2019 HIC FORM GUIDANCE:

The following sections identify the data necessary to complete the 2019 HIC form, along with a brief description of each. While not all of these data elements apply to every project, they are all needed in order to generate an accurate HIC.

Completed HIC forms should be returned to Jayde Beebe (jaydebeebe@sarahomeless.org) **before February 15th, 2019.**

ORGANIZATION & PROJECT INFORMATION:

Organization Name: *The name of the organization providing shelter or housing to homeless persons.*

Project Name: *A unique project name for each distinct CoC project.*

Address: *Address fields should reflect the location of the project's principal site or, for multiple site projects, the location in which the majority of the project's clients are housed.*

Tenant-based scattered site projects are only required to complete the geocode and ZIP Code fields based on where the majority of the clients are housed and may use the administrative address if they wish to complete the remainder of the address fields. **Victim Service Providers are not required to provide a street address.**

Project Point of Contact:	*Either the Project Manager or the Primary Point of Contact associated w/ the project.*
First and Last Name:	
Email Address:	
Telephone Number:	

Identify whether the project is a victim services provider and is prohibited from HMIS participation by the Violence Against Women Act (VAWA) and/or the McKinney-Vento Homeless Assistance Act.

Victim Service Provider: ☐ Yes ☐ No

PROJECT SPECIFIC DETAILS:

Project Type:

Short-Term Housing:

☐ Emergency Shelter (ES)

☐ Transitional Housing (TH)

Permanent Housing (PH):

☐ Rapid Re-Housing

☐ Permanent Supportive Housing (PSH)

☐ Other Permanent Housing (OPH)

*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. **Select all that apply:***

Target Population:

☐ SM ☐ SF ☐ SMF ☐ CO ☐ HC ☐ SMHC ☐ SMHC ☐ SFHC ☐ SMF+HC
☐ YM ☐ YF ☐ YMF ☐ N/A ☐ DV* ☐ HIV

*For the purposes of the HIC, "Survivors of Domestic Violence" includes projects that serve people currently experiencing homelessness because they are fleeing domestic violence, dating violence, sexual assault, or stalking.

Housing Type: *Housing Type designation should apply to the **entire** project.*

☐ Site-Based: Single Site

☐ Site-Based: Clustered / Multiple Sites

☐ Tenant-Based: Scattered Site

*If part of a project's inventory is site based in a single location and other part is tenant-based vouchers, **it should be split into two projects**, one representing the "site based/single site" inventory and the other representing the "tenant based/scattered site" inventory.*

Emergency Shelters ONLY

Bed Type: *Bed Type must be consistent with the Housing Type (i.e. a Facility-based emergency shelter project cannot have a Housing Type of "tenant based/scattered site").*

☐ Facility-Based

Beds (including cots or mats) located in a residential homeless assistance facility dedicated for use by persons who are homeless.

☐ Voucher

Beds located in a hotel or motel and made available by the homeless assistance project through vouchers or other forms of payment.

☐ Other

Beds located in a church or other facility not dedicated for use by persons who are homeless.

HMIS Project ID: _____

For projects that use HMIS; each project included in the HIC must include the "project ID" that is automatically generated at the time the project is created in the HMIS.

SARAH
South Alamo Regional Alliance for the Homeless

PROJECT INVENTORY:

For inventory that was active on the night of the PIT count, projects should report the actual number of beds available for occupancy on that night in their HIC, even if it differs from the number projected in grant applications or calculated through some other approach to determining typical capacity.

This applies to projects both with and without a fixed number of beds. If a project has a fixed number of units/vouchers, but not a fixed number of beds, the project should estimate the number of beds available on the night of the PIT count by multiplying the number of units by the average household size observed on the PIT night.

For projects that serve multiple household types, but where a precise number of beds are not designated exclusively for a particular type of household, the total number of beds may be distributed among the household types served by the project using one of the methodologies described below.

Methodology 1:

Divide the beds based on how the bed(s) were used on the night of the count. 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.

Methodology 2:

Divide the beds based on average utilization. For example, a project has 100 beds that could be used by either household 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 50 beds for households with at least one adult and one child in the HIC.

Methodology 3:

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).

RAPID RE-HOUSING PROJECTS:

For the purpose of reporting in the HIC, projects 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. Are in permanent housing on the night of the inventory count [Housing Move-In Date could be used to identify RRH participants who have moved into permanent housing].

HOUSEHOLDS W/OUT CHILDREN (SINGLE ADULTS)

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).

Total Units:

The total number of units available for occupancy on the night of the inventory count for each household type (think of units as the number of "rooms").

Total Beds:

The total number of beds available for occupancy on the night of the inventory count for each of the household types (Think of beds as the number of actual beds that can fit or be assigned to each unit).

HMIS Beds:

If part of a project's inventory participates in HMIS and another part does not, it should be split into two projects, one representing the inventory participating in HMIS and one representing the inventory not participating in HMIS.

Point in Time Count:

Your PIT Count number should reflect the total number of people that were enrolled in the program as of January 24th, 2019.

Dedicated Bed Inventory		
Veteran Beds:	**Chronic Beds:**	**Youth Beds:**

A dedicated bed is a bed that must be filled by a person in the subpopulation category (or a member of their household) unless there are no persons from the subpopulation who qualify for the project located within the geographic area. **The number of beds for each subpopulation is a subset of the total bed inventory for a given project and must be equal to or less than the total bed inventory.**

EMERGENCY SHELTERS ONLY	
Overflow Beds:	**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. For the HIC, identify only the total number of seasonal beds available for occupancy on the night of the inventory count and indicate the start and end date for the season.

