

2023 Housing Inventory Count (HIC) Guidance Document

This document provides step-by-step instructions on how to complete a HIC Form for your project. Please read it carefully and if you get stuck while completing the form, refer back to this document.

What is the Housing Inventory Count?

The Housing Inventory Count “HIC” report is a companion report to the K-Count. While the K-Count provides information about the number of people who were staying in emergency shelters (ES) and transitional housing (TH) projects as well as people sleeping outside on the night of the point-in-time count (January 25, 2023), the primary purpose of the HIC is to provide information on the number of beds/units that were available (these beds/units may have been filled or vacant) on the night of the count (with the exception of RRH projects explained later in this document). Just as the name implies, it is an “inventory” of the resources our CoC’s homelessness response system has available for people experiencing a specific subset of literal homelessness. The HIC also includes RRH and PSH projects as will be discussed later in this document.

The HIC shows a community’s capacity to shelter and house persons experiencing literal homelessness by evaluating available inventory of beds/units compared to the number of people needing assistance at any point in time. By evaluating K-Count data and HIC data together, we can identify gaps in the system (e.g., no emergency shelter beds for single men in a county to serve the unsheltered single men found during the K-Count in that same county; RRH resources in an area with lots of chronic homelessness, but no PSH; etc.).

What project types are included on the HIC Report (i.e., what project types have to complete a HIC FORM)?

The following project types are included regardless of funding source or whether the project enters data into the KY Homelessness Management Information System (HMIS):

- Emergency Shelters (ES), including seasonal/cold weather shelters and hotel/motel voucher programs.
- Transitional Housing (TH) projects where the primary purpose of the project is to serve persons experiencing homelessness (e.g., experiencing homelessness is an eligibility criterion for admission into the project)
- Rapid Rehousing projects (RRH) (including SSVF and ERA2-funded RRH)
- Permanent Supportive Housing projects (PSH)
- Emergency Housing Voucher Programs (EHV) administered by Public Housing Authorities

What project types are not included on the HIC?

- Prevention
- Supportive Services Only (SSO)
- Street Outreach (SO)

What do I need to do?

A separate HIC Form should be filled out for each individual ES, TH, RRH, PSH, and EHV project. **IMPORTANT!**—There are two versions of the HIC Form—one for ES, TH, PSH, and EHV projects and a separate version for RRH projects. If your agency has more than one project, for example: 1 ES, 1 TH, and 2 PSH projects, a separate HIC form for *each* of the four projects is required. The Forms can be found under the “Housing Inventory Count” section at the bottom of the [K-Count/HIC page](#) on the KHC website.

Question-by-Question Directions

Remember there are two versions of the HIC Forms—one for RRH Projects Only and one for ES, TH, PSH, and EHV Projects Only. Questions 1 through 17 are the same on both forms. Question 18 onward differ between the two versions of the form.

Q1—Organization Name

This should be straightforward. You are listing the name of your organization that oversees the project.

Q2—Project Name: Please remember you are completing a form for each project individually. It is possible your “project” name is the same as your “organization name”, but most likely it is not. **If the project is funded through the CoC program, please list the official name as it appears on your HUD grant agreement/CoC application.** When talking about your project, you may use a nickname for your CoC project, but listing the official name on this form will help KHC enormously!

Q3—KY Homelessness Management Information System (“HMIS”):

This question is asking whether you enter client data into KYHMIS (i.e., the system administered by KHC known as “ServicePoint” and referred to as “HMIS”) for this specific project. All CoC, ESG/ESG-CV, ERA2, SSVF, RHY, and VA-GPD-funded projects should be using HMIS unless it is a Victim Service Provider (VSP) project. If your project does use HMIS, select “yes” and continue to Q4. **If your project does not use HMIS, select “no” and skip to Q5.**

Q4—HMIS Project Name and Project ID:

If you answer “yes” to Q3 that your project uses HMIS, please:

a. List the **HMIS Project Name** of the project as it appears in HMIS/ServicePoint (e.g., the project name you use when entering data, picking which project to run a report for, etc.). It will look something like this: “Welcome House-Kings Crossing Apartments-CoC-PSH-BOS (2036)”

b. List the **HMIS Project ID** (this will be a number) associated with your project. From the example above, the Project ID is 2036.

