

Questions & Answers for the Housing Inventory Chart (HIC)

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Questions & Answers for the Housing Inventory Chart (HIC)

The following Questions and Answers (Q&A) are designed to help Continuums of Care (CoCs) complete the sections of their Chart I -- Housing Inventory Chart (HIC). HUD encourages all CoCs to review each Q&A carefully. The Q&A is organized into three sections: general, emergency shelters, and permanent supportive housing. The general section provides answers to questions that relate to the entire HIC, and the emergency shelter and permanent supportive housing sections provide answers to questions that pertain to those specific sections of the HIC. A sample section of a HIC is provided at the end of the Q&A and it highlights several key topics in the Q&A.

General Section

1. What beds should be included in the Housing Inventory Chart (HIC)?

The HIC is designed to be an accurate reflection of each Continuum of Care's (CoC) capacity to house homeless and formerly homeless persons. Thus, the HIC is a complete inventory of emergency shelter, transitional housing and permanent supportive housing beds available in the CoC. The inventory should include all HUD-funded residential programs, as well as non-HUD funded programs that provide housing to homeless and formerly homeless persons, even if those programs do not actively participate in the CoC planning process.

Accordingly, you should count the following types of programs in your HIC:

- All emergency shelters, including a youth shelter, a hotel or motel unit, and a campground space paid for with an emergency shelter voucher.
- All transitional housing for homeless persons, including homeless youth.
- All permanent supportive housing for formerly homeless persons, such as SHP, S+C, or SRO Mod Rehab.
- Residential programs for the homeless funded by private organizations.
- Faith-based residential programs for the homeless.
- Interfaith hospitality networks serving homeless persons.

By contrast, you should not count the following types of programs or providers in your HIC:

- Tenant-based housing provided by the Housing Choice Voucher program, unless the voucher(s) has been exclusively dedicated to serving homeless persons.
- Project-based public housing, unless the housing has been exclusively dedicated to serving homeless persons.
- Medical facilities, such as hospitals, psychiatric facilities, and nursing homes.
- Jails, prisons or juvenile detention facilities.
- Foster care homes or foster care group homes.
- Market rate units that happen to accept formerly homeless persons.

- Chemical dependency facilities, such as substance abuse treatment facilities and detox centers.

2. *How should cribs be reported in the Housing Inventory Chart (HIC)?*

Cribs should not be included in the HIC.

3. *What is a geocode and how do I report geocodes in the Housing Inventory Chart (HIC)?*

A geocode is the 6-digit number that corresponds to a particular geographic location within a Continuum of Care (CoC). Most CoCs have multiple geographic areas and therefore multiple geocodes. An updated list of all HUD geocodes is provided annually.

Each facility in the HIC should have only *one* geocode listed in the “Geocode” column of the HIC. The geocode indicates the geographic location of the (physical) facility where housing is provided. The geocode used should be associated with the county geocode if there is no geocode available for the city in which a facility is located. Accordingly, as a first step, CoCs should check the list of geocodes to determine if a geocode is available for the city in which a facility is located.

Programs providing scattered-site housing located in different geographic areas should list the geocode where the majority of beds are physically located.

4. *How should a facility that has a mix of individual and family beds report their inventory in the Housing Inventory Chart (HIC)?*

Some programs serve both individuals and families, and the beds in these programs may be “fixed” or may “float” between individuals and persons in families. In programs with “fixed” bed inventories the proportion of beds dedicated to individuals and persons in families does not change on any given night. These programs should report the “fixed” number of beds dedicated to individuals and families in the appropriate columns of the HIC.

However, in other programs, the number of beds available for individuals (or persons in families) changes regularly depending on the demand for beds on any given night. “Floating” beds are more difficult to report in the HIC because the proportion of beds for individuals and persons in families changes unpredictably.

