



Kansas Statewide
Homeless Coalition

Housing Inventory Chart (HIC) 2022 Data Collection Cover Letter

HMIS-participating projects (in Clarity, within the Kansas Balance of State) are not required to complete this form. Information will be pulled from Clarity after confirmation of Bed & Unit Inventories.

Non-HMIS projects may complete this form and get it to their Regional Coordinator by 3/1/22 or fill out the online form at kshomeless.com/hic-survey

Agency/Organization Name: _____

Project Name (each unique project requires a unique HIC Completed):

Agency Address (For Facility based programs or Admin Offices)

Survey Completed By (your name): _____

Phone number (for data clarification if needed): _____

Email (for data clarification if needed): _____

Total number of beds available: _____ (Must match #7 on p. 4)

Total number of persons in those beds: _____ (Must match #8 on p. 4)

(ES or TH Only) Total number of PIT surveys completed and attached: _____

(ES or TH Only) Total number of PIT surveys refused by clients: _____

- Keep all agency paperwork together
- Staple a household's PIT surveys together, complete a PIT survey on each family member that is with them on that night.

If you have any questions, please call your Regional Coordinator or Dylan Woods at (785) 760-6893 or email dwoods@kshomeless.com

Housing Inventory Count (HIC)

February 22nd, 2022

The Point-In-Time count is a different survey that will need to be filled out for every guest

PLEASE NOTE: Complete a HIC for each unique program type at the agency.

1. Program Type - Check ONLY ONE

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

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

- a. ___ Current (Available for Occupancy on or before 2/22/2022)
- b. ___ Under Development (funded, but not available until after 2/22/2022)

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. **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 (If program is multiple types, submit separate HICs)

	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: _____

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4. **Target Population:** 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

	Domestic Violence Victims (DV)
	Persons with HIV/AIDS (HIV)
	Not applicable (NA)

5. **Is your program HUD McKinney-Vento funded?**

Check all that apply (Note: Separate programs require a separate HIC)

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

6. **Is your program funded by other federal funding sources?**

Check all that apply (Note: Separate programs require a separate HIC)

	HUD: HUD/VA Supportive Housing (HUD/VASH)
	VA: Supportive Services for Veteran Families Program (SSVF)
	VA: Grant and Per Diem Program (GPD)
	VA: Grant and Per Diem Program Transition in Place (GPD TIP)
	VA: CRS Contract Residential Services (HCHV CRS: EH)
	VA: Community Contract Residential Safe Haven Program (HCHV/SH)
	HHS: RHY Basic Center Program (BCP)
	HHS: RHY Transitional Living Program (TLP)
	HHS: RHY Maternity Group Homes for Pregnant and Parenting Youth (MGH)

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	HHS: RHY Demonstration Project
	HUD: HOME
	HUD: HOME (ARP)
	HUD: HOPWA- CV
	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) (Emergency Housing Voucher)
	HUD Public and Indian Housing (PIH) programs (non-VASH), including public housing and housing choice voucher inventory that is dedicated to homeless persons.
	HUD: YHDP-Youth Homelessness Demonstration Program
	Other

Answer the following questions about bed capacity for the night of February 22nd, 2022.

Answer every question; if the answer is zero, then place a zero in the space provided.

- 7. Total number of available Year-Round beds _____
 - 8. Total number of people in those beds on the night of 2/22/2022 _____
 - 9. How many of the total beds are typically dedicated to Families with children? _____
 - 9a. Number of unique units/rooms/apartments these beds are in? _____
 - 9b. How many of these beds are recorded into HMIS? _____
 - 10. How many of the total beds are typically dedicated to Singles/Individuals? _____
 - 10.a How many of these beds are recorded into HMIS? _____
- NOTE: Response to #9 + #10 must equal #7

- 11. (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? _____

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

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

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12. (Emergency Shelters Only) Does the program have 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.

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

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

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

Dedicated 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.

13. Number of Beds dedicated to chronically homeless individuals or families _____

13a) Of those beds, how many are dedicated to:

Individuals _____

Families _____

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

14a) Of those beds, how many are dedicated to:

Individuals _____

Families _____

15. Number of beds dedicated to youth _____

15a) Of those beds, how many are dedicated to:

17 and under _____

18-24 _____

Both _____

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Household Type Definitions:

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 the relevant programs types other than rapid re-housing, CoCs should record all 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 the bed was occupied.