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# 2022 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 (PIT, sheltered and unsheltered) and the Housing Inventory Chart (HIC) as outlined below.

## **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

- Collaborative Applicant markets PIT date to the community
- 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 provides data collection technical assistance with both participating and non-participating HMIS Agencies
- Collaborative Applicant aggregates data
- April 2021 – Collaborative Applicant will post HIC/PIT Data Memo to CARES’ website for community review
- April 30, 2021 (anticipated) – Collaborative Applicant submits HIC/PIT to HUD

### Unsheltered Count Process

- December 1, 2020 – Collaborative Applicant holds meeting with Unsheltered PIT Leads to discuss PIT date, methodology forms, and survey tools from the previous year. 2021 Unsheltered PIT Exemptions reviewed.
- December/January – Unsheltered PIT Leads confirm exemption request. Collaborative Applicant sends proposed Unsheltered PIT exemption request and date of PIT Count to Board for vote.

- January – Collaborative Applicant submits Unsheltered PIT exemption request to HUD and reports back to Unsheltered PIT Lead exemption approvals.
- January – E-mail sent to CoC memberships confirming January 28th, 2021 as date for PIT Count.
- January 8, 2021 – PIT lead will complete methodology forms and return to Collaborative Applicant.
- January 18, 2021 – Collaborative Applicant touches base with leads to review methodology and hotspot locations for count.
- January 21, 2021 – Collaborative Applicant sends email to CoC HIC-PIT participants as a reminder that PIT Count is in one week.
- January 27, 2021 – Collaborative Applicant sends email to CoC HIC-PIT participants as a reminder that tomorrow (January 28<sup>th</sup>) is the PIT Count.
- January 28, 2021 – Unsheltered PIT Lead conducts PIT Count.
- February 8, 2021 – Service providers will send their data collection forms to the Unsheltered PIT Lead.
- February 15, 2021 – Unsheltered PIT Lead will send aggregated data to Collaborative Applicant.
- March 2021 – Unsheltered PIT Lead debriefing.
- April 2021 – Data Memo will be available for community review.
- April 30, 2021 (anticipated) – Collaborative Applicant submits HIC/PIT to HUD.

### **2021 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 sends community agencies draft HIC information for confirmation (including program name, address, program type, unit/bed number, and any beds dedicated to specific populations)
- Collaborative Applicant coordinates with non-participating HMIS agencies to gather required data
- Collaborative applicant provides data collection technical assistance with both participating and non-participating HMIS Agencies
- Collaborative Applicant aggregates data
- April 2021 – Collaborative Applicant will post HIC/PIT Data Memo to CARES' website for community review
- April 30, 2021 (anticipated) – Collaborative Applicant submits HIC/PIT to HUD