Q5—Project Type:

Remember you are completing a form for each project separately. Therefore, you should only be selecting one project type on each form. RRH forms only have one choice—RRH. For ES, TH, and PSH projects, if you get to Q5 and see only RRH, you are using the wrong form. Please switch to the ES, TH, PSH form. For RRH projects, if you get to Q5 and don’t see RRH as a selectable option, you are using the wrong form and need to switch to the RRH Form.

Q6—Other Target Population: Please indicate whether the project’s target population is domestic violence victims or persons with HIV/AIDS. If neither apply, select “NA”.

Q7—Victim Service Provider:

Select “yes” or “no” to indicate whether your organization is a Victim Service Provider (VSP). **If yes, continue to Q8. If no, skip to Q9.**

Q8—VSP Comparable Database:

If you answered “yes” to Q7 that your agency is a VSP, this question is asking if you use a HMIS-comparable database to enter client-level information for the project in which you are completing a HIC Form. Examples of HMIS-comparable databases include Osnum, Apricot, and Vela.

Q9—Project’s Physical Address and County

- If project is **Site-based – Single Site**: List address and county of this single site location.
- If project is **Site-based – clustered/multiple sites**: List address and county where most participants reside.
- If project is **Tenant-Based – scattered site (e.g., RRH or PSH using rental assistance/leasing)**: List agency’s administrative office address and county

NOTE for VSPs: If the project is administered by a Victim Service Provider (VSP), you only need to provide the name of the county and zip code where the project is located. If tenant-based scattered site, list county and zip of your administrative office.

Q10—Organization’s Mailing Address and County

Complete this information if mailing address is different than project’s physical address listed in Q9

Q11—Organization Contact Information:

Please fill out ALL contact information in Q11 even if you are listing the same person multiple times.

It is very important that KHC has all of this information. If your project does not use HMIS or an VSP HMIS-comparable database, you will leave the HMIS/Comparable database contact boxes blank.

Q12—Continuum of Care (including YHDP) or Emergency Solutions Grant Funding (i.e., HUD McKinney-Vento): To refresh your memory of what HUD McKinney-Vento funding includes, please refer to the list of possible CoC/CoC-YHDP/ESG/ESG-CV funding sources listed in Q13 if needed. If your project receives funding through the CoC or ESG/ESG-CV program, you will answer yes to Q12 and select the appropriate source in Q13. If you select “no” in Q12, you may skip to Q14.

Q13—CoC (including YHDP) or ESG and/or ESG-CV Funding (i.e., McKinney-Vento) Source:

As stated in Q12, if your project receives CoC (including CoC-YHDP or ESG/ESG-CV McKinney-Vento funding, please select which type of funding in Q13. You should only select one funding source for the project for which you are completing the form unless your project currently receives both ESG-ES and ESG-CV-ES funding. In that case, you should select both ESG-ES and ESG-CARES Act. For Joint TH-RRH projects, you should select “CoC – Joint Component TH/RRH”. For YHDP projects, select “CoC-Youth Homelessness Demonstration Program (YHDP) Renewal”.

Q14-Q15—Other Funding Sources

These two questions are asking if the project receives any federal funding besides (or instead of) CoC (including CoC-YHDP) or ESG/ESG-CV McKinney-Vento funding or any additional local or state funding. It is possible the project receives both McKinney-Vento funding and other federal funding. If the funding source is not already listed, select “Other” and specify the type (e.g., VAWA).

Q16—Grant Number:

If your project receives CoC (including CoC-YHDP), ESG and/or ESG-CV, or ERA2 funding, please list the grant number for the project. CoC grant numbers start with “KY”. ESG grant numbers start with “ES”. An example of a CoC grant number is KY0115. An ESG grant number example is ES22-0036-01. For ESG projects operating under two grant years (e.g., your shelter has both an ES21 and ES22 grant still open, you may list either grant number or you can list both).

