Special Attention of:

All CPD Directors

HUD Field Offices

HUD Regional Offices

All ESG Formula Recipients

All Continuums of Care

Tribes and Tribally-Designated Housing Entities

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Subject: Notice for Housing Inventory Count (HIC) and Point-in-Time (PIT) Count Data Collection for Continuum of Care (CoC) Program and the Emergency Solutions Grants (ESG) Program

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1. Purpose of this Notice

This Notice supersedes CPD-22-12 (Notice for Housing Inventory Count (HIC) and Point-in-Time (PIT) Count Data Collection for Continuum of Care (CoC) Program and the Emergency Solutions Grants (ESG) Program published in 2022. Similar to the prior Notice, this Notice informs Continuums of Care (CoCs), or eligible entities intending to form a CoC (including Tribes and Tribally-Designated Housing Entities), of the information that must be collected to successfully complete the Housing Inventory Count (HIC) and Point-in-Time (PIT) count for 2024 and future counts this Notice applies to. This Notice is being published under the authority of 24 CFR 578.7(c)(2)(iii) and creates additional requirements for the PIT counts. The Notice also provides further guidance on how to complete the HIC. The HIC and PIT data play a critical role in the CoC Program Competition and HUD will continue to emphasize through its scoring the significance of the data reported as well as the process for the data collection. However, HUD deems most important the quality and accuracy of the count as opposed to merely the size of the count. As CoCs begin to organize and plan these activities, CoC staff should review this Notice and use it as a reference to ensure that CoCs are capturing all of the information HUD requires.

In December 2020, Congress passed the Consolidated Appropriations Act, 2021, amending the McKinney-Vento Act, allowing Tribes and Tribally-Designated Housing Entities (TDHEs) to apply for CoC program funding and to form their own CoCs. Projects can now be sited on Tribes' formula areas, including trust lands and reservations. The standards in this Notice apply to all CoCs, including those operated by Tribes and TDHEs. CoCs that conduct PIT count and HIC activities in Tribal communities, including on trust lands and reservations, must gain the consent from the appropriate Indian Tribe before doing so and should coordinate the PIT count with the Indian Tribe or its TDHE.

Under section 578.7 of the CoC Program interim rule, CoCs must plan and conduct, at least biennially, a PIT count of persons experiencing homelessness within the geographic area. Section 578.3 of the CoC Program interim rule states that PIT counts are "carried out on one night in the last 10 calendar days of January or at such other time as required by HUD." HUD has historically incentivized annual HIC and PIT counts by awarding maximum points in the annual CoC Program Competition to CoCs that do annual counts and anticipates continuing this practice for the indefinite future. The HIC and PIT count data will continue to provide critical updates on national and local progress towards preventing and ending homelessness.

To accommodate the goals and constraints of the HIC and PIT counts, this notice uses simplified definitions of certain complicated or nuanced terms, such as "rapid re-housing" and "people experiencing chronic homelessness." These definitions are meant only for use in conducting the HIC and PIT counts. For the definitions that apply to HUD's program requirements, refer to HUD's program regulations.

CoCs will submit their HIC and PIT count data via HUD's Homelessness Data Exchange (HDX) in the spring following the count as part of the CoC Program Competition for the year of the count. Additional guidance on the submission process will be released at a future date.

If your organization, including Tribes or Tribally-Designated Housing Entities, have questions about planning for or implementing the HIC or PIT count please submit them to HICPITCount@hud.gov. If you have technical questions about technical assistance tools to assist communities with their HIC or PIT counts or how to submit your data in HDX, please submit

them via the Ask a Question page on the HUD Exchange. To submit a question, select **HDX: Homeless Data Exchange (including AHAR, HIC, LSA, PDX, PIT, Stella, Sys PM)** under Reporting Systems.

2. Important Changes to HIC and PIT Requirements Beginning in 2024

2.1 HIC Changes

A. Per updates to the FY2024 HMIS Data Standards, HUD has updated the federal funding sources to add three new funding source options:

1) HUD: ESG Rapid Unsheltered Survivor Housing (RUSH)
2) HUD: Unsheltered Special NOFO
3) HUD: Rural Special NOFO

B. HUD clarified the expectation that CoCs collect data on Stability Vouchers funded through HUD's Office of Public and Indian Housing (PIH) in HMIS because Stability Vouchers participants are required to qualify as homeless. See Section 8 of Notice PIH 2022-24 (HA) for specific eligibility requirements. CoCs should include all Stability Voucher beds in the inventory unless there is a set portion of beds that are dedicated to a population that is at risk of homelessness.

C. HUD clarified the scope of the Victim Service Provider field in the Housing Inventory Count. This field applies to both victim service providers and any other organization that is prohibited from HMIS participation by VAWA and/or the McKinney-Vento Homeless Assistance Act. Refer to HUD's Homeless Management Information System (HMIS) Comparable Database Decision Tree resource, prepared by technical assistance providers to help communities understand their data collection requirements. If an organization is not a victim service provider but is otherwise prohibited from entering data for a specific project the CoC should create a separate organization record for the organization that it will associate with all projects that are prohibited from participating in HMIS.

