<b>ES</b>	<b>TH</b>	<b>SH</b>	
Adults with a Serious Mental Illness				
Adults with a Substance Use Disorder				
Adults with HIV/AIDS				
Victims of Domestic Violence (optional)				