Q17—Household Target Population: Please **select one** household target population. Read the options carefully as you should be able to find a description that matches your program.

STOP AND READ: For question 18 through 22 below, the content of the questions differs between the *RRH Form* and the *ES, TH, and PSH Form*. Below for each question number, take note if the question is for the *RRH Form* or the *ES, TH, PSH Form* (indicated by yellow highlight and red text for RRH or blue text for ES, TH, and PSH).

Q18

Q18—RRH FORM ONLY, Rental Assistance: The purpose of the question is to determine if the rest of the RRH Form needs to be completed for your specific RRH project. It is asking you if your project provides rental assistance in the form of actual rent payments, besides security deposits. Some RRH projects only provide security deposits and/or supportive services. If your project does in fact provide rental assistance besides just security deposits, please answer “yes”. As noted on the RRH Form, utility deposits are not considered rental assistance. **If you answer “no” to Q18 on the RRH form, you’re done. You do not have to answer any additional questions beyond this point. Please submit the RRH form as completed through Q18. If you answer “yes” on the RRH Form to Q18, please proceed to Q19.**

Q18—ES, TH, PSH FORM ONLY, Project’s Inventory Type: This question is asking when your beds were/will be available for use. **Current Inventory** means the project’s beds/units were available for occupancy on the night of the K-Count (**January 25, 2023**). Note: the beds could have been filled or vacant on the night of the K-Count. If your project is fully funded, but the beds/units won’t become available for occupancy until after January 25, 2023, select **Under Development**. If your project is operating solely due to a disaster-related incident (e.g., tornado or flooding), please select **Disaster-Related Beds**.

Q19

Q19, Q19a, Q19b—RRH FORM ONLY, Rental Assistance Duration: Does your RRH project set a limit to the number of months a household can receive rental assistance through your project? Or are households allowed to receive rental assistance for the full 24 months allowed under federal regulations? Please select “yes” if your project has in place a specific timeframe (even if just initially) that is less than 24 months, such as 3 months or 12 months, for rental assistance. If you mark “yes” in Q19, please indicate your project’s rental assistance duration on Q19a. If your project allows RRH rental assistance beyond the initially stated timeframe (e.g., extend a timeframe), please provide an explanation in the text box in Q19b.

Q19—ES, TH, PSH FORM ONLY, Project’s Housing Type: This question should be answered by all projects on the ES, TH, PSH Form.

- **Site-based** means all participants are housed in a single facility.
- **Site-based—clustered/ multiple sites** means clients are housed in project facilities that are scattered across multiple locations, but more than one participant is housed in each facility. The facility location are owned, operated, or sponsored by the project.
- **Tenant-based** means the tenant selects their own housing in the community (i.e., you don’t require them to live in a certain place). Participants have leases or occupancy agreements and are housed in residences not owned or managed by the project. This will always be the case if the project provides rental assistance.

Q20

Q20—RRH FORM ONLY, Project’s Housing Type: All RRH project providing rental assistance should be provided using “tenant-based” housing located out in the community (e.g., from a landlord that is not the organization operating the project). “Tenant-based” is the only option to select on the form.

Q20—ES, TH, PSH FORM ONLY, Bed/Unit Inventory FOR YEAR-ROUND PROJECTS:

FOR SEASONAL/COLD WEATHER ONLY PROJECTS: enter zeros “0” for beds/units since your seasonal project does **not** have “year-round” beds/units and then skip to Q22.

FOR PROJECTS WITH BEDS/UNITS AVAILABLE ALL YEAR (“YEAR-ROUND”)

This is the total number of beds and units you had available for occupancy on the night of the K-Count (1/25/2023). This includes **BOTH** beds that were occupied and beds that were vacant, but still available to be filled if someone had presented.

