2022 POINT IN TIME AND HOUSING INVENTORY PROCESS

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 (Dutchess County), Planning Lead (CARES of NY, Inc.), and HMIS Lead (CARES of NY, Inc.), in compliance with the above sections of the CoC Interim Rule, coordinate with the community to implement the Point-in-Time (PIT, sheltered and unsheltered) and the Housing Inventory Chart (HIC) as outlined below on an annual basis.

2022 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
- Planning Lead markets PIT date to the community
- Planning Lead and HMIS Lead draft data review to ensure data quality prior to the count
- Planning Lead and HMIS Lead conduct outreach to HMIS participating agencies to ensure data quality
- Planning Lead coordinates with non-participating HMIS agencies (including those serving victims of Domestic Violence) to review data collection form
- Planning Lead provides data collection technical assistance with both participating and non-participating HMIS Agencies
- Planning Lead aggregates data
- April 2022 – Planning Lead will post HIC/PIT Data Memo to CARES' website for community review
- April 30, 2022 (anticipated) – Planning Lead submits HIC/PIT to HUD

Unsheltered Count Process
- December 9, 2021 – Planning Lead holds meeting with Unsheltered PIT Leads to discuss PIT date, methodology forms, and survey tools from the previous year.
- January – E-mail sent to CoC memberships confirming January 27th, 2022 as date for PIT Count.
- January 12, 2022 – PIT lead will complete methodology forms and return to Planning Lead.

- January 18, 2022 – Planning Lead touches base with leads to review methodology and hotspot locations for count.
- January 20, 2022 – Planning Lead sends email to CoC HIC-PIT participants as a reminder that PIT Count is in one week.
- January 26, 2022 – Planning Lead sends email to CoC HIC-PIT participants as a reminder that tomorrow (January 27th) is the PIT Count.
- January 27, 2022 – Unsheltered PIT Lead conducts PIT Count.
- February 11, 2022 – Service providers will send their data collection forms to the Unsheltered PIT Lead.
- February 17, 2020 – Unsheltered PIT Lead will send aggregated data to Planning Lead.
- March 2022 – Unsheltered PIT Lead debriefing.
- April 2022 – Data Memo will be available for community review.
- April 30, 2022 (anticipated) – Planning Lead submits HIC/PIT to HUD.

2022 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.

- Planning Lead sends community agencies draft HIC information for confirmation (including program name, address, program type, unit/bed number, and any beds dedicated to specific populations)
- Planning Lead coordinates with non-participating HMIS agencies to gather required data
- Planning Lead provides data collection technical assistance with both participating and non-participating HMIS Agencies
- Planning Lead aggregates data
- April 2022 – Planning Lead will post HIC/PIT Data Memo to CARES' website for community review
- April 30, 2022 (anticipated) – Planning Lead submits HIC/PIT to HUD