2.2 PIT Changes

A. Per updates to the FY2024 HMIS Data Standards, HUD combined the race and ethnicity options into a single element that now allows for the response options below.

1) American Indian, Alaska Native, or Indigenous
2) Asian or Asian American
3) Black, African American, or African
4) Hispanic/Latina/e/o
5) Middle Eastern or North African
6) Native Hawaiian or Pacific Islander
7) White

CoCs should continue to allow people experiencing homelessness to select as many options that apply to them as they want. When reporting to HUD CoCs will report based on the following categories. CoCs should only include people who select a single race/ethnicity if the person identified with only one race/ethnicity identity (e.g., Black, African American, or African). Multi-racial means that the participant identified with more than one race.

1) American Indian, Alaska Native, or Indigenous
2) American Indian, Alaska Native, or Indigenous & Hispanic/Latina/e/o
3) Asian or Asian American
4) Asian or Asian American & Hispanic/Latina/e/o
5) Black, African American, or African
6) Black, African American, or African & Hispanic/Latina/e/o
7) Hispanic/Latina/e/o
8) Middle Eastern or North African
9) Middle Eastern or North African & Hispanic/Latina/e/o
10) Native Hawaiian or Pacific Islander
11) Native Hawaiian or Pacific Islander & Hispanic/Latina/e/o
12) White
13) White & Hispanic/Latina/e/o
14) Multi-Racial & Hispanic/Latina/e/o
15) Multi-Racial (not Hispanic/Latina/e/o)

B. Per updates to the FY2024 HMIS Data Standards, HUD updated the gender options which now allow for the following response options:

1) Woman (Girl if child)
2) Man (Boy if child)
3) Culturally Specific Identity (e.g., Two-Spirit)
4) Transgender
5) Non-Binary
6) Questioning
7) Different Identity

CoCs should continue to allow people experiencing homelessness to select as many options that apply to them. When reporting to HUD CoCs will report based on the following categories. CoCs should only include people who select a single gender if the person identified with only one gender identity (e.g., Transgender). More than one gender means that the participant identified with more than one gender.

1) Woman (Girl if child)

2) Man (Boy if child)
3) Culturally Specific Identity (e.g., Two-Spirit)
4) Transgender
5) Non-Binary
6) Questioning
7) Different Identity
8) More Than One Gender

For those people who identified as having more than one gender we are asking the CoC to also provide a breakdown of which genders were selected. CoCs will report the following.

Of those that selected More Than One Gender, how many people reported gender identities that:

1) Includes Woman (Girl if child)
2) Includes Man (Boy if child)
3) Includes Culturally Specific Identity (e.g., Two-Spirit)
4) Includes Transgender
5) Includes Non-Binary
6) Includes Questioning
7) Includes Different Identity

3. HOUSING INVENTORY COUNT GUIDANCE

This section provides guidance for collecting data required for the HIC. The HIC is a point-in-time inventory of projects within your CoC that provide beds and units dedicated to serving persons who are homeless. It is intended to provide HUD and CoCs with information about the shelter and housing capacity of homeless crisis response systems. It should reflect the number of beds and units available for occupancy on the night designated for the count that are ***dedicated to serve persons who are homeless (and, for permanent housing projects, persons who were homeless at entry), per the HUD homeless definition***.

CoCs are required to submit their HIC data through the HUD HDX website. Additionally, CoCs must provide HIC data to the Consolidated Plan jurisdiction(s) located within the CoC, when requested. This includes providing HIC data at the geocode level for each jurisdiction required to report PIT count data in the Consolidated Plan. A CoC could cover one or more Consolidated Plan jurisdictions. In turn, HUD expects states and entitlement communities responsible for completing Consolidated Plans to participate in the HIC by contributing project-level information to CoC and HMIS leads to facilitate the completion of the HIC.

3.1 Types of Homeless Projects to Include in the HIC

Beds and units included on the HIC are considered part of the CoC homeless assistance system. ***Beds and units in the HIC must be dedicated to serving persons experiencing homelessness, or***

for permanent housing projects, dedicated for persons who were homeless at entry. For the purposes of the HIC, a project with dedicated beds/units is one where:

A. The primary intent of the project is to serve persons experiencing homelessness;

B. The project verifies homeless status as part of its eligibility determination; and

C. The actual project clients are predominantly people experiencing homelessness (or, for permanent housing, were experiencing homelessness at entry).

Beds in institutional settings not specifically dedicated for persons who are homeless such as detox facilities, emergency rooms, jails, and acute crisis or treatment centers should not be included in the HIC. HUD considers extreme weather shelters as inventory dedicated to people experiencing homelessness and they should be included in the HIC.