Think of this as responding to the question, “how big is your project?”. Or how many people and households can your project serve when at maximum capacity?

For the HIC, we consider **1 person to equal 1 bed** and **1 apartment (or bedroom if in a shelter) to equal 1 unit**.

Example for ES: For a shelter, you might respond, “we are a 20-bed shelter”. For “beds” you would list 20. Let’s say these 20 beds are provided in 5 bedrooms. For “units” you would list 5.

For **CoC TH and PSH projects** you can use your **CoC Application** to get your number of beds and units.

If your project is “Under Development” list the number of beds and units your project **will** have.

Q21

Q21—RRH FORM ONLY, Project’s Inventory Type: This question is asking when your beds were/will be available for use. **Current Inventory** means the project’s beds/units were available for occupancy on the night of the K-Count (January 25, 2023). Note: the beds/units could have been filled or vacant on the night of the K-Count. If your project is fully funded, but the beds/units won’t become available for occupancy until after January 25, 2023, select **Under Development**.

Q21—ES, TH, PSH FORM ONLY, Bed and Unit Breakdown by Household Type and Subpopulations. THIS IS ONLY REQUIRED FOR SHELTERS, TH, and PSH projects OPEN YEAR-ROUND. SEASONAL/TEMPORARY SHELTERS SHOULD SKIP TO Q22.

Step 1 for the ES, TH, and PSH Form: Section A: Separate your beds/units you just listed in Q20 by household type in the three sets of boxes.

This chart is asking you to separate your current bed/unit inventory (as you recorded in Q20 on the ES, TH, and PSH Form) by household (HH) type. The three HH type options are:

- 1) **HH WITH Children**—HH with at least one adult 18+ and at least one child under 18
- 2) **HH WITHOUT Children**—HH with one or more adults 18+ with no children under 18
- 3) **HH WITH ONLY Children**—HH where all persons are under the age of 18 with no adult 18+ present.

IMPORTANT! Remember, the total number of beds/units you enter into Q21, Section A, when added together, MUST equal the total number of beds/units, respectively, you entered in Q20. For example, if in Q20 you said you had 20 beds, then we would expect to see the total number of beds spread across each HH type in Section A of Q21 not to exceed 20 beds (e.g., 8 beds for HHs with children, 12 beds for HHs without children, and zero for HHs with only children. $8 + 12 + 0$ equals 20 beds, just like you listed in Q20 in this example). **PLEASE TRIPLE CHECK YOUR MATH.**

How do I separate the beds and units by Household Type?

To separate your beds/units by household type, you will either **(1)** know exactly how to do it because you have a fixed number of beds and units for different household types all the time, or **(2)** you will have to distribute the beds/units by how they are **typically** used (on average). See instructions on next page.

Scenario 1: Your beds and units are used the same way all of the time (“Fixed” Beds and Units): If your project has a certain number of beds/units set-aside (“dedicated”, “reserved”, “limited”) on a regular basis for use by only one specific household type, list how the beds and units are set-aside by household type in the breakdown boxes on Q21 Section A. For example, if you have 10 beds and 6 of them are always restricted for use only by “Households with children” and the remaining 4 are always restricted for use only by “Households without children”, separate the beds accordingly as shown in the chart below. You’d list 6 beds under the “HH WITH children” column and the remaining 4 beds under the “HH WITHOUT children” column. You would distribute your units the same way. For example, assuming you have a total of 6 units and 2 are for households with children and 4 are for households without children, separate the units accordingly in the example below.

Remember, in the example below you have a total of 10 beds and 6 units. These numbers (10 beds and 6 units) are what you listed in Q20. Now, for Q21, you add them together across the household types to make sure they equal 10 beds and 6 units. As shown in the example below, (6 + 4 = 10 beds) and (2 + 4 = 6 units).