For facilities that have “floating” beds for individuals and persons in families, the HIC should reflect the use of beds on the night of the Point-in-Time (PIT) count. For example, if on the night of the PIT count a program with 20 total beds served 12 individuals and 8 persons in families, then the program should report 12 beds for individuals and 8 beds for persons in families in the HIC. If a program was not fully occupied on the night of the PIT count, then the household status of the unoccupied beds should be reported in proportion to the occupied beds. The table below provides an example of how to complete the bed inventory for a program serving both individuals and families and has unoccupied beds on the night of the PIT count.

How do I Complete the Bed Inventory for Mixed Programs that have “Floating” Beds and Some Beds were Unoccupied on the Night of the Point-in-Time (PIT) Count?

Example: On the night of the PIT count a program with 20 total beds served 10 individuals, 6 persons in families, and had 4 unoccupied beds.

Step	Description	Calculation	Result
Step 1	Determine the total number of individual beds that were occupied on the night of the PIT count	Based on PIT count	10
Step 2	Determine the total number of family beds that were occupied on the night of the PIT count	Based on PIT count	6
Step 3	Determine the proportion of occupied beds that were used by individuals	Step 1 divided by (Step 1 + Step 2)	10 divided by 16 = .63 (round as needed)
Step 4	Determine the proportion of occupied beds that were used by families	Step 2 divided by (Step 1 + Step 2)	6 divided by 16 = .37 (round as needed)
Step 5	Determine the total number of beds that were unoccupied on the night of the PIT count	Total number of beds in the program minus the total number of occupied beds	20 – 16 = 4
Step 6	Apply the proportion of occupied beds that were used by individuals to the total number of unoccupied beds	Step 3 x Step 5	.63 x 4 = 3 (round as needed)
Step 7	Apply the proportion of occupied beds that were used by families to the total number of unoccupied beds	Step 4 x Step 5	.37 x 4 = 1 (round as needed)
Step 8	Calculate the total number of individual beds in the program on the night of the PIT count	Step 1 + Step 6	10 + 3 = 13
Step 9	Calculate the total number of family beds in the program on the night of the PIT count	Step 2 + Step 7	6 + 1 = 7
Total Number of Beds for Individuals: 13			
Total Number of Beds for Persons in Families: 7			

As suggested in the above example, applying the proportion of occupied beds to the unoccupied beds may not be straightforward, because the ratio of individuals and families in the occupied beds creates fractions of beds. In these situations, you can round as needed to report whole beds, but the rounding should not exceed the total number of beds.

5. Should I leave a cell in the Housing Inventory Chart (HIC) blank if the cell does not apply to the program?

Columns that require “character fields” such as Provider Name, Facility Name and HMIS Participation Code should have a value in each cell, with the exception of Target Population B (discussed below). Columns that require “numeric fields” such as Year-Round Family Units, Year-Round Family Beds, and Year-Round Individual Beds should also be completed entirely, and programs should report “0” (zero) in cells that do not apply to a program. For example, a

program that serves only individuals in year-round beds would show “0” in the following columns:

- Number of Year-Round Beds in HMIS: Family
- Year-Round: Family Units
- Year-Round: Family Beds
- Other Beds: Seasonal
- Other Beds: Overflow & Voucher

Zero (“0”) values should also be recorded in the unmet need totals when appropriate.

However, cells can be left blank in the column labeled “Target Population: B” if the program does not serve any of the relevant subpopulations **exclusively** (i.e., domestic violence victims; veterans; and persons with HIV/AIDS). The Target Population: B column is the only column in the HIC that may have blank cells.

The table below describes when missing or blank values are appropriate for each HIC column.