While there might be occasional instances where a project with dedicated beds serves a non-homeless person, beds in these types of projects could still be counted as dedicated beds. For example, a provider of a project that is intended to serve persons who are both homeless and intoxicated might be unable to determine homeless status at entry due to a person's severe intoxication. After admission, the provider determines some participants are not homeless and helps them return to their housing. In this instance, the project bed could still be counted as a dedicated bed for persons experiencing homelessness.

For the HIC, CoCs will collect information about the beds and units in the CoC's homeless system, categorized by the Project Types described below. CoCs are required to include in the HIC **all** projects in the CoC that are categorized as one of these Project Types and that provide dedicated beds for persons who are homeless, not just those contributing client-level data in the local HMIS or receiving HUD funding. This includes projects funded by the other federal agencies (e.g., VA, HHS), faith-based organizations, and other public and private funding sources.

The Project Types included in the HIC, as identified in the most recently published HMIS Data Standards are:

A. Emergency Shelter (ES)

B. Transitional Housing (TH)

C. Safe Haven (SH)

D. Permanent Housing (PH)

1) Permanent Supportive Housing (PSH)

2) Rapid Re-housing (RRH)

3) Other PH (OPH) – combines two project types from the HMIS Data Standards:

- PH – Housing with Services (no disability required for entry); and
- PH – Housing Only

For the purpose of the HIC, permanent housing inventory is divided into three groups: permanent supportive housing (PSH), rapid re-housing (RRH), and other permanent housing (OPH).

1) To be considered PSH, the project must provide long-term housing to individuals with disabilities and families who are experiencing homelessness in which one member of the household has a disability, and supportive services that are designed to meet the needs of the program participants must be available to the household.

2) To be considered a RRH bed and unit, the project must provide short-term or medium-term housing assistance (up to 24 months for ESG and CoC Program funded projects, or longer if permitted by waiver), the lease for units must be between the landlord and the program participant, the program participant must be able to select the unit they lease, and the provider cannot impose a restriction on how long the person may lease the unit, though the provider can impose a maximum length of time that grant funds will be used to assist the program participant in the unit.

3) To be considered OPH, the provider must provide long-term housing that is not otherwise considered PSH or RRH. HUD's HMIS Data Standards defines two project types that represent the other permanent housing inventory – PH: Housing with Services and PH: Housing Only. PH: Housing with Services projects provide long-term housing and supportive services for persons experiencing homelessness, but do not limit eligibility to persons with a disability. PH: Housing Only projects provide long-term housing for persons experiencing homelessness, but do not make supportive services available as part of the project. It is critical to note that the CoC should look at the entire service package of these permanent housing projects, as opposed to what is funded by certain funding streams. CoCs should remember that these OPH beds should only be reported if they are dedicated to persons experiencing homelessness, as outlined in the first paragraph of this section.

In the FY2017 CoC Program Competition, HUD began funding joint component TH and RRH projects. CoCs should report these grants on the HIC by entering two separate projects – one for TH and one for RRH. **Inventory reported under each project should comport with the inventory instruction for its respective project type as described throughout this Notice.** For the TH project, this would mean including the available TH beds in the HIC, even if the TH beds are not occupied on the night of the PIT count, just as a CoC would for any other TH project. For RRH components, the CoC should report the number of beds in use on the night of the count, just as a CoC would for any RRH project. If the TH project does not have a fixed inventory and has no beds on the night of the count, the CoC should exclude the TH project from the HIC. For **both** projects of a joint component grant, select the HUD: CoC – Joint Component TH/RRH funding source option, regardless of the project type.

For a detailed list of which projects to include in the HIC, please see Appendix A.

3.1.1 VA Programs

The Department of Veterans Affairs (VA) has designated components within its Grant and Per Diem (GPD) program and the component types for its GPD program. CoCs should continue to report GPD programs in the HIC. The following chart outlines what project types are associated with each GPD program component.

Component in GPD	Project Type in the HIC
Bridge Housing	Transitional Housing

Component in GPD	Project Type in the HIC
Low Demand	Safe Haven
Service Intensive Transitional Housing	Transitional Housing
Hospital to Housing	Transitional Housing
Clinical Treatment	Transitional Housing
Transition in Place	Permanent Housing - OPH

3.1.2 RHY Programs

It is important that CoCs coordinate with and include projects that provide shelter and housing to children and youth experiencing homelessness in the HIC. Coordination will lead to a more accurate understanding of the inventory available to serve children and youth experiencing homelessness in the CoC and will, hopefully, lead to improved service delivery. Specifically, CoCs should be sure to coordinate with local projects funded through the U.S. Department of Health and Human Services (HHS) Runaway and Homeless Youth (RHY) Program when planning and conducting their HIC. RHY projects provide youth experiencing homelessness with short-term shelter, longer-term transitional living programs and maternity group homes, and also support youth through street outreach efforts. By engaging RHY programs in the HIC, CoCs will be able to collect more complete data on the emergency shelter and transitional housing programs that provide dedicated beds and units for youth experiencing homelessness. However, CoCs **should not** include projects or beds/units in projects in the HIC that are dedicated for children who are in foster care, who are wards of the state, or who are otherwise under government custody or supervision. A list of current RHY grantees by city and state, created by technical assistance providers, is available on the HUD Exchange. HUD also encourages CoCs to work with their Local Education Agencies (LEA) to participate in the count and assist CoCs to identify children and youth experiencing homelessness in their geographic areas.

