

Instructions for Completing 2008 Housing Inventory

The electronic 2008 Housing Inventory uses Microsoft Office Excel to tabulate the bed inventory information and streamline the reporting requirements. There are six (6) worksheets (or tabs) located along the bottom of the screen:

1. **Emergency Shelter:** Report bed inventory information about emergency shelters in this worksheet.
2. **Transitional Housing:** Report bed inventory information about transitional housing programs in this worksheet.
3. **Permanent Supportive Housing:** Report bed inventory information about permanent supportive housing programs in this worksheet.
4. **Safe Haven:** Report bed inventory information about safe haven housing programs in this worksheet. A Safe Haven is a form of supportive housing funded and administered under the Supportive Housing Program and serves hard-to-reach homeless persons with severe mental illness who are on the streets and have been unwilling or unable to participate in supportive services. In the past, Safe Havens were classified as either Transitional Housing (SH-TH) or Permanent Housing (SH-PH). Beginning in 2008, Safe Havens will no longer be classified as Transitional Housing or Permanent Housing. Instead, each project that is currently designated as either a SH-TH or SH-PH will identify itself as TH, PH, or SH project. Grantees will have an opportunity through the 2008 CoC application to change the classification of their project(s) without a grant amendment.

Accordingly, the 2008 Housing Inventory Chart includes a worksheet for Safe Havens as a separate housing type. Communities must report bed inventory information for any projects that meet HUD's definition of Safe Haven in this worksheet. Each project that is currently designated as either a SH-TH or SH-PH will, in the 2008 application, identify itself as TH, PH, or SH. All projects classified as SH must have the following characteristics:

- (1) Located in a facility, meaning a structure, or structures, or clearly identifiable portion of a structure or structures;
 - (2) Provide 24-hour residence for eligible persons who may reside for an unspecified duration;
 - (3) Provide private or semiprivate accommodations;
 - (4) Provide for the common use of kitchen facilities, dining rooms, and bathrooms;
 - (5) Overnight capacity is limited to no more than 25 persons;
 - (6) Provide low-demand services and referrals for the residents of the safe haven;
 - (7) Prohibit the use of illegal drugs in the facility; and,
 - (8) Must target homeless individuals with serious and persistent mental illness, primarily from the streets.
5. **Unmet Need:** Report information about unmet need in this worksheet.

6. **HMIS Bed Utilization Rates:** Bed utilization rates for each program type (ES, TH, PSH, and SH) will be calculated automatically in this worksheet based on the CoC's bed inventory and PIT count.

The 2008 Housing Inventory is color coded to ease the reporting process:



Cells shaded in green describe the reporting requirement. No data entry is required.



Cells shaded in yellow indicate places where data must be entered.



Cells shaded in gray contain information that is generated automatically. No data entry is required.

1. Completing the Bed Inventory (Worksheets 1-4)

CoCs must **not** copy and paste old information from previous Housing Inventory Charts into the 2008 Housing Inventory because the columns and reporting requirements have **changed**. You must complete all of the columns in the 2008 Housing Inventory for all projects in your Continuum of Care, with the following exceptions:

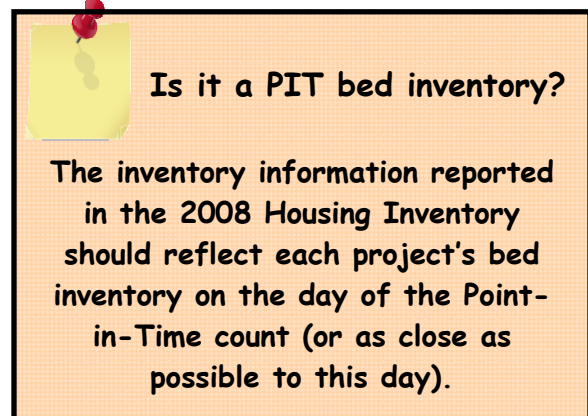
- (1) Projects that do not target specific subpopulations—i.e., victims of domestic violence, persons with HIV, or veterans—may leave the Target Population B column blank; and
- (2) Projects whose primary mission is to serve victims of domestic violence should not enter any beds into the HMIS bed columns.

