
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 (CARES of NY, Inc.), 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 2022 – Collaborative Applicant will post HIC/PIT Data Memo to CARES’ website for community review
- April 30, 2022 (anticipated) – Collaborative Applicant submits HIC/PIT to HUD

Unsheltered Count Process

- December 9, 2021 – Collaborative Applicant 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 Collaborative Applicant.

- January 18, 2022 – Collaborative Applicant touches base with leads to review methodology and hotspot locations for count.
- February 10, 2022 – Collaborative Applicant sends email to CoC HIC-PIT participants as a reminder that PIT Count is in one week.
- February 16, 2022 – Collaborative Applicant sends email to CoC HIC-PIT participants as a reminder that tomorrow (February 17) is the PIT Count.
- February 17, 2022 – Unsheltered PIT Lead conducts PIT Count.
- March 4, 2022 – Service providers will send their data collection forms to the Unsheltered PIT Lead.
- March 10, 2022 – Unsheltered PIT Lead will send aggregated data to Collaborative Applicant.
- March 2022 – Unsheltered PIT Lead debriefing.
- April 2022 – Data Memo will be available for community review.
- April 30, 2022 (anticipated) – Collaborative Applicant 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.

- 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 2022 – Collaborative Applicant will post HIC/PIT Data Memo to CARES' website for community review
- April 30, 2022 (anticipated) – Collaborative Applicant submits HIC/PIT to HUD