3.1.3 HUD PIH Programs

HUD's Office of Public and Indian Housing (PIH) is the Office that administers several key affordable housing programs in HUD, including the Housing Choice Voucher (HCV) program and the Public Housing program. While most of these vouchers and programs would not be included in the Housing Inventory Count (HIC), when there are a certain number of vouchers set aside or a specific program that has beds dedicated to people currently or formerly experiencing homelessness per section 3.1 of this document then that should be recorded in the HIC. Examples include:

A. A set aside or preference (including limited preference) where a certain number of vouchers or specific percent of turnover vouchers have been provided to people experiencing homelessness. This could be through the normal voucher allocation or through special purpose vouchers.
B. Emergency Housing Vouchers (EHV) because participants are required to qualify as homeless. See Section 8 of Notice PIH 2021-15 (HA) for specific eligibility requirements. CoCs should include all EHV beds in the inventory unless there is a set portion of beds that are dedicated to a population that is at risk of homelessness.

Note: While HUD strongly encourages CoCs to include EHV beds in HMIS, HUD is not requiring EHVs to be in HMIS. This is due to the strained capacity of CoCs at the time EHVs were being leased up as they focused on reducing the threat and impact of COVID-19.

C. Family Unification Program (FUP) and Fostering Youth Independence (FYI) vouchers where there is a portion of the inventory that is dedicated to serve people experiencing homelessness. Often the youth FUP vouchers serve people experiencing homelessness whereas the family FUP vouchers tend not to be.
D. HUD-VA Supportive Housing (HUD-VASH) vouchers.
E. Stability Vouchers because participants are required to qualify as homeless. See Section 8 of Notice PIH 2022-24 (HA) for specific eligibility requirements. CoCs should include all Stability Voucher beds in the inventory unless there is a set portion of beds that are dedicated to a population that is at risk of homelessness.

These programs should all be recorded in the HIC as "Other Permanent Housing" (OPH), except for HUD-VASH which should be reported as PSH.

3.2 Using HMIS Data for the HIC

HUD strongly encourages CoCs to use their HMIS data as a starting point to generate the HIC. CoCs must collect and enter project descriptor data for all CoC projects in the CoC's HMIS, regardless of whether the CoC project participates in HMIS (i.e., makes a reasonable effort to record all universal data elements on all clients served in HMIS). Instructions for collecting and entering project descriptor data in the local HMIS can be found in the most recently published HMIS Data Standards. CoCs that rely on an HMIS that is strictly programmed according to the HMIS Data Standards must manually input whether beds are associated with a presidentially-declared disaster.

Throughout this document, there are references to the HMIS project descriptor data element numbers found in the most recently published HMIS Data Standards. These references are intended to assist CoCs that use their HMIS to complete their HIC to identify what HMIS data elements they can use as a starting point for their HIC. CoCs must still verify that the data generated from their HMIS for their HIC correspond with the requirements in this Notice. Prior to submitting HIC data in HDX, CoCs should coordinate with project staff to review, verify, and update, if necessary, the information collected about their project for the HIC.

3.3 Completing the Bed Inventory

The following sections identify the data necessary to complete the HIC, along with a brief description of each. If relevant, the data element number from the most recently published HMIS Data Standards is included in brackets, e.g., Project Information [2.02]. While not all of these data elements apply to every project, they are all needed in order to generate an accurate HIC.

3.3.1 Organization and Project Information

In general, projects included in any HMIS-based reporting for HIC purposes should be limited to those projects that are identified in Data Element 2.02 Field 5 as "Continuum Projects" (i.e., considered part of the CoC homeless assistance system), as described in Section 3.1 of this Notice.

Organization ID and Name [Data Element 2.01 Fields 1 and 2]: The name and unique identifier of the organization providing shelter or housing to persons experiencing homelessness.

Project ID and Project Name [Data Element 2.02 Fields 1 and 2]: A unique project name and ID for each distinct CoC project.

Status [Data Element 2.02, Fields 3 and 4]: Whether the project remains active or should be marked as closed for the current HIC. Only projects that have beds available for occupancy or under development on the night of the count should be included on the HIC (see *Inventory Type*, below).

Project Type [Data Element 2.02, Field 6]: The relevant type of project (e.g., emergency shelter).

