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# 2020 POINT IN TIME AND HOUSING INVENTORY PROCESS

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The CoC interim rule documents requirements that Continuums of Care must abide by. One such requirement is to conduct a bi-annual point in time count of homeless persons.

**Section 578.7(C2) States the CoC must:** *Plan for and conduct, at least biennially, a point-in-time count of homeless persons within the geographic area that meets the following requirements: (i) Homeless persons who are living in a place not designed or ordinarily used as a regular sleeping accommodation for humans must be counted as unsheltered homeless persons. (ii) Persons living in emergency shelters and transitional housing projects must be counted as sheltered homeless persons. (iii) Other requirements established by HUD by Notice.*

The Collaborative Applicant, in compliance with the above sections of the CoC Interim Rule, coordinates with the community to implement the Point-in-Time (sheltered and unsheltered) and the Housing Inventory Chart (HIC) as outlined below.

## **2020 Point in Time Process**

The PIT is a count of sheltered and unsheltered homeless persons on a single night in January. Continuums of Care conduct an annual count of homeless persons who are sheltered (residing in an emergency shelter, transitional housing or Safe Haven the night of the count) and those who are unsheltered (living on the street or in a place not meant for human habitation).

### **Sheltered Count**

- Collaborative Applicant markets PIT date to the community
- Collaborative Applicant revises previous year's sheltered data collection form
- Collaborative Applicant and HMIS Lead draft data review to ensure data quality prior to the count
- Collaborative Applicant and HMIS Lead conduct outreach to HMIS participating agencies to ensure data quality
- Collaborative Applicant coordinates with non-participating HMIS agencies (including those serving victims of Domestic Violence) to review data collection form
- Collaborative applicant begins data collection technical assistance with non-participating HMIS Agencies
- Collaborative Applicant begins aggregating data
- April, 2020 – Collaborative Applicant will post HIC/PIT Data Memo to CARES' website for community review
- April 30, 2020 – Collaborative Applicant submits HIC/PIT to HUD

### 2020 Unsheltered Count Process

- December 4, 2019 – Collaborative Applicant holds meeting with Unsheltered PIT Leads to discuss PIT/HIC date, the methodology forms from the previous year, and spreadsheet to aggregate unsheltered PIT form data. E-mail sent to CoC Chair/Co-Chairs to approve January 28, 2020 as date for Point-in Time Count.
- December 6, 2019 – Collaborative Applicant markets PIT/HIC date to the community
- January 10, 2020 – PIT lead completes methodology forms and returns to Collaborative Applicant
- Late December/Early January – Unsheltered PIT Lead recruits and trains Unsheltered PIT volunteers
- January 21, 2020 – Collaborative Applicant reaches out to leads to review methodology and hotspot locations for count
- January 28, 2020 – PIT Count
- February 7, 2020 – unsheltered PIT volunteers send unsheltered PIT surveys to Unsheltered PIT Lead
- February 14, 2020 – Unsheltered PIT Lead sends aggregated data to Collaborative Applicant (using spreadsheet provided by Collaborative Applicant)
- March, 2020 – Collaborative Applicant holds debriefing meeting with Unsheltered PIT Leads to discuss how to improve 2021 Unsheltered PIT
- April, 2020 – Collaborative Applicant will post HIC/PIT Data Memo to CARES' website for community review
- April 30, 2020 – Collaborative Applicant submits HIC/PIT to HUD

### 2020 Housing Inventory Chart

On the same day of the Point in Time Count, the CoC collects information to complete the HUD required Housing Inventory Chart (HIC) report. The HIC is an inventory of all dedicated homeless beds including emergency shelter, transitional housing, safe haven, permanent supportive housing and rapid rehousing beds.

- Collaborative Applicant revises previous year's data collection forms
- HMIS Lead pulls relevant information per project to complete data collection forms for all HMIS participating agencies
- Community agencies confirm HMIS program set-up information (including program name, address, program type and unit/bed number)
- Collaborative Applicant coordinates with non-participating HMIS agencies to gather required data
- April, 2020 – Collaborative Applicant will post HIC/PIT Data Memo to CARES' website for community review
- April 30, 2020 – Collaborative Applicant submits HIC/PIT to HUD