What do I Report in the HIC if the Column Does Not Apply to the Program?		
HIC Column	Value Type	Reporting Requirement
Provider Name	Character	All cells should be filled
Facility Name	Character	All cells should be filled
HMIS Participation Code	Character	All cells should be filled
Number of Year-Round Beds in HMIS: Ind.	Numeric	All cells should be filled; use “0” where applicable
Number of Year-Round Beds in HMIS: Fam.	Numeric	All cells should be filled; use “0” where applicable
Geocode	Numeric	All cells should be filled, except where there is only one geographic code for the entire Continuum of Care. In these cases, the box in the column header should be checked and the geocode entered for the first facility listed in the HIC
Target Population: A	Character	All cells should be filled
Target Population: B	Character	Blank cells permitted where applicable
Year-Round: Family Units	Numeric	All cells should be filled; use “0” where applicable
Year-Round: Family Beds	Numeric	All cells should be filled; use “0” where applicable
Year-Round: Individual Beds	Numeric	All cells should be filled; use “0” where applicable
Total Year-Round Beds	Numeric	All cells should be filled; use “0” where applicable
Other Beds: Seasonal	Numeric	All cells should be filled; use “0” where applicable
Other Beds: Overflow & Voucher	Numeric	All cells should be filled; use “0” where applicable

6. What are the codes for “Target Population: B” and when should they be used?

There are three codes for “Target Population: B” in the Housing Inventory Chart (HIC):

- DV: the program serves only domestic violence victims.
- VET: the program serves only veterans.

- HIV: the program serves only persons with HIV/AIDS.

A program that serves only victims of domestic violence, veterans or persons with HIV/AIDS should have the DV, VET, or HIV code in the “Target Population: B” column, respectively.

7. How is the HMIS bed coverage rate calculated?

HMIS bed coverage is calculated by dividing the total number of *year-round* beds located in HMIS-participating programs by the total number of *year-round* beds in the Continuum of Care (CoC), after excluding beds in domestic violence (DV) programs. HMIS bed coverage rates must be calculated separately for emergency shelters, transitional housing, and permanent supportive housing. Figure 1 displays the basic formula for calculating the HMIS bed coverage rate.

Figure 1: Formula for Calculating Your HMIS Bed Coverage

$$\text{HMIS Bed Coverage Rate} = \left(\frac{\text{Number of year-round beds located in HMIS-participating programs}}{\text{Total number of year-round beds in the CoC} - \text{Total number of year-round DV beds in the CoC}} \right) \times 100$$

Include all of the CoC’s year-round beds for homeless families and individuals in the HMIS bed coverage calculation using the following criteria:

- Exclude beds provided by DV agencies.
- Exclude beds listed in the Under Development section of the Housing Inventory Chart (HIC).
- Include HUD and non-HUD funded beds.
- Include only the year-round beds listed in the Current Inventory and New Inventory sections of HIC.

Calculating HMIS bed coverage using beds instead of units account for both apartment-style and congregate facilities for families within the CoC.

To calculate your HMIS bed coverage for family programs, review the HIC and identify the total number of beds reported in the following HIC columns: “Number of Year-Round Beds in HMIS: Fam” and “Year-Round: Fam. Beds.” The HMIS bed coverage for family programs is equal to the total number of year-round family beds in the HMIS divided by the total number of year-round family beds in the CoC.

Example: A CoC has four emergency shelters for families: Shelter A, B, C, and D.

- Shelter A has 2 units that can serve up to 4 people in each unit (2 units, 8 beds).
- Shelter B has 3 units that can serve 5 people in each unit (3 units, 15 beds).
- Shelter C is a congregate facility for families that can serve up to 12 people, usually 3 families at a time (3 units, 12 beds).
- Shelter D is a DV shelter and has 4 units that can serve up to 4 people in each unit (4 units, 16).

Only Shelters B and C participate in HMIS.

In this example, the HMIS bed coverage calculation for emergency shelters for families is equal to 77 percent or:

$$77 \text{ percent} = \left(\frac{15 + 12}{(8 + 15 + 12 + 16) - 16} \right) \times 100$$

Please note that bed coverage rates and occupancy rates are not the same. Bed coverage calculations indicate what proportion of year-round beds is included in your HMIS. The goal is to have all year-round beds included in your HMIS (or a 100 percent HMIS bed coverage rate). By contrast, occupancy rates indicate what proportion of beds is utilized on any given day.