Target Population [Data Element 2.02, Field 7]: The population served by the project, if applicable. A population is considered a "target population" if the project is designed to serve that population and at least three-fourths (75 percent) of the clients served by the project fit the target group descriptor. A single project is prohibited from having more than one Target Population. Information about project targeting for veterans, youth, and persons experiencing chronic homelessness should be collected at the bed level, per Bed and Unit Inventory data elements below. Note that there might be some projects that serve a target population of survivors of domestic violence but do not qualify as a "victim service provider." For the purposes of the HIC, "Survivors of Domestic Violence" includes projects that serve people currently experiencing homelessness because they are fleeing domestic violence, dating violence, sexual assault, or stalking.

Abbreviation	Description
DV	People who are Survivors of Domestic Violence
HIV	Persons living with HIV/AIDS
NA	Not Applicable

HUD McKinney-Vento Funded [Data Element 2.06]: Whether the project receives any HUD McKinney-Vento funding. HUD McKinney-Vento programs that provide funding for lodging projects include the following [corresponding HMIS data element 2.06 response options relevant to lodging projects are listed under each]:

Program	Funding Sources [Data Element 2.06]
Emergency Solutions Grants Program (ESG)	HUD: ESG – Emergency Shelter
	HUD: ESG – Rapid Re-Housing
	HUD: ESG-CV
	HUD: ESG Rapid Unsheltered Survivor Housing (RUSH)
Continuum of Care Program (CoC)	HUD: CoC – Safe Haven

Program	Funding Sources [Data Element 2.06]
	HUD: CoC – Transitional Housing
	HUD: CoC – Permanent Supportive Housing
	HUD: CoC – Rapid Re-Housing
	HUD: CoC – Single Room Occupancy
	HUD: CoC – Joint Component TH/RRH
	HUD: CoC – Youth Homeless Demonstration Program (YHDP) renewals
Youth Homeless Demonstration Program (YHDP)	HUD: YHDP
Special Notice of Funding Opportunity Grants to Address Unsheltered and Rural Homelessness(Special NOFO)	HUD: Unsheltered Special NOFO
	HUD: Rural Special NOFO

CoCs with HUD-funded Youth Homelessness Demonstration Program (YHDP) grants should report them based on the project type identified for each project in ***e-snaps***. For example, if a YHDP recipient was funded for a host home program identified with a Transitional Housing (TH) project type then it will be included in the HIC as a TH project and the youth in that project will be included in the sheltered PIT count. CoCs must select the HUD: YHDP – Youth Homelessness Demonstration Program (YHDP) funding source options in response to the **HUD McKinney-Vento Funded** question for each YHDP project. As with other grants, CoCs only report residential projects in the HIC and exclude service only projects like HUD-funded Supportive Services Only (SSO) projects. After a YHDP grant renews under the CoC Program, the project will no longer be reported under the HUD: YHDP funding source but must be reported under the appropriate HUD: CoC – Youth Homeless Demonstration Program (YHDP) renewals funding source.

Note: CoCs should only select S+C, SRO, or SHP as the McKinney-Vento funding source if they still have funding and use requirements associated with that funding. Projects that were originally funded under those programs but are currently being renewed under the CoC Program should only identify CoC as the funding source.

Additional Federal Funding Sources [Data Element 2.06]: HUD requires CoCs to report on additional federal funding sources in the HIC in the "Additional Federal Funding Sources" field. If there are multiple additional federal funding sources, CoCs will select all that apply for each project. If there are no additional federal funding sources, the CoC should not select any option. These funding sources are:

Funding Sources [Data Element 2.06]
HUD: HUD/VA Supportive Housing (HUD/VASH)
VA: Supportive Services for Veteran Families Program (SSVF)
VA: Grant and Per Diem Program (GPD) – Bridge Housing
VA: Grant and Per Diem Program (GPD) – Low Demand
VA: Grant and Per Diem Program (GPD) – Hospital to Housing
VA: Grant and Per Diem Program (GPD) – Clinical Treatment
VA: Grant and Per Diem Program (GPD) – Service Intensive Transitional Housing
VA: Grant and Per Diem Program (GPD) – Transition in Place
VA: CRS Contract Residential Services (HCHV CRS: EH)
VA Community Contract Safe Haven Program (HCHV/SH)
HHS: RHY Basic Center Program (BCP)
HHS: RHY Transitional Living Program (TLP)
HHS: RHY Maternity Group Homes for Pregnant and Parenting Youth (MGH)
HHS: RHY Demonstration Project
HUD: Housing Opportunities for Persons With AIDS (HOPWA) shelter and housing programs. This includes the following HMIS data element 2.06 response options: • HUD: HOPWA – Hotel/Motel Vouchers • HUD: HOPWA – Permanent Housing Placement (facility based or TBRA) • HUD: HOPWA – Short-Term Supportive Facility • HUD: HOPWA – Transitional Housing (facility-based or TBRA) • HUD: HOPWA – CV
HUD Public and Indian Housing (PIH) programs (non-VASH), including public housing and housing choice voucher inventory that is dedicated to persons experiencing homelessness
HUD: PIH (Emergency Housing Voucher)
HUD: HOME
HUD: HOME (ARP)
Other

CoCs should identify each federal funding source that currently supports the project, even if a source only partially funds the beds and units.