HMIS bed coverage rates are calculated automatically along the top of each bed inventory worksheet. The HMIS bed coverage rates exclude beds in projects operated by Domestic Violence programs.

Instructions for completing Worksheets 1 – 4:

1. **Provider:** Enter the name of the housing provider here.
2. **Facility Name:** Enter the name of the facility here.
3. **Geo Code:** Enter the six-digit HUD-assigned Geo Code corresponding to the jurisdiction in which the facility is physically located. Scattered site programs should enter the address associated with the location of the administrative office. A listing of Geo Codes by CoC can be found here: http://hudhre.info/documents/FY2008_PPRNAmts.pdf.
4. **Inventory Type:** Using the drop-down menu, determine if the bed inventory is current (C), new (N), or under development (U).
 - **Current Inventory (C)** beds are beds or vouchers that were available for occupancy on or before January 31st, 2007.
 - **New Inventory (N)** beds are beds or vouchers that became available for occupancy between February 1st, 2007 and January 31st, 2008.

- **Under Development (U) beds are beds** that are fully funded but are not yet available for occupancy as of January 31, 2008.
5. **Target Population A:** Using the drop-down menu, identify the target population served by each facility. The target population represents approximately 75 percent of the clients served by the program.
 6. **Target Population B:** Using the drop-down menu, identify the subpopulation served by each facility. Projects that do not target specific subpopulations may leave the Target Population B column blank.
 7. **Does this facility receive HUD McKinney-Vento Funding?** Select “Yes” or “No” from the drop-down menu for each facility.
 8. **Year-Round Family Beds:** Enter the total number of year-round family beds that are available for each project. If a project does not have beds for families, enter “0”. Further guidance on reporting a project’s bed inventory accurately can be found in HUD’s Housing Inventory Chart: Questions and Answers. (See resource box below.)
 9. **Year-Round Family Units:** Enter the total number of family units available for each project. If a project does not have family units, enter “0”. Further guidance on reporting a project’s bed inventory accurately can be found in HUD’s Housing Inventory Chart: Questions and Answers. (See resource box below.)
 10. **Year-Round Individual Beds:** Enter the total number of year-round individual beds that are available for each project. If a project does not have beds for individuals, enter “0”. Further guidance on reporting a project’s bed inventory accurately can be found in HUD’s Housing Inventory Chart: Questions and Answers. (See resource box below.)
 11. {On Permanent Housing worksheet only}: **Chronically Homeless Beds:** Enter the number of existing and new permanent beds that are readily available and targeted to house chronically homeless persons (defined as *an unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more OR has had at least four episodes of homelessness in the past three years*).



Note: Annual changes in the number of Chronically Homeless Beds can result from both (a) designating *existing* beds from a facility’s current bed inventory as CH beds and (b) developing *new* CH beds. Facilities that shift beds from their current inventories will not result in increases in the overall bed inventories, assuming no other changes occur to their individual or family bed inventories. However, facilities that add new CH beds will result in increases to their overall bed inventories.

To distinguish between these changes and accurately record the change in CH beds for an existing facility, following these procedures:

- If the facility designated *existing* beds from its current bed inventory as CH beds, the facility must report how its current inventory changed to account for the

increase in CH beds. To do this, two entries (or rows) must be reported for this facility. The first entry should have the Inventory Type code equal to “N” (or New Inventory) and the CH bed count should reflect the number of beds that were reprogrammed as CH beds. The second entry will record the number of beds remaining for that facility after subtracting the number of beds that were reprogrammed as CH beds. The current inventory will also include the number of CH beds that existed in 2007. The Inventory Type code for the second entry should be equal to “C” (or “Current Inventory”).