If your project doesn’t have “units” because you are a congregate shelter with no individual bedrooms, just list the number of facilities you operate in the “units” box that are used for sleeping accommodations.

| HH <u>WITH</u> children | | HH <u>WITHOUT</u> children | | HH with <u>ONLY</u> children <18 yrs | |
|-------------------------|-------|----------------------------|-------|--------------------------------------|-------|
| Beds | Units | Beds | Units | Beds | Units |
| 6 | 2 | 4 | 4 | 0 | 0 |

Scenario 2: Your beds and units can be used by different households types depending on who presents at any given time (“Floating” Beds and Units) To fill the boxes in Q21 in this situation, think about how on average your beds and units are used during the year. Follow the instructions below depending on if your project uses HMIS or not:

- For **non-HMIS-participating projects (including VSPs with a comparable database)**, you can either separate your beds based on your estimate of how your beds/units are used on average or you can separate them proportionately based on how they were used on the night of the K-Count, **January 25, 2025**.
- For **ES, TH, and PSH HMIS-participating projects**, we want you to **run a CoC-APR** for your project using **calendar year 2022 as the reporting period** and use the data from **7b.—“Point in Time Persons”** and **8b.—“Point in Time Households”** to determine the percentage distribution of beds/units by household type. 7b. and 8b. show how beds and units were used by household type on the last Wednesday of January, April, July, and October of 2022. **For HMIS-participating projects, to determine what bed/unit numbers to enter into the Chart A in Q21, refer to the instructions on PAGE 11 of this document for running this APR report and how to use the data. For HMIS-participating projects, KHC has created a fillable spreadsheet where all you have to do is enter data from the CoC-APR and it will auto-calculate the numbers to put on the HIC Form for Section A of Q21. This fillable spreadsheet can be found under the “Housing Inventory Count” section at the bottom of the HIC/K-Count page of KHC’s website.**

Step 2 for the ES, TH, and PSH Form: Section B: This section is only for ES, TH, and PSH projects that further reserve/dedicate/limit beds and units that have been listed by household (HH) type Section A for specific subpopulations (i.e., Veterans, Parenting Youth, or Unaccompanied Youth).

What do we mean? Please Read!

Generally speaking, we only expect to see beds/units dedicated to Veterans if the project is funded by the Veterans Administration Grant Per Diem program (VA-GPD), the VA-Supportive Services for Veteran Families program (VA-SSVF), or the HUD-VASH program. For Parenting and Unaccompanied Youth, we only expect to see beds/units dedicated for these subpopulations if the project is funded by the Runaway and Homeless Youth program (RHY) or the CoC Youth Homelessness Demonstration Program (YHDP).

If your project is willing to serve Veterans, Parenting Youth, or Unaccompanied Youth, **but does not actually dedicate/reserve/limit beds for these subpopulations on a regular basis**, no numbers should be entered in the chart on Section B. And that's okay.

If your project does in fact reserve/set-aside/limit beds/units for any of these populations, then list how they are dedicated across household types in Section B of Q21.

Read the descriptions and requirements for being considered “dedicated” below for each subpopulation carefully. If you aren't sure what to do, contact us at kcount@housing.org and we can help you determine how to proceed.

Determining DEDICATED Parenting Youth, Unaccompanied Youth, and Veteran Beds: This is the number of beds dedicated (i.e., “set-aside”, “reserved”) to house these specific participants and their household members (if applicable). Dedicated beds are a subset of the total beds reported. A dedicated bed is a bed that must be filled by person who qualifies as a parenting or unaccompanied youth, or a veteran (or a member of their household), who qualifies for the project *unless* there are no specified persons located within the geographic area who qualify at that specific time. Once the bed becomes available again, it goes back into the “dedicated” pool of beds.

Parenting Youth: For purposes of the HIC and other HUD related reports, “parenting youth” has a very specific definition. Parenting Youth means the head of household is under the age of 25 and is not with a household member that is 25 or older. In addition, parenting youth have a child in their care that is 0-17 years old. Under the HH w/children boxes, under Parenting Youth, include the number of beds for parenting youth plus beds for their family members (e.g., children).