Note: CoCs should not report VA-funded Mental Health Residential Rehabilitation Treatment Program – Domiciliary Care for Homeless Veterans (VADOM) and Compensated Work Therapy, Transitional Residence (CWT/TR) grants inventory in the HIC. The VA and

HUD determined that VADOM and CWT/TR inventory are more appropriately identified as institutions and should not be included in the HIC or PIT count. CoCs also do not need to include non-federal funding sources in the "other" funding field.

Housing Type [Data Element 2.02, Dependent D]: CoCs indicate the "Housing Type" in the organization and project information section. All of the inventory for the project must fall within the selected Housing Type. If a project has multiple Housing Types, it must be split into separate projects. The Housing Type options are:

Housing Type	Description
1. Site-based/ single site	All clients are housed in a single project facility.
2. Site-based/ clustered-multiple sites	Clients are housed in project facilities that are scattered across multiple locations, but more than one client is housed in each project facility. The facility locations are owned, operated, or sponsored by the project.
3. Tenant-based/ scattered site	Clients have leases or occupancy agreements and are housed in residences that are not owned or managed by the project.

Victim Services Provider [Data Element 2.01, Field 3]: Identify whether the organization is a victim services provider and is prohibited from HMIS participation by VAWA and/or the McKinney-Vento Homeless Assistance Act. Refer to HUD's Homeless Management Information System (HMIS) Comparable Database Decision Tree resource, prepared by technical assistance providers to help communities understand their data collection requirements. If an organization is not a VSP but is otherwise prohibited from entering data for a specific project, the CoC should create a separate organization record for the organization that it will associate with all projects that are prohibited from participating in HMIS. HUD is clarifying that, while DV providers are exempt from entering address information, they are expected to enter a ZIP code (see Appendix B for a definition of victim service provider).

Geocode, Address, and ZIP Code [Data Element 2.03, Fields 2-7]: Geocode, Address, and ZIP Code fields should reflect the location of the project's principal site or, for multiple site projects, the location in which the majority of the project's clients are housed. A list of geocodes can be found at: https://www.hud.gov/sites/dfiles/CPD/documents/CoC/FY-2023-GeoCodes-Report.pdf.

CoCs are required to enter an address for all projects that are site-based (options 1 and 2, from the housing type chart above). If a site-based project has multiple sites, the CoC should enter the address for the site where most beds and units are located.

Tenant-based scattered site projects are only required to complete the geocode and ZIP Code fields based on where the majority of the clients are housed and may use the administrative address if they wish to complete the remainder of the address fields. Victim Service Providers are only required to complete the geocode and ZIP Code fields.

HMIS Participating [Data Element 2.08, Field 1]: CoCs must report the HMIS participation status of the entire project. Either the project completely participates in HMIS or it does not. If part of a project's inventory participates in HMIS and another part does not,

it should be split into two projects, one representing the inventory participating in HMIS and one representing the inventory not participating in HMIS.

For the purpose of reporting in the HIC, a bed is considered "an HMIS participating bed" if the project makes a reasonable effort to record all universal data elements on all clients served in that bed and discloses that information through agreed upon means to the HMIS Lead Agency at least once annually.

HUD will compare the beds associated with projects that indicate they are HMIS participating to all beds in the HMIS minus beds associated with victim service providers. Note that HUD expects CoCs to work with all projects, including those that target survivors of domestic violence but are not victim service providers, to collect data in HMIS.

Comparable Database Participating: Victim service providers are prohibited by VAWA from entering data into HMIS. CoCs must report whether victim service providers in their geography are participating in a comparable database. All CoC and ESG Program funded projects operated by a victim service provider are required to collect data in a comparable database. For more information about comparable databases please refer to the HMIS Comparable Database Manual, a resource prepared by technical assistance providers.

For projects operated by victim service providers, the CoCs must report the comparable database participation status of the entire project. Either the project completely participates in a comparable database or it does not. If part of a project's inventory participates in a comparable database and another part does not, it should be split into two projects, one representing the inventory participating in a comparable database and one representing the inventory not participating in a comparable database.

For the purpose of reporting in the HIC, a bed is considered "a comparable database participating bed" if the bed is available for occupancy on the night the count is conducted. Throughout the year the project must make a reasonable effort to record all universal data elements on all clients served in that bed and updates that information in the comparable database at least once annually.

