
I. CoC Housing Inventory Charts Instructions

This chart consists of three housing inventory charts—for emergency shelter, transitional housing, and permanent supportive housing. Please provide information on each project (Current, New Inventory, and Under Development) as of a point-in-time during last week in January 2007. For each chart, list beds that are HUD-funded as well as those that do not receive any funds from HUD. Enter them under the appropriate category based on the date that they became reliably available for occupancy for the first time (regardless of HUD funding). Do not list beds in more than one row per chart—for example, an emergency shelter that opened for occupancy on February 15th, 2006 should be listed under “New Inventory in Place in 2006” and **not also** under “Current Inventory.” Finally, if you do not have any beds in a certain category, enter “N/A” or “0” in the subtotal rows.

HUD will use the HMIS participation indicated on these charts to assess appropriateness for participation in the Annual Homeless Assessment Report (AHAR) for each CoC. CoCs indicating 65 percent or greater bed coverage on the Housing Inventory charts for Emergency Shelter and/or Transitional Housing will be contacted to participate in the next AHAR.

Please provide information on each project as of the date of your point-in-time Housing Inventory Survey. Add rows as needed.

- **Provider Name:** Enter the name of the provider organization.
- **Facility Name:** Enter the name of the facility. New in 2007, add an asterisk after each facility that receives any HUD McKinney-Vento dollars.
- **HMIS Participation Code:** Enter one of the following codes that most accurately reflects the client level data submitted to the HMIS, either via direct data entry or data integration conducted at least annually.
PA – Client level data in HMIS on at least 75% of the homeless persons served.
PS – Client level data in HMIS on less than 75% of the homeless persons served (0-74%).
N – Not yet providing client level data to HMIS but will begin providing data by September 1, 2007.
D – Declined participation in HMIS or will begin providing data after September 1, 2007.
DV – Domestic violence service provider: providers whose primary mission is serving victims of domestic violence and are not reporting client-identified data to HMIS.
- **Number of Year-Round Beds in HMIS:** Enter the number of year-round individual beds (Ind.) and number of year-round family beds (Fam.) that are covered by the HMIS. A bed is “covered” if the provider is entering data about the clients served by that 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. These numbers should be consistent with the participation code and should not exceed the total number of beds provided in each project, as reported in the subsequent columns in this table. In the column for “family beds,” include beds for households with children.
- **Geo Code:** Indicate the 6-digit Geographic Area Code (Geo Code) for the project, found on HUD’s web site at <http://www.hud.gov/offices/adm/grants/fundsavail.cfm>. Where there is only one geographic code for the Continuum, check the box and indicate that code in the row for the first project only. If the project is located in multiple jurisdictions, select the jurisdiction where the majority of the provider’s inventory is located.
- **Facility Target Population A:** Select the code that best represents your project: **SM**=only Single Males (18 years and older); **SF**=only Single Females (18 years and older); **SMF**=only Single Males and Females (18 years and older with no children); **FC**=only Families with Children; **YM**=only unaccompanied Young Males (under 18 years); **YF**=only unaccompanied Young Females (under 18 years); **YMF**=only unaccompanied Young Males and Females (under 18 years); **M**=mixed populations. Only one code should be used per facility. If more than one group is served, use the **M**=mixed populations code.
- **Facility Target Population B:** Indicate whether the project serves these additional characteristics: **DV**=only Domestic Violence victims; **VET**=only Veterans, and **HIV**=only persons with HIV/AIDS.
- **Year-Round Family Units:** Enter the number of units that the project set aside for serving families.
- **Year-Round Family Beds:** Enter the number of beds that are contained in family units.
- **Year-Round Individual Beds:** Enter the number of beds that are serving individuals. In this column on the

Permanent Supportive Housing Chart only, indicate first the total number of individual beds, then the estimated number of those beds designated for chronically homeless (CH) individuals or occupied by persons who met the definition of chronic homelessness at the time of placement into permanent supportive housing (PSH) beds. For example: 115/5 indicates that there are a total of 115 PSH beds for individuals in the COC, 5 of which are designated for or occupied by individuals who meet the HUD definition of chronic homelessness.

- **Total Year-Round Beds:** The number of family beds in (column “Family Beds”) **plus** the number of beds for individuals (column “Individual Beds”).
- **Other Beds (Emergency Shelters Chart Only):** Emergency shelters are usually structures with year-round beds, but there are structures with seasonal beds that are made available to homeless persons during particularly high-demand seasons of the year, usually wintertime. In addition, projects may have overflow capacity that includes cots or mats in addition to permanent bed capacity that is not ordinarily available but can be marshaled when demand is especially great, for example, on the coldest nights of the year. Vouchers (hotel/motel arrangements) are to be identified as overflow beds. The total number of year-round, seasonal and overflow beds would provide a point-in-time snapshot of the housing inventory for homeless people at its highest point in the year.
 - **Seasonal Beds:** The number of beds made available to individuals and families on a seasonal basis.
 - **Overflow and Voucher Beds:** The number of beds, mats or spaces or vouchers that are made available on a very temporary basis.
- **Current Inventory:** List all Provider Organization Names and Facility Names (Project Names), including voucher programs, that had beds available for occupancy on or before January 31st, 2006. Add rows as needed, and complete each column for all projects. Do not include any inventory that you are also listing in “New Inventory in Place in 2006” or “Inventory Under Development” rows.
- **New Inventory in Place in 2006:** List all Provider Organization Names and Facility Names (Project Names) in which new beds became available for the first time between February 1st, 2006 and January 31st, 2007. Add rows as needed, and complete each column for all projects. Do not include any inventory that you have already listed in the “Current Inventory” or “Inventory Under Development” rows.
- **Under Development:** List all the projects that are fully funded but are not yet available for occupancy as of January 31, 2007. Indicate the anticipated occupancy date for project. Add rows as needed, and complete each column for all projects. Do not include any inventory that you have already listed in the “Current Inventory” or “New Inventory in Place in 2006” rows.
- **Unmet Need:** You may use the HUD Unmet Need Formula to calculate the values in this row. Do not enter negative values in this section: if there is no unmet need, enter zeroes. This formula can be found on the “Worksheet for Calculating Unmet Need,” provided on the HUD web site at: <http://www.hud.gov/offices/adm/grants/fundsavail.cfm>.
- **Year Round beds and bed coverage calculations (items 1-10):**

Items 1 and 6: Add up the total number of year-round beds from the Housing Inventory Chart, for individuals and families and enter this number in the space provided. Be sure to include all beds reliably available for homeless persons, regardless of funding source.

Items 2 and 7: Enter the total number of beds provided by domestic violence (DV) victim service providers, for individuals and families. DV victim service providers are those providers whose primary mission is serving victims of domestic violence.

Items 3 and 8: Subtract the number of individual DV year-round beds from the total individual year-round beds and enter this number in the space given for item 3. Do the same for family beds in item 8.

Items 4 and 9: Enter the total number of beds in the HMIS as listed in the Housing Inventory Chart, for individuals and families. NOTE: Beds in the HMIS are those where client level data is included in the HMIS either through direct data entry or data integration that occurs at least annually.

Items 5 and 10: Divide the total year-round beds in HMIS by the subtotal of non-DV beds. Multiply this number by 100, round it to a whole number, and enter this number in the space given. Do this for individual and family beds. For example, if you entered 35 for the subtotal for non-DV year-round individual beds (line 3) and entered 26 for the number of individual emergency shelter beds in the HMIS (line 4), your computation would be: $(26/35) \times 100\% = 73\%$.