8. *What types of beds should be included in the HMIS bed coverage rate?*

The HMIS bed coverage rate should include all programs and year-round beds listed in the HIC, except for beds located in domestic violence (DV) programs. To exclude DV programs from the HMIS bed coverage calculation, you must identify all DV programs in the HIC and properly exclude these programs from the HMIS bed coverage calculation.

The HIC includes a column labeled “Target Pop: B,” which identifies programs that only serve domestic violence victims, veterans, or persons with HIV/AIDS. A program that serves victims of domestic violence **exclusively** should have the code “DV” in the “Target Pop: B” column.

Do not include DV programs in the HMIS bed coverage calculation. DV beds should not be counted in either the numerator (i.e., the total number of year-round beds in the HMIS) or the denominator (i.e., the total number of year-round beds in the CoC) in the bed coverage formula (see guidance above).

9. *How can a Continuum of Care (CoC) recognize problems or data inconsistencies in the Housing Inventory Chart (HIC)?*

Compiling the bed inventory information for the HIC can be challenging, and these difficulties can lead to erroneous or inconsistent data. Below are a few simple tips for identifying erroneous or inconsistent information in the HIC, which are graphically displayed in the sample HIC presented at the end of the HIC Q&A:

- The subtotal row should be equal to the sum of all units or beds reported in each respective column.
- The total number of year-round beds in HMIS should be equal to or less than the total number of year-round beds in the CoC. This comparison should be examined separately by household type. For example, the total number of year-round beds for individuals that are in the HMIS should be equal to (or less than) the total number of year-round beds for individuals in the CoC.
- The total number of year-round beds in the CoC should be equal to the sum of year-round beds for individuals and families.
- Ensure that the code in the “Target Population A” column is consistent with the types of beds reported in the HMIS. For example, a provider that serves families with children and is coded as “FC” in the Target Population A column should not have any beds for individuals in the inventory data.
- Providers that serve families with children and are coded as “FC” in the “Target Population A” column should have information about the number of family beds and units.

Emergency Shelters

10. *How should the Continuum of Care (CoC) report beds that rotate among religious institutions (churches, synagogues, mosques, temples, etc.)?*

In many CoCs, religious institutions play an important role in providing temporary residential services to homeless persons. Since the supply of beds may rotate among various religious facilities and the number of beds available on any given night may vary depending on the bed capacity of each facility, the CoC should consider the following questions when counting and reporting the beds in these types of facilities:

- *Are these beds available year-round, seasonally, or only when demand for residential services is highest (e.g., the coldest nights of the year)?*
 - Beds that are available year-round should be reported in the “Year-Round” bed columns in the Housing Inventory Chart (HIC).
 - Beds that are available on a seasonal basis or are available only when demand is highest should be reported in the “Other Beds—Seasonal” or “Other Beds—Overflow or Voucher” columns, respectively.

- Seasonal beds are available on a continuous basis during high-demand seasons of the year (e.g., winter months).
 - Overflow beds are available temporarily and sporadically during high-demand seasons of the year (e.g., a night when the temperature drops dramatically).
 - Please note that seasonal or overflow/voucher beds can be reported only in the Emergency Shelter section of the HIC.
- *How many beds were available on the night of the Point-in-Time (PIT) count?*
 - The total number of beds reported in the HIC should be equal to the total number of beds available on the night of the PIT count. For example, if on the night of the PIT count 2 religious facilities (out of 6) were available to house homeless persons, the total number of beds reported in the HIC would be equal to the sum of beds available in those 2 facilities.

11. How should cots, floor mats, spaces and other types of accommodations that are available typically when demand is especially high (e.g., coldest nights of the year) but are not part of the seasonal bed inventory be reported in the Housing Inventory Chart (HIC)?