3.3.2 Bed and Unit Inventory Information

Inventory Type: Using **Inventory Start Date** and **Inventory End Date [Data Element 2.07, Fields 1 and 2]**, identify whether the bed inventory is current or under development.

1) **Current inventory (C):** Beds and units that were available for occupancy on the night of the CoC's PIT count.
2) **Under development (U):** Beds and units that were fully funded but not yet available for occupancy on the night of the CoC's PIT count. For inventory identified as under development, CoCs must also identify whether the bed/unit inventory is expected to be available for occupancy 12 months from the night of the CoC's count. For example, in the 2024 HIC, if a CoC has a count date of January 31, 2024, CoCs must identify whether the bed/unit inventory is expected to be available for occupancy by January 31, 2025. Note that only inventory that has not yet been in operation should be listed as "under development." Inventory that had previously been in operation but was not available or in operation on the night of the count should not be included in the HIC.

Note: When using HMIS data to generate the HIC, inventory that is under development could be entered into HMIS with an Inventory Start Date [Data Element 2.07, Field 1] in the future that reflects the anticipated availability date; accordingly, inventory that is not yet fully funded should not be included in the HIC and either should not be entered into HMIS or entered in such a way as to enable differentiation (e.g. via customized fields).

Disaster-Related Beds: Beds that were funded specifically because of a presidentially-declared disaster. This information is not required to be captured in a CoC's HMIS.

Bed Type [Data Element 2.07, Field 5] (*Emergency Shelter Only*): The Bed Type describes the type of beds offered by emergency shelter projects according to the following mutually exclusive options:

1) **Facility-based:** Beds (including cots or mats) located in a residential homeless assistance facility dedicated for use by persons who are homeless.
2) **Voucher:** Beds located in a hotel or motel and made available by the homeless assistance project through vouchers or other forms of payment.
3) **Other:** Beds located in a church or other facility not dedicated for use by persons who are homeless.

The Bed Type must be consistent with the Housing Type (i.e., a Facility-based emergency shelter project cannot have a Housing Type of "tenant based/scattered site").

Household Type [Data Element 2.07, Field 4]: Enter the counts of bed inventory, unit inventory, and HMIS bed inventory (detailed below) based on availability for each of the following household types:

1) **Households without children:** Beds and units typically serving households with adults only. This includes households composed of unaccompanied adults (including unaccompanied youth age 18-24) and multiple adults (including households with multiple youth ages 18 to 24). (Housing covered by the Fair Housing Act cannot deny admission to families with children.)
2) **Households with at least one adult and one child:** Beds and units typically serving households with (at least) one adult (including youth ages 18 to 24) and one child.
3) **Households with only children:** Beds and units typically serving households composed exclusively of persons under age 18, including one-child households, multi-child households or other household configurations composed only of children. For projects that have inventory designated for use by households with only children, care should be taken to ensure that this inventory is included in the HIC only in the category of households with only children, and not in the category for households with at least one adult and one child.
4) **Bed Inventory [Data Element 2.07, Field 14]:** The total number of beds available for occupancy on the night of the inventory count for each of the above-listed household types. For all of the relevant project types other than rapid re-housing (see Section 3.3.4), CoCs must include all of the dedicated homeless beds and units available for persons experiencing homelessness on the date of the inventory count, whether beds are current or under development (separate records will be created for each inventory type), regardless of whether the project participates in HMIS or not

(separate records will be created for each inventory type), regardless of whether the project receives HUD funding, and regardless of whether the bed was occupied. CoCs need to remember that HIC beds can only be reported once, even if funding for the housing and services are from multiple sources that may be associated with different project types. For example, when SSVF funds are provided to pay for a crib or move-in costs for a household who is served in HUD-VASH, the inventory should only be reported in the HIC under the PSH inventory.

For inventory that was active on the night of the PIT count, CoCs should report the actual number of beds available for occupancy on that night in their HIC, even if it differs from the number projected in grant applications or calculated through some other approach to determining typical capacity.

This applies to projects both with and without a fixed number of beds. If a project has a fixed number of units/vouchers, but not a fixed number of beds, CoCs should estimate the number of beds available on the night of the PIT count by multiplying the number of units by the average household size observed on the PIT night.

For projects that serve multiple household types, but where a precise number of beds are not designated exclusively for a particular type of household, the total number of beds may be distributed among the household types served by the project using one of the methodologies described below. These same approaches can be used for determining the household type-distribution among dedicated beds for youth, veterans, and people who are chronically homeless.

1) Divide the beds based on how the bed(s) were used on the night of the count. If the facility is not at full capacity on the night of the count, then extrapolate the distribution based on the prorated distribution of those who are served on the night of the count.

2) Divide the beds based on average utilization. For example, a project has 100 beds that could be used by either households with only children or households with at least one adult and one child. If one-half of the beds are used by persons in households with only children on an average night and the other half are used by persons in households with at least one adult and one child, then include 50 beds for households with only children, and 50 beds for households with at least one adult and one child in the HIC.

