



Safe, appropriate and affordable housing for all Kansans

Please turn in all HIC & PIT paperwork to the designated Regional Coordinator by February 2, 2018. Keep all agency paperwork together.

Remember to staple all households PIT surveys together and complete a PIT survey on each family member that is with them on that night.

HIC & PIT Summary:

Total number of beds available: _____

Total number of persons in those beds: _____

(For ES & TH only) Total number of PIT surveys turned into KSHC:

(For ES & TH only) Total number of PIT surveys refused:

Thank you for taking the time to assist the KS BoS CoC in gathering this important information. If you have any questions or concerns, please call **your regional Coordinator, or, Natasha Derakhshanian at (785) 856-4960 or email Natasha@kshomeless.com.**



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Housing Inventory Count (HIC)

Kansas Balance of State Continuum of Care (KS BoS CoC)

January 24, 2018

Please take the time to provide the KS BoS CoC with the information on the capacity and guests during the 24-hour period of January 24, Midnight to Midnight. The purpose of this survey is to report to the US Dept. of Housing and Urban Development the number of beds that are available in the Continuum of Care. These numbers are used to determine the need and allow for additional funding opportunities to funnel into the State of Kansas for use by the Balance of State. Please note: This form asks about bed occupancy for the 24th as well as bed capacity. ***The Point-In-Time count is a separate survey that will need to be filled out for every guest of your program as well. This form is only asking for an aggregate number.***

Survey Completed By (your name): _____

Phone number (for data clarification if needed): _____

Email (for data clarification if needed): _____

Agency/Organization Name: _____

Project Name (if different): _____

Agency Address (For Facility based programs or Admin Offices)

County: _____

PLEASE NOTE: If you have more than one housing program, you will need to fill out a HIC for each one.

1. Program Type - Check ONLY ONE

Program Type	
Temporary Housing	
<input type="checkbox"/>	Emergency Shelter
<input type="checkbox"/>	Transition Housing (includes Interim Housing)
<input type="checkbox"/>	Safe Haven
Permanent Housing	
<input type="checkbox"/>	Permanent Supportive Housing (PSH)
<input type="checkbox"/>	Rapid Re-housing (RRH) (Includes SSVF)
<input type="checkbox"/>	Other PH (OPH) – consists of PH – Housing with Services (no disability required) and PH – Housing Only



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2. Inventory Type– Bed Capacity mark inventory type with an “X”

- a. ___ Current (Available for Occupancy on or before 1/31/2018)
- b. ___ New (became available this past year between 2/1/2017 and 1/31/2018)
- c. ___ Under Development (funded, but not available until after 1/31/2018)
 - a. Will the project under development be available for occupancy by 1/31/19? (Y/N)

3. Housing Type Site-Based is for agencies where the housing subsidy stays with the unit and the leases are often in the agency name. For example – Marion Apartments would be a Site Based-Single Site because they have one building that the units are located in and they own the building. MESI Opportunities program is Site Based- Clustered – Multiple Sites because the units are master leased by the agency and the subsidy stays with the unit.

Tenant-Based are going to be any voucher programs or programs where the units are leased by the tenant with the lease in the tenant’s name. The subsidies go with the client, not the unit (e.g. Section 8 programs, Rapid Re-housing programs, etc.)

Check ONLY ONE

	Site-Based Single Site
	Site-Based Clustered/Multiple Sites
	Tenant-Based Scattered Site –zip code _____

Enter an address for all projects that are Site-Based. If a Site-Based project has multiple sites, enter the address for the site where most beds and units are located. For Tenant-Based Scattered Site projects, enter the zip code (in the table above) where most beds and units are located.

Address: _____

4. **Target Population A (optional):** The target population served by 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 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. Note that a single provider program may not have more than one Target Population

Check only one response.