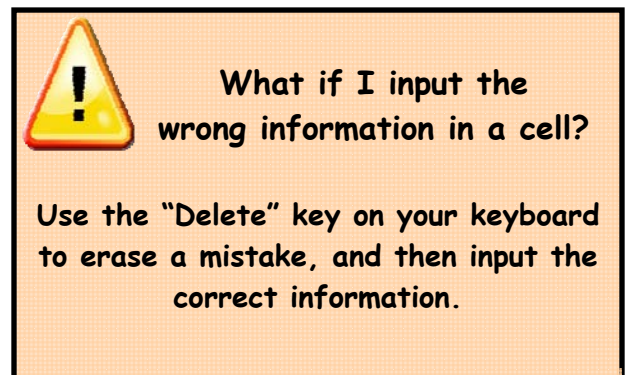


For an example, refer to “Accounting for CH Beds” at the end of these instructions.

- If the facility added *new* CH beds to its inventory that did not exist previously, two entries must be created. The first entry should report the new CH beds and the Inventory Type code should be equal to “N” (or New Inventory). The second entry includes the facility’s current bed inventory, including its 2007 stock of CH beds. The facility’s current bed inventory does not need to be adjusted to account for the increase in the CH beds. The Inventory Type code for the second entry should be equal to “C” (or “Current Inventory”).

12. **Year-Round Family Beds Covered in HMIS:** Enter the number of year-round family beds that are in HMIS. A bed is considered “covered in HMIS” if the provider is entering data in accordance with HUD’s Data and Technical Standards about the clients served in the bed. If an agency is only reporting data for clients staying in a portion of its beds, then only that portion of the beds should be counted as covered by HMIS. If none are covered in HMIS, enter “0”.

13. **Year-Round Individual Beds Covered in HMIS:** Enter the number of year-round individual beds that are in HMIS. A bed is considered “covered in HMIS” if the provider is entering data in accordance with HUD’s Data and Technical Standards about the clients served in the bed. If an agency is only reporting data for clients staying in a portion of its beds, then only that portion of the beds should be counted as covered by HMIS. If none are covered in HMIS, enter “0”.



14. {On Emergency Shelter worksheet only} **Total Seasonal Beds:** Enter the total number of seasonal beds available for each ES project.
15. {On Emergency Shelter worksheet only} **Number Available in HMIS:** Enter the total number of seasonal beds for each ES project covered in HMIS.
16. {On Emergency Shelter worksheet only} **Availability Start Date:** Select the month/year during which the seasonal beds became available.
17. {On Emergency Shelter worksheet only} **Availability End Date:** Select the month/year during which the seasonal beds became unavailable. If the beds became unavailable at

the end of a month, select the following month as the end date. For example, if the beds became unavailable on January 31, 2008, select February 2008 as the end date.

18. {On Emergency Shelter worksheet only} **O/V Beds:** Enter the total number of overflow and voucher beds available for each project on the date of the PIT count.
19. **Point-in-Time Homeless Counts:** Enter the unduplicated number of persons served on the night of the point-in-time count (or as close as possible to that date) in each facility.



There are a few tabulations that occur automatically. These tabulations are shaded in gray and include:

- **Total Year-Round Beds:** The total number of year-round beds is equal to the number of year-round family beds plus the number of year-round individual beds.
- **Percentage Family Beds Covered in HMIS:** The percentage of family beds covered in HMIS is equal to the total number of family beds covered in HMIS divided by the total number of family beds available in the project.
- **Percentage Individual Beds Covered in HMIS:** The percentage of individual beds covered in HMIS is equal to the total number of individual beds covered in HMIS divided by the total number of individual beds available in the project.
- **Program Utilization Rate:** The program utilization rate is equal to the unduplicated number of persons served on the night of the point-in-time count divided by the total number of beds available on that date. The bed count includes voucher and overflow beds in emergency shelters if those beds were available in January. Bed utilization rates below 60 percent or above 105 percent are potentially indicative of data quality issues.

2. Completing the Unmet Need Worksheet (Worksheet 5)

Instructions for completing Worksheet 5:

1. **Family Beds:** For each program type, enter the total unmet need for family beds. Do not enter negative values; if there is no unmet need for family beds, enter zero. You may use the HUD Unmet Need Formula to calculate your unmet need. (See resource box below).
2. **Family Units:** For each program type, enter the total unmet need for family units. Do not enter negative values; if there is no unmet need for family units, enter zero. You may use the HUD Unmet Need Formula to calculate your unmet need. (See resource box below).
3. **Individual Beds:** For each program type, enter the total unmet need for individual



What do the messages in the "Error Messages" box mean?