Cots, floor mats, spaces and other types of accommodations that are often available when demand is highest (e.g., the coldest nights of the year) but are not part of the stable, seasonal bed inventory should be counted as overflow beds. Accordingly, these types of accommodations should be reported in the “Other Beds—Overflow & Voucher” column of the HIC. Like hotel or motel vouchers, the number of beds associated with these types of accommodations should be equal to the total number of persons who occupy them on the night of the Point-in-Time count.

12. How should hotel or motel vouchers be reported in the Emergency Shelter section of the Housing Inventory Chart (HIC)?

Hotel or motel vouchers are counted as overflow beds, and thus should be reported in the “Other Beds—Overflow & Voucher” column of the HIC. The number of beds associated with a voucher program should be equal to the total number of persons served by the program on the night of the Point-in-Time count. This approach assumes that every person served by a voucher program was in a bed.

13. How should the number of family units be reported for programs that operate congregate facilities?

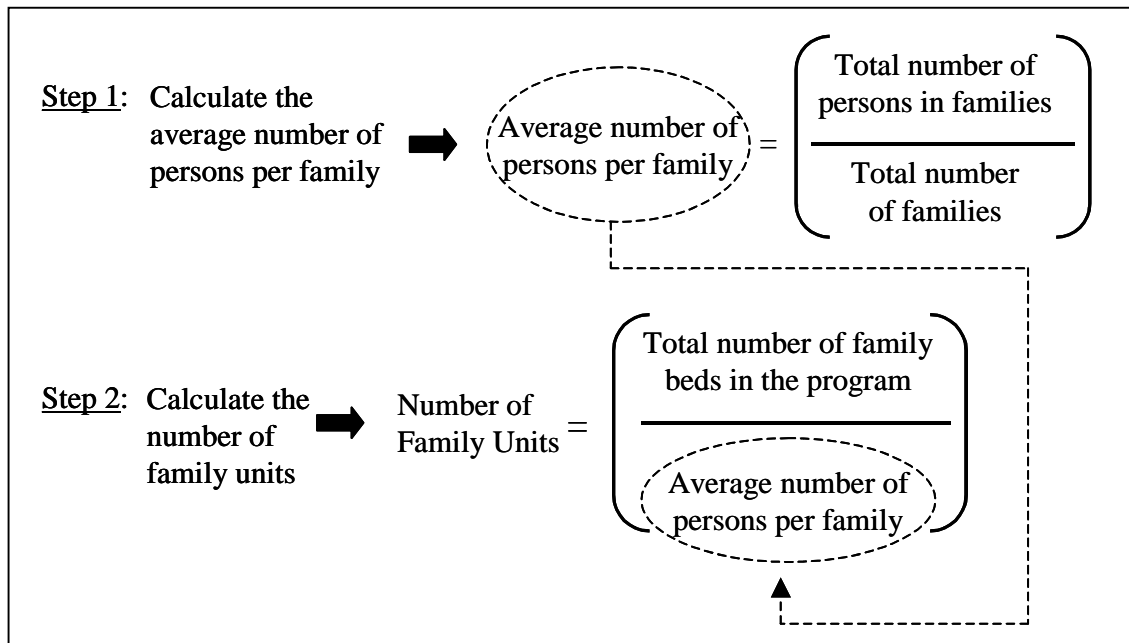
In programs that operate within congregate facilities, the total number of family units is often unclear. For the purposes of the Housing Inventory Chart (HIC):

- The estimated number of family units in a congregate facility should be equal to the total number of beds available in the program divided by the average number of persons per family on the night of the Point-in-Time (PIT) count.

- The average number of persons per family is equal to the total number of persons in the program on the night of the PIT count divided by the total number of families served on that night.