Target Population A	
<input type="checkbox"/>	Single Males 18 years and older (SM)
<input type="checkbox"/>	Single Females 18 years old and over (SF)
<input type="checkbox"/>	Single Males and Females 18 years and older (SMF)
<input type="checkbox"/>	Couples Only, No Children (CO)
<input type="checkbox"/>	Households with Children (HC)
<input type="checkbox"/>	Single Males 18 years old and over Households with Children (SMHC)
<input type="checkbox"/>	Single Females 18 years old and over Households with Children (SHFC)
<input type="checkbox"/>	Single Males and Females 18 years old and over plus Households with Children (SMF+HC)
<input type="checkbox"/>	Youth Males under 25 years old (YM)
<input type="checkbox"/>	Youth Females under 25 years old age (YF)
<input type="checkbox"/>	Youth Males and Females under 25 years old (YMF)

5. **Target Population B:** The subpopulation served by provider program, if applicable. A population is considered a "target population" if the provider program is designed to serve that population and at least three-fourths (75 percent) of the clients served by the provider program fit the target group descriptor. Note that a single provider program may not have more than one Target Population

Check all that apply

<input type="checkbox"/>	Domestic Violence Victims (DV)
<input type="checkbox"/>	Persons with HIV/AIDS (HIV)
<input type="checkbox"/>	Not applicable (NA)

6. Is your program HUD McKinney-Vento funded?
Check all that apply (Note: Separate programs require a separate HIC)

Emergency Solutions Grants Program (ESG)	
<input type="checkbox"/>	HUD: ESG – Emergency Shelter
<input type="checkbox"/>	HUD: ESG – Rapid Re-Housing
Continuum of Care Program (CoC)	
<input type="checkbox"/>	HUD: CoC – Safe Haven
<input type="checkbox"/>	HUD: CoC – Transitional Housing
<input type="checkbox"/>	HUD: CoC – Permanent Supportive Housing
<input type="checkbox"/>	HUD: CoC – Supportive Services Only
<input type="checkbox"/>	HUD: CoC – Rapid Re-Housing
<input type="checkbox"/>	HUD: CoC – Single Room Occupancy
Shelter Plus Care Program (S+C)	
<input type="checkbox"/>	Section 8 Moderate Rehabilitation Single-Room Occupancy program (SRO), including grants formerly funded under McKinney-Vento but renewed under Section 8
<input type="checkbox"/>	Supportive Housing Program (SHP)

7. Is your program funded by other federal funding sources?
Check all that apply (Note: Separate programs require a separate HIC)

<input type="checkbox"/>	HUD: HUD/VA Supportive Housing (HUD/VASH)
<input type="checkbox"/>	VA: Supportive Services for Veteran Families Program (SSVF)
<input type="checkbox"/>	VA: Grant and Per Diem Program (GPD)
<input type="checkbox"/>	VA: Grant and Per Diem Program Transition in Place (GPD TIP)
<input type="checkbox"/>	VA: Community Contract Emergency Housing (Health Care for Homeless Veterans) (HCHV/EH)
<input type="checkbox"/>	VA: Community Contract Residential Treatment Program (HCHV/RT)
<input type="checkbox"/>	VA: Compensated Work Therapy-Transitional Residence (CWT/TR)
<input type="checkbox"/>	HHS: RHY Basic Center Program (BCP)
<input type="checkbox"/>	HHS: RHY Transitional Living Program (TLP)
<input type="checkbox"/>	HHS: RHY Maternity Group Homes for Pregnant and Parenting Youth (MGH)
HUD: Housing Opportunities for Persons with AIDS (HOPWA) shelter and housing programs. This includes the following options:	

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	HUD: HOPWA – Hotel/Motel Vouchers
	HUD: HOPWA – Permanent Housing
	HUD: HOPWA – Permanent Housing Placement (facility-based or TBRA)
	HUD: HOPWA – Short-Term Rent, Mortgage, Utility Assistance
	HUD: HOPWA – Short-Term Supportive Facility
	HUD: HOPWA – Transitional Housing (facility-based or TBRA)
	HUD Public and Indian Housing (PIH) programs (non-VASH), including public housing and housing choice voucher inventory that is dedicated to homeless persons.
	Other

Please answer the following questions about current bed capacity during the 24-hour period of January 24. The HIC is separate than the PIT. Please provide an answer for every question. If the answer is zero, then place a zero in the space provided.