Each inventory worksheet contains three error messages:

- (1) Program Detail:** indicates that there is missing information about a project.
- (2) Family Beds/Units:** indicates that projects with family units (or beds) must also report family beds (or units).
- (3) DV HMIS coverage:** indicates that DV beds should not be reported in HMIS.

beds. Do not enter negative values; if there is no unmet need for family beds, enter zero. You may use the HUD Unmet Need Formula to calculate your unmet need. (See resource box below).

4. {For Emergency Shelters only} **Total Seasonal Beds:** Enter the total unmet need for seasonal beds. Do not enter negative values; if there is no unmet need for seasonal beds, enter zero.
5. {For Emergency Shelters only} **Overflow/Voucher Beds:** Enter the total unmet need for overflow and voucher beds. Do not enter negative values; if there is no unmet need for overflow and voucher beds, enter zero.

3. HMIS – Bed Utilization Rates Worksheet (Worksheet 6)

No data entry is required on this worksheet. Program-level bed utilization rates are calculated automatically based on information entered in previous worksheets. For each program type (ES, TH, PSH, and SH), the program-level bed utilization rate is equal to the total number of persons served on the night of the point-in-time count divided by the total number of beds available on that date. The bed count includes voucher and overflow beds in emergency shelters if those beds were available in January.

Resource Box



1. "HUD Housing Inventory Chart: Questions and Answers" www.hmis.info
2. "Calculating Unmet Need for Homeless Individuals and Families" www.hudhre.info
3. "A Guide to Counting Sheltered Homeless People" www.hudhre.info

Example: "Accounting for CH beds"

A facility in 2007 had 20 Permanent Supportive Housing Beds for individuals, and 10 of these beds were dedicated as CH beds. The facility's 2007 inventory chart is shown in Figure 1.

Figure 1

Permanent Supportive Housing*: Fundamental Components in CoC System – Housing Inventory Chart											
Provider Name	Facility Name <small>*Place an asterisk after the facility name if it receives HUD McKinney-Vento dollars.</small>	HMIS Part. Code	Number of Year-Round Beds in HMIS		Geo Code <input type="checkbox"/>	Target Pop.		Year-Round			Total Year-Round Beds
			Ind.	Fam.		A	B	Fam. Units	Fam. Beds	Indiv./CH Beds	
Current Inventory <small>(Available for Occupancy on or before January 31, 2006)</small>			Ind.	Fam.							
HUD Example 1	Facility	FA	20	0	123456	SMF	0	0	0	20/10	20
SUBTOTALS:			20	0	SUBTOTAL CURRENT INVENTORY:		0	0	20/10	20	

In 2008, the facility reprogrammed 5 beds for individuals as CH beds, which results in 5 "new" beds for chronically homeless persons. To report these changes, the facility must report two entries (or rows):

1. First entry: The entry will have an Inventory Type code equal to "N" (or New Inventory), the number of individual beds will be equal to 5, and the number of CH beds will be equal to 5.
2. Second entry: The entry will have an Inventory Type code equal to "C" (or Current Inventory), the number of individual beds will equal 15 (or 20 - 5), and the number of CH beds will be equal to 10.

The total 2008 bed inventory did not change since 2007—it is still equal to 20 beds (15 in the current inventory and 5 in the new inventory), and some of the beds have been reprogrammed as CH beds (see Figure 2).

Figure 2

Program Information				Target Population		HUD Participation Information		All Year-Round Beds/Units					
#	Provider	Facility Name	Geo Code	Inventory Type	A	B	Does this facility receive HUD McKinney-Vento funding?	Data submitted to AHAR?	Family Beds	Family Units	Individual Beds	CH Beds	Total Year-Round Beds
11	HUD Example 1	Facility	123456	n	SMF		yes	yes	0	0	5	5	5
12	HUD Example 1	Facility	123456	c	SMF		yes	yes	0	0	15	10	15
	Insert provider name												0
	Insert provider name												0
	Insert provider name												0
	Insert provider name												0
	Insert provider name												0