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.

Date entered into HDX: _____

SARAH
South Alamo Regional Alliance for the Homeless

HOUSEHOLDS WITH AT LEAST ONE ADULT & ONE CHILD (FAMILIES)

Beds and units typically serving households with (at least) one adult (including youth ages 18 to 24) and one child.

Total Units:

The total number of units available for occupancy on the night of the inventory count for each household type (think of units as the number of "rooms").

Total Beds:

The total number of beds available for occupancy on the night of the inventory count for each of the household types (Think of beds as the number of actual beds that can fit or be assigned to each unit).

HMIS Beds:

If part of a project's inventory participates in HMIS and another part does not, it should be split into two projects, one representing the inventory participating in HMIS and one representing the inventory not participating in HMIS.

Point in Time Count:

Your PIT Count number should reflect the total number of people that were enrolled in the program as of January 24th, 2019.

Dedicated Bed Inventory		
Veteran Beds:	**Chronic Beds:**	**Youth Beds:**

A dedicated bed is a bed that must be filled by a person in the subpopulation category (or a member of their household) unless there are no persons from the subpopulation who qualify for the project located within the geographic area. **The number of beds for each subpopulation is a subset of the total bed inventory for a given project and must be equal to or less than the total bed inventory.**

EMERGENCY SHELTERS ONLY	
Overflow Beds:	**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. For the HIC, identify only the total number of seasonal beds available for occupancy on the night of the inventory count and indicate the start and end date for the season.

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.

Date entered into HDX: _____

HOUSEHOLDS WITH ONLY CHILDREN (UNACCOMPANIED MINORS)

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 in 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.

Total Units:

The total number of units available for occupancy on the night of the inventory count for each household type (think of units as the number of "rooms").

Total Beds:

The total number of beds available for occupancy on the night of the inventory count for each of the household types (Think of beds as the number of actual beds that can fit or be assigned to each unit).

HMIS Beds:

If part of a project's inventory participates in HMIS and another part does not, it should be split into two projects, one representing the inventory participating in HMIS and one representing the inventory not participating in HMIS.

Point in Time Count:

Your PIT Count number should reflect the total number of people that were enrolled in the program as of January 24th, 2019.

Dedicated Bed Inventory		
Veteran Beds:	**Chronic Beds:**	**Youth Beds:**

A dedicated bed is a bed that must be filled by a person in the subpopulation category (or a member of their household) unless there are no persons from the subpopulation who qualify for the project located within the geographic area. **The number of beds for each subpopulation is a subset of the total bed inventory for a given project and must be equal to or less than the total bed inventory.**

EMERGENCY SHELTERS ONLY	
Overflow Beds:	**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. For the HIC, identify only the total number of seasonal beds available for occupancy on the night of the inventory count and indicate the start and end date for the season.

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.

Date entered into HDX: _____

FUNDING SOURCES:

Projects should identify each federal funding source that currently supports the project, even if a source only partially funds the beds and units. If there are multiple additional federal funding sources, projects should select all that apply for each project. If the project receives no federal funding, and/or relies on private funding; then the project should select "other funding sources".

Program:	Funding Source:
Emergency Solutions Grants Program (ESG)	☐ HUD: ESG – Emergency Shelter
	☐ HUD: ESG – Rapid Re-Housing
Continuum of Care Program (CoC)	☐ HUD: CoC – Transitional Housing
	☐ HUD: CoC – Permanent Supportive Housing
	☐ HUD: CoC – Rapid Re-Housing
	☐ HUD: CoC – Single Room Occupancy
HUD: Housing Opportunities for Persons w/ AIDS (HOPWA)	☐ HUD: HOPWA – Hotel/Motel Vouchers
	☐ HUD: HOPWA – Permanent Housing Placement (facility based or TBRA)
	☐ HUD: HOPWA – Short-Term Supportive Facility
	☐ HUD: HOPWA – Transitional Housing (facility-based or TBRA)
Health and Human Services (HHS)	☐ HHS: RHY Basic Center Program (BCP)
	☐ HHS: RHY Transitional Living Program (TLP)
	☐ HHS: RHY Maternity Group Homes for Pregnant and Parenting Youth (MGH)
	☐ HHS: RHY Demonstration Project
Veterans Affairs (VA)	☐ HUD: HUD/VA Supportive Housing (HUD/VASH)
	☐ VA: Supportive Services for Veteran Families Program (SSVF)
	☐ VA: Grant and Per Diem Program (GPD) – Bridge Housing
	☐ VA: Grant and Per Diem Program (GPD) – Low Demand
	☐ VA: Grant and Per Diem Program (GPD) – Hospital to Housing
	☐ VA: Grant and Per Diem Program (GPD) – Clinical Treatment
	☐ VA: Grant and Per Diem Program (GPD) – Service Intensive Transitional Housing
	☐ VA: Grant and Per Diem Program (GPD) – Transition in Place
	☐ VA: CRS Contract Residential Services
	☐ VA Community Contract Safe Haven Program (HCHV/SH)
Other Funding Source(s): *Please provide other private or public funding source below*	

TARGET POPULATIONS

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
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
DV	For the purposes of the HIC, "Survivors of Domestic Violence" includes projects that serve people currently experiencing homelessness because they are fleeing domestic violence, dating violence, sexual assault, or stalking.
HIV	Persons with HIV/AIDS
N/A	Not applicable