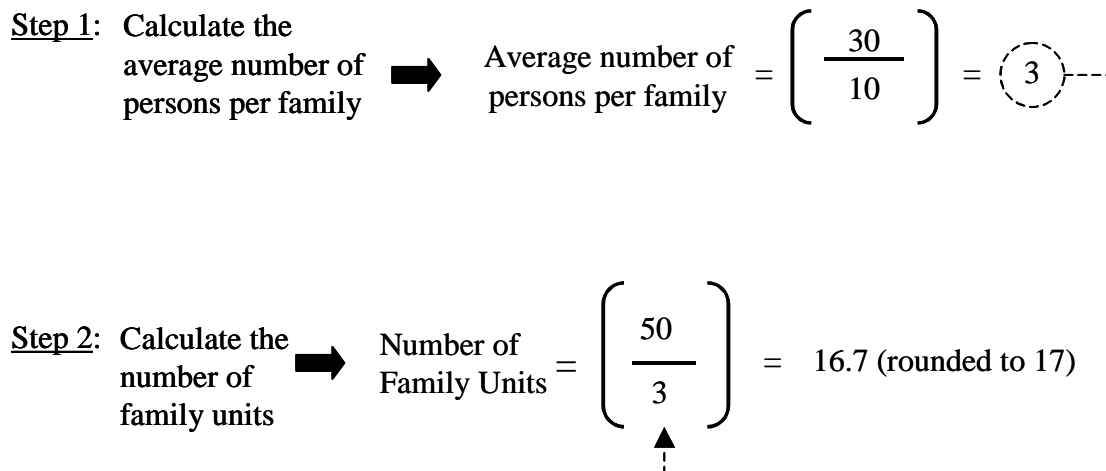
Figure 2 provides the basic formula for calculating the number of family units for family programs in congregate facilities.

Figure 2: Calculating the Number of Family Units for Programs in Congregate Facilities



Example: On the night of the PIT count, a family program with 50 total beds served 30 persons in 10 families.

- The average number of persons per family was 3 (30 persons ÷ 10 families). (Step 1)
- The estimated number of family units is 16.7 (50 beds ÷ 3 persons per family), which should be rounded to 17. (Step 2)



Permanent Supportive Housing

14. How should beds designated for chronically homeless individuals be reported in the Permanent Supportive Housing Chart?

In the “Year-Round: Individual/CH Beds” column of the Permanent Supportive Housing Chart, Continuums of Care (CoCs) should report two bed-inventory numbers for each permanent supportive housing (PSH) program that serves individuals:

- The total number of individual beds; and
- The estimated number of those (individual) beds designated for chronically homeless individuals or occupied by persons who met the definition of chronic homelessness at the time of placement into the permanent supportive housing (PSH) program.

The two inventory numbers should be separated by a “/” (slash). For example, a program that has “30 / 5” in the “Year-Round: Individual/CH Beds” column of the Permanent Supportive Housing Chart indicates that there are 30 PSH beds for individuals and 5 of these beds are designated for, or occupied by, individuals who meet the HUD definition of chronic homelessness. Permanent supportive housing programs that do not designate any of their beds for chronically homeless persons should report a “0” (zero) as the CH value—e.g., “10 / 0” indicates that none of the program’s 10 beds for individuals are designated for, or occupied by, chronically homeless persons.

The subtotal at the bottom of the Permanent Supportive Housing Chart should sum both the total number of individual beds and the total number of beds designated for, or occupied by, individuals who meet the HUD definition of chronic homelessness across all PSH programs in the CoC.

15. What is the relationship between (1) the total number of beds for chronically homeless persons reported in the Chart I: Permanent Supportive Housing Chart and (2) the total number of beds for chronically homeless persons reported in Chart V?

The total number of beds for chronically homeless (CH) persons reported in Chart V is equal to the total number of current and new permanent beds for CH persons, from all funding sources, reported in Chart I: Permanent Supportive Housing Chart. The diagram below demonstrates how the CH bed inventory reported in Chart I: Permanent Supportive Housing relates to the CH bed inventory reported in Chart V.

