

2022 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 “HIC” report is the 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 (February 23, 2022), 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 shows a community’s capacity to house persons experiencing 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, 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 in the HIC?

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)
- Permanent Supportive Housing projects (PSH)
- Emergency Housing Voucher Programs (EHV)

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 HIC section 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 (KYHMIS):

This question is asking whether you enter client data into KYHMIS for this specific project. All CoC, ESG/ESG-CV, SSVF, RHY, and VA-GPD-funded projects should be using KYHMIS 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:

If you answer “yes” to Q3 that your project uses HMIS, please list the 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)”

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. If you get to Q5 and see only RRH, if you are completing a form for an ES, TH, PSH, or EHV project, you are using the wrong form. Please switch to the ES, TH, PSH 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).

Q8—VSP Comparable Database (NEW QUESTION THIS YEAR):

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 Osnium and Apricot. If you answered “no” to Q7, you can leave Q8 blank and skip to Q9.

Q9-Q11—Project’s Physical Address, Organization’s Mailing Address, and Organization Contact Information: Please note the directions listed on the HIC Form for these questions. In Q9, for projects with multiple sites, please list the address where most of the project’s clients are housed. VSPs are only required to list the county location. Q10 is asking you to record your organization’s mailing address if different from the project location listed in Q9. **Please fill out ALL contact information in Q11 even if you are listing the same person multiple times.** 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 or Emergency Solutions Grant Funding (i.e., HUD McKinney-Vento): Please refer to the list of possible CoC/ESG/ESG-CV funding sources listed in Q13 if needed to determine whether your project currently receives CoC/ESG/ESG-CV HUD McKinney-Vento funding. 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 or ESG and/or ESG-CV Funding (i.e., McKinney-Vento) Source:

As stated in Q12, if your project receives CoC 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 ESG-ES and ESG-CV-ES funding. In that case, you should select both ESG-ES and ESG-CARES Act.

Q14-Q15—Other Funding Sources

These two questions are asking if the project receives any federal funding besides (or instead of) CoC 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 or ESG and/or ESG-CV-ES 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 ES20-0036-01. For ESG projects operating under two grant years (e.g., your shelter has both an ES20 and ES21 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 matched your program.

NOTE: 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* or the *ES, TH, and 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 form, utility deposits are not considered rental assistance. **If you answer “no” in 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”, 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 (February 23, 2022). 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 February 23, 2022, select **Under Development**. If your project is operating solely due to a disaster-related incident (e.g., tornado), 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 a single location. Site-based—clustered/multiple sites are if the project operates in more than one building (most often owned or leased by the organization operating the project). In this case, participants are required to stay in one of these site-based locations. Tenant-based means the tenant selects their own housing (i.e., you don’t require them to live in a certain place) in the community. This will always be the case if the project provides rental assistance.

Q20

Q20—RRH FORM ONLY, Project’s Housing Type: All RRH 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).

Q20—ES, TH, PSH FORM ONLY, Current Bed/Unit Inventory: **Note: If your project is seasonal (e.g., a cold weather shelter), enter zeros “0” for beds/units since your seasonal project does not have “year-round” beds/units and then skip to Q22.**

This is the total number of beds and units you had available for occupancy on the night of the K-Count (2/23/2022). This includes both beds that were occupied and beds that were vacant, but still available to be filled if someone had presented. For the HIC, we consider 1 person to equal 1 bed and 1 apartment (or bedroom if in a shelter) to equal 1 unit.

ES and TH projects – If you normally would be able to provide 50 beds, but because of COVID, on the night of the K-Count you were operating at a reduced max capacity to 30 beds, please enter 30 beds. If your shelter is able to provide hotel vouchers to accommodate the reduction in the physical shelter so that you could still house 50 people on any given night (30 in the physical shelter and 20 in hotels), then you could still enter 50.

For CoC TH and PSH projects not operating at reduced capacity, 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 (February 23, 2022). 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 February 23, 2022, 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: Section A: Separate your beds/units by household type in 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). **PLEASE TRIPLE CHECK YOUR MATH.**

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

Fixed Beds and Units (or static bed/unit assignments): If your project has a certain number of beds/units set-aside (“dedicated”, “reserved”) on a regular basis for use by only one specific household type, list how the beds are set-aside 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 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.

If your project doesn't have “units” because you are a congregate shelter, just list the number of facilities you operate in the “units” box that are used for sleeping accommodations.

HH **WITH** children

| Beds | Units |
|------|-------|
| 6 | 2 |

HH **WITHOUT** children

| Beds | Units |
|------|-------|
| 4 | 4 |

HH with **ONLY** children <18 yrs

| Beds | Units |
|------|-------|
| 0 | 0 |

Floating Beds and Units (meaning beds and units can be used by different household types at any given time depending on who presents for help). To fill this in, think about how on average your beds and units are used during the year.

- For **non-HMIS-participating agencies (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, February 23, 2022.
- For **ES, TH, and PSH HMIS-participating agencies**, we want you to run a CoC-APR for your project using calendar year 2021 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 2021. **To determine what bed/unit numbers to enter into the Chart A in Q21, refer to the instructions on page 10 for running this report and how to use the data. 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.**

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

If a project is willing to serve persons meeting the criteria below, but does not actually dedicate/reserve beds for these subpopulations on a regular basis, no numbers should be entered in the chart on Section B.

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. It must be a

dedicated bed for that purpose to be counted on the Chart B in Q21 for ES, TH, and PSH projects.

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 is asking about your bed/unit inventory on a year-round basis. That is, at any point in time, about how many beds do you have and how many units do you have that could be occupied if all households were “leased up”. This is literally your bed/unit inventory if at full capacity. If you have this number 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 (remember households = units), and how many people would be in all of these households (people = beds). If your rental assistance budget allows you to carry 10 households at a time, then that would be 10 units. If five of these units are for individuals, that’s 5 beds. If the other 5 units are for households with children with one adult and one child, that’s at least 2 beds per 5 units, or a total of 10 more beds. So, in Q22, you’d list 15 beds and 10 units.

Q22—ES, TH, PSH FORM ONLY, People in project on night of K-Count (February 23, 2022)

- **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 February 23, 2022 for the K-Count.
- **For HMIS-participating ES, TH, and PSH agencies**, this number **MUST MATCH** the number of total clients served on night of the K-Count (February 23, 2022) as shown on your HMIS report (ESG-CAPER or COC-APR) for just that one night.

ES, TH, and PSH projects should use the following one-day date range as shown below for the CoC APR or ESG-CAPER to complete Q22. Note the 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* | 02 / 23 / 2022 to 02 / 23 / 2022 |
| 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 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.

Q32—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., March 2, 2022 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 HCA Helpdesk:
<https://kyhmis.zendesk.com/hc/en-us>

KYHMIS-participating agencies (excluding VSPs), please see next page for directions 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 2021.

- 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—01/01/2021 to 12/31/2021**)
- 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.

| | | | | | | | | | |
|----------------------------|---|--|---|---|---|--|---|---|---|
| Provider* | Clark County Homeless Coalition-ESG and CV-ES-BOS (2549) | <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* | <input type="text" value="01"/> / <input type="text" value="01"/> / <input type="text" value="2021"/> | to | <input type="text" value="12"/> / <input type="text" value="31"/> / <input type="text" value="2021"/> | | | | | | |
| 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 |

- 5: Then click on **BUILD REPORT**. **See how to use the report below.**

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 2021) and then apply the averages to your total number of current beds and current units you included on Q20 of the HIC Form.