Place response in the box to the left

# of	Household/Inventory Type
	8. Number of <i>beds</i> available for Households with Children (Families)
	9. Number of people in the beds from question #8 on January 24, 2018
	10. Number of <i>units</i> available for households with children (Families)
	11. Number of <i>beds</i> available for households without children (Singles/Individuals)
	12. Number of people in the beds from question #11 on January 24, 2018
	13. Number of <i>units</i> available for households without children (Singles/Individuals)
	14. Total number of available year-round beds (Question 8 + Question 11) (Reflect regular beds only, overflow and seasonal beds are reported on Question 18 & 21)
	15. Total number of people in beds (Question 9 + Question 12) <i>This number MUST match the number of PIT surveys turned in</i>

16. Does the program track the number of beds for Families in HMIS?

Yes _____ No _____ If yes, how many beds? _____

17. Does the program track the number of beds for Singles/Individuals in HMIS?

Yes _____ No _____ If yes, how many beds? _____

18. (Emergency Shelters Only) Does the program provide seasonal beds?
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.

Yes _____ No _____ If yes, how many beds? _____

19. Does the program track the number of seasonal beds in HMIS?

Yes _____ No _____ If yes, how many beds? _____

20. Seasonal beds available from (date) _____ to (date) _____

21. (Emergency Shelters Only) How many overflow beds are available? _____

Overflow beds are on an ad hoc or temporary basis during the year in response to demand that exceeds planned bed capacity. For the HIC identify the total number of overflow beds that were available for occupancy on the night of the inventory count.

22. Does the program track the number of overflow beds in HMIS?

Yes _____ No _____ If yes, how many beds? _____

Dedicated means the bed **must** be filled by one of the following target populations who qualifies for the project unless there are no qualified applicants in the region.

23. Number of Permanent Supportive Housing Beds dedicated to chronically homeless individuals or families _____

22a) Of those beds, how many are dedicated to;

Individuals _____

Families _____

24. Number of beds dedicated to veterans and veteran's families _____

23a) Of those beds, how many are dedicated to;

Individuals _____

Families _____

25. Number of beds dedicated to youth _____

24a) Of those beds, how many are dedicated for;

17 and under _____

18-24 _____

Both _____

Definitions

Household Type: The number of beds and units available for each of the following household types:

- ***Households without children (Singles/Individuals):*** Beds and units typically serving households with adults only. This includes households composed of unaccompanied adults (including unaccompanied youth 18-24) and multiple adults (including households with multiple youth ages 18-24).
- ***Households with at least one adult and one child (Families):*** Beds and units typically serving households with (at least) one adult and (including youth ages 18-24) and one child.
- ***Households with only children (Unaccompanied Youth):*** 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 number of beds per unit varies or beds can be used by different household types, or the 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 methodologies described below. These same approaches can be used for determining the number of dedicated beds for youth, veterans, and people who are chronically homeless.

- 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 pro-rated distribution of those who are served on the night of the count.
- 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.
- 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 units and an average household size of 3 equals 90 beds for households with at least one adult and one child).

(A "unit" holds the beds. So for a big open-space like a Salvation Army that holds 50 beds in one room, that's 1 unit and 50 beds. If there's an apartment that has two bedrooms and three beds, that is 1 unit and 3 beds. In this case, the apartment is the overall unit that holds the beds.)

- **Year-Round Beds/Units:** Year-round beds and units are available on a year-round basis. For all of the relevant programs types other than rapid re-housing, CoCs should record all of the dedicated homeless beds and units available for homeless persons on the date of the inventory count (whether new, current, or under development), regardless of whether the program is a Contributory HMIS Program (see definition in Appendix B) or receives HUD funding, and regardless of whether or not the bed was occupied.
- **Seasonal Beds (*Emergency Shelter Only*):** Seasonal beds are not available during the whole year, but instead are available on a planned basis, with set start and end dates, during an anticipated period of higher demand.
- **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 only the total number of overflow and voucher beds that were occupied on the night of the inventory count.
- Similar to HPRP, SSVF provider programs may offer both homelessness prevention and rapid re-housing assistance. Households are not reported as “served” unless a service record has been entered in HMIS. Therefore, CoCs must take additional steps to identify and count SSVF rapid re-housing inventory.

CoCs should only count SSVF rapid re-housing beds/units that meet **all** of the following criteria:

- SSVF participant is actively enrolled in the provider program on the night of the inventory count;
- SSVF participant housing status at program entry is “literally homeless;”
- SSVF participant is no longer literally homeless and is in permanent housing on the night of the inventory count; **and**
- SSVF participant is receiving financial assistance and/or housing relocation and stabilization services on the night of the inventory count.