I: CoC Housing Inventory Charts

Permanent Supportive Housing*: Fundamental Components in CoC System – Housing Inventory Chart											
Provider Name	Facility Name <small>*Place an asterisk after the facility name if it receives HUD McKinney-Vento dollars.</small>	HMIS Part Code	Number of Year-Round Beds in HMIS		Geo Code <input type="checkbox"/>	Target Pop.		Year-Round			Total Year-Round Beds
						A	B	Fam. Units	Fam. Beds	Indiv./CH Beds	
Current Inventory <small>(Available for Occupancy on or before January 31, 2006)</small>			Ind.	Fam.							
SUBTOTALS:					SUBTOTAL CURRENT INVENTORY:					A/B	
New Inventory in Place in 2006 <small>(Available for Occupancy Feb. 1, 2006 – Jan. 31, 2007)</small>			Ind.	Fam.							
SUBTOTALS:					SUBTOTAL NEW INVENTORY:					C/D	
Inventory Under Development <small>(Available for Occupancy after January 31, 2007)</small>			Anticipated Occupancy Date								
SUBTOTAL INVENTORY UNDER DEVELOPMENT:											

V: CoC Chronic Homeless (CH) Progress Chart

1. Enter the total number of chronically homeless persons in your CoC and the total number of permanent housing beds designated for the chronically homeless in your CoC for each year.

Year	Number of CH Persons	Number of PH beds for the CH
2005		
2006		
2007		E

B+D = E

Complete information is required in each cell, except for Target Population B.

Only programs with family or mixed population codes have family units/beds.

All programs with family beds also have family units

Zeros ("0") are reported where applicable.

Emergency Shelter: Fundamental Components in CoC System – Housing Inventory Chart													
Provider Name	Facility Name* *Place an asterisk after the facility name if it receives HUD McKinney-Vento dollars.	HMIS Part. Code	Number of Year-Round Beds in HMIS		Geo Code <input type="checkbox"/>	Target Pop		Year-Round			Total Year-Round Beds	Other Beds	
			Ind	Fam.		A	B	Fam. Units	Fam. Beds	Indiv. Beds		Seasonal	O/V*
Current Inventory (Available for Occupancy on or before Jan. 31, 2006)			Ind	Fam.									
Housing Matters	Lawrence Shelter	PA	30	0	249031	SM		0	0	30	30	10	10
Housing Matters	Casa de Amistad	PA	15	15	249031	M		5	15	15	30	0	0
Getting a Leg Up	Lucho's Housing Shelter	DV	0	0	249031	FC	DV	4	16	0	16	0	0
Care and Share	Stryder Youth Shelter	N	0	0	249033	YMF		0	0	50	50	0	0
Housing Works	Caroline in the Morning	PS	70	30	240066	M		10	40	100	140	20	20
Housing Works	Pali's Shelter for Vets	PA	25	0	240066	SM	VET	0	0	25	25	0	0
SUBTOTALS:			140	45	SUBTOTAL CURRENT INVENTORY:			19	71	220	291	30	30
Total Year-Round Beds—Individuals					Total Year-Round Beds—Families								
1. Total Year-Round Individual Emergency Shelter (ES) Beds			220		6. Total Year-Round Family Emergency Shelter (ES) Beds:			71					
2. Number of DV Year-Round Individual ES Beds:			0		7. Number of DV Year-Round Family ES Beds:			16					
3. Subtotal, non-DV Year-Round Individual ES Beds (Line 1 minus Line 2):			220		8. Subtotal, non-DV Year-Round Family ES Beds (Line 6 minus Line 7):			55					
4. Total Year-Round Individual ES Beds in HMIS:			140		9. Total Year-Round Family ES Beds in HMIS			45					
5. HMIS Coverage—Individual ES Beds (Divide Line 4 by Line 3 and multiply by 100. Round to a whole number):			64%		10. HMIS Coverage—Family ES Beds (Divide Line 9 by Line 8 and multiply by 100. Round to a whole number):			82%					

HMIS coverage subtracts beds that are exclusively for DV victims and is calculated separately for individual and family beds.

Subtotals are equal to the sum of units/beds reported within each column.

These programs serve only victims of domestic violence or veterans.

Total Year-Round Beds is equal to the sum of family beds and individual beds.