Unaccompanied Youth: For purposes of the HIC and other HUD related reports, “unaccompanied youth” has a very specific definition. A person is considered an unaccompanied youth if they are under the age of 25 (including minors) without another member of the household 25+. A dedicated unaccompanied youth bed is a bed that must be filled by an unaccompanied youth unless there are no homeless unaccompanied youth located within the geographical area that qualify.

Veterans: To determine the number of beds dedicated for veterans, include both beds for the veterans and any beds for other members of their household (if applicable).

Q22

Q22—**RRH FORM ONLY**, Year-Round Bed/Unit Inventory:

Q22 on the RRH Form is asking about your bed/unit inventory on a year-round basis. **That is, at any point in time, on average, about how many households can you serve and about how many people (adults and children) can you serve.** This is your bed/unit inventory **if at full capacity.** For purposes of the HIC, **households = units** and **people = beds.** So, **1 household equals 1 unit** and **1 person equals 1 bed.** **If you have these bed/unit numbers listed in either your CoC or ESG applications (i.e., the numbers you used to build your rental assistance budget), you can use them.** If not, just ask yourself “on any given day, about how many households could we afford to serve based on our budget (**households = units**), and how many people would be in all of these households (**people = beds**).

You can also use an APR generated out of HMIS or an HMIS comparable database (if a VSP) to come up with these numbers if your RRH project has been operating for at least a year!

If your RRH project uses HMIS or an HMIS-comparable database (if a VSP), you can run a CoC APR and look at **7b. on the APR report for People Served** and **8b. for Households Served.** Take the average of each. To determine the averages for each, you will add the 4 numbers found in the “Total” column and divide by 4. **The average of the four numbers you added together for 7b. on the APR will be the beds you list on the HIC and the average of the four numbers you added together for 8b. on the APR will be the units you list on the HIC Form.**

Q22—**ES, TH, PSH FORM ONLY**, People in project on night of K-Count (January 25, 2023)

- **For Non-HMIS-participating ES and TH projects**, this number **MUST MATCH** the number of persons submitted via Counting Us from the surveys you conducted on **January 25, 2023** for the K-Count.
- **For HMIS-participating ES, TH, and PSH projects**, this number **MUST MATCH** the number of total clients served on night of the K-Count (**January 25, 2023**) as shown on your HMIS report (ESG-CAPER or COC-APR) for just that one night.

ES, TH, and PSH projects that use HMIS should use the following one-day date range (January 25, 2023) as shown below for the CoC APR or ESG-CAPER to complete Q22. You will look at the “Total Number of Person Served” listed on 5a to get the number to list in Q22 of the ES, TH, and PSH Form. **Note the one-day date range is different than the one used to answer Q21 for average year-round bed/unit distribution:**

| | | | | | | | | | |
|----------------------|---|---|--|--------------------------------------|--|------------------------------|-----------------------------------|--|-----------------------------|
| Provider * | Welcome House-Kings Crossing Apartments-CoC- PSH-BOS (2036) | <input type="button" value="Search"/> | <input type="button" value="My Provider"/> | <input type="button" value="Clear"/> | | | | | |
| | <input type="radio"/> This provider AND its subordinates | <input type="radio"/> This provider ONLY | | | | | | | |
| Program Date Range * | 01 / 25 / 2023 | to | 01 / 25 / 2023 | | | | | | |
| Entry/Exit Types * | <input type="checkbox"/> Basic | <input type="checkbox"/> Basic Center Program Entry/Exit | <input checked="" type="checkbox"/> HUD | <input type="checkbox"/> PATH | <input type="checkbox"/> Quick Call | <input type="checkbox"/> RHY | <input type="checkbox"/> Standard | <input type="checkbox"/> Transitional Living Program Entry/Exit | <input type="checkbox"/> VA |

Q23— ES, TH, PSH FORM ONLY, Emergency Shelter ONLY – Bed Type: Pick the one that describes this specific project.

Q24— ES, TH, PSH FORM ONLY, Emergency Shelter ONLY – Availability: Pick the one that describes this specific project. If you check Seasonal Beds, be sure to answer Q25 and Q26.

Q25— ES, TH, PSH FORM ONLY, Emergency Shelter ONLY – Seasonal Beds Information: These are beds used for a portion of the year. Be sure to supply the number of beds available and the dates they are available.

Q26 and 27— ES, TH, PSH FORM ONLY, Emergency Shelter ONLY – Seasonal and Overflow Beds in HMIS? These are self-explanatory.

Q28— ES, TH, PSH FORM ONLY, Emergency Shelter ONLY -Number of Overflow Beds: This is self-explanatory.

What do I do now that I'm done?

Send the completed form(s) for each of your projects by 5:00 p.m. on Wed., February 8, 2023 to the following email address: kcount@kyhousing.org.

Please label each form with at least your agency's name and either ES, TH, PSH, or RRH as well as funding source (CoC, ESG, SSVF, RHY). For example: "Gateway House ESG RRH" or "Shelter of Hope ESG ES". A non-funded project would look like this: "Salvation Army of Ashland ES".

Please submit questions about the HIC to the Partner Agency Portal (formally called Help Desk): <https://kyhmis.zendesk.com/hc/en-us/requests/new>

Remember, if you are a HMIS-participating ES, TH, or PSH project, there are step-by-step instructions for completing Q21, Section A on the ES, TH, and PSH Form on the next page.

HMIS-participating agencies, please see the directions below on how to run and use the CoC APR to complete Q21 on the ES, TH, and PSH Form.

HMIS INSTRUCTIONS

Q21—ES, TH, PSH FORM ONLY: HOW TO RUN the CoC APR report (for floating household type beds for ES, TH, and PSH Projects):

ES, TH, and PSH projects will use this report to answer Q21 on the HIC form.

STEP 1: Run a CoC APR for calendar year 2022

- 1: From **ServicePoint**, go to Reports and then select **CoC-APR**.
- 2: Under Report Options, select Provider and do a Search to find your project.
- 3: Enter the Program Date Range as shown below (**FOR ONE YEAR—01/01/2022 to 12/31/2022**)
- 4: For **CoC, ESG, and RHY-funded projects**, in the “Entry/Exit Types” line, check the “HUD” box. For **VA-funded projects**, be sure to click on the “VA” box from the Entry/Exit types.
- 5: Then click on **BUILD REPORT**. **See how to use the report below.**

The screenshot shows the configuration interface for the CoC-APR report. It includes the following fields and options:

- Provider ***: Clark County Homeless Coalition-ESG-ES-BOS (2549). Buttons: Search, My Provider, Clear.
- Program Date Range ***: 01/01/2022 to 12/31/2022. Includes refresh and help icons.
- Entry/Exit Types ***:
 - Basic
 - Basic Center Program Entry/Exit
 - HUD
 - PATH
 - Quick Call
 - RHY
 - Standard
 - Transitional Living Program Entry/Exit
 - VA

STEP 2: Use the fillable Excel Spreadsheet to determine bed/unit distribution for Q21!

In an effort to make this process as easy as possible on you, we have created a fillable Excel spreadsheet for you to use that will do the calculations for you. The spreadsheet can be found on the [K-Count/HIC page](#) of the KHC website under the HIC Section towards the bottom of the page. You will find it at the bottom of the page under the heading “Housing Inventory Count”. The worksheet is titled **Fillable Spreadsheet to Answer Q21 on ES, TH, and PSH HIC Form**.

Note the spreadsheet has two tabs. Tab 1 is to calculate the bed distribution among household types. Tab 2 is to calculate the unit distribution among household types.

Simply follow the steps on the two tabs and then enter the information auto-calculated for you on the HIC form. The spreadsheet will calculate the average use of the beds/units by using the 4 points in time (last Wednesday of January, April, July, and October 2022) and then apply the averages to your total number of current beds and current units you included on Q20 of the HIC Form.