3) Projects with a fixed number of units but no fixed number of beds can use a multiplier factor to estimate the number of beds (e.g., a program with 30 units and an average household size of 3 equals 90 beds for households with at least one adult and one child).

Unit Inventory [Data Element 2.07, Field 15]: The total number of units available for occupancy on the night of the inventory count for each of the above-listed household type. Projects that do not have a fixed number of units (e.g., a congregate shelter program) may record the bed inventory, the number of residential facilities operated by the program, or the number of rooms used for overnight accommodation. For RRH projects, see instructions under Section 3.3.4.

Dedicated Bed Inventory [Data Element 2.07, Fields 7-13]: All beds that have been funded by HUD or another federal partner that are dedicated to one or more of the following subpopulations must be recorded in the appropriate category. A bed may be counted more than once across categories of dedicated beds (e.g., a project may have beds dedicated for persons who are both chronically homeless and a veteran). The number of beds for each subpopulation is a subset of the total bed inventory for a given project and must be equal to or less than the total bed inventory. A dedicated bed is a bed that must be filled by a person in the subpopulation category (***or a member of their household***) unless there are no persons from the subpopulation who qualify for the project located within the geographic area (see Appendix B for key terms).

CoCs must report their inventory that is dedicated to veterans, youth, and people experiencing chronic homelessness by household type, instead of providing a single number of dedicated beds. For instance, if a project has 10 beds dedicated to serving youth, instead of merely reporting 10 beds dedicated to youth, the CoC must report based on how the 10 dedicated beds are distributed across youth households with at least one adult and one child and youth in households without children. None of the beds serving youth under 18 can be veteran beds. For these reasons, CoCs will not report veteran and youth beds under this category. For projects where the typical use of beds by different youth household types varies, but where a precise number of beds are not typically being used by a particular type of household, the CoC must refer to the section above on Household Type to determine how to distribute their beds by household type.

When reporting on dedicated beds for veterans, youth, and people experiencing chronic homelessness, CoCs should report all of the beds associated with the unit that is being provided to someone because they meet the criteria for which it is dedicated. For example, if a project dedicates its beds and units to veteran families, the CoC should count all of the beds in each unit, even those occupied by family members who are not veterans, as part of their veteran bed inventory.

CoCs must report all dedicated beds for veterans, youth, and people experiencing chronic homelessness, even if a person who does not match that subpopulation happens to be in that inventory on the night of the count. HUD recognizes that there may be times when a dedicated bed may become available but there may not be someone to fill the bed who matches that subpopulation. CoCs may continue to use that inventory for another person based on their own prioritization policies unless prohibited by law, contract or grant agreement.

> **Permanent Supportive Housing Chronic Homeless Bed Inventory:** The number of PSH beds that are dedicated to house people experiencing chronic homelessness and their household members (if applicable) for each of the household types: households without children, households with at least one adult and one child, and households with only children. A dedicated bed is a bed that **must** be filled by a person experiencing chronic homelessness (or a member of their household), which is a higher standard than simply *prioritizing* persons experiencing chronic homelessness for available beds, e.g., per CPD Notice 16-11, Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing. This category should be used for any beds that are

dedicated to people experiencing chronic homelessness without regard for their veteran status or age.

Veteran Bed Inventory: The number of beds that are dedicated to house veterans experiencing homelessness and their household members (if applicable) for households with at least one adult and one child and households without children. This category should be used for any beds that are dedicated to veterans without regard for their chronic homeless status or age.

Youth Bed Inventory: The number of beds that are dedicated to house youth experiencing homelessness, including parenting youth and unaccompanied youth and their household members (if applicable) for households with at least one adult and one child and households without children (all inventory reported for households with only children are assumed to be youth beds). This category should be used for any beds that are dedicated to youth without regard for their chronic homeless or veteran status.

Emergency Shelter Bed and Unit Availability [Data Element 2.07, Field 6]: Detailed household-level bed and unit-inventory counts by household type must be provided as described above for all year-round emergency shelter beds and units. For emergency shelter beds that are provided on a seasonal (during a defined period of high demand) or on an ad hoc or temporary basis as demand indicates, CoCs must enter a total count of such beds.

1) **Seasonal Beds:** Seasonal beds are not available year-round, but instead are available on a planned basis, with set start and end dates, during an anticipated period of higher demand. For the HIC, identify only the total number of seasonal beds available for occupancy on the night of the inventory count and indicate the start and end date for the season.

2) **Overflow Beds:** Overflow beds are available on an ad hoc or temporary basis during the year in response to demand that exceeds planned (year-round or seasonal) bed capacity. For the HIC, identify the total number of overflow beds that were available for occupancy on the night of the inventory count. If there is no fixed number of overflow beds, CoCs may instead report the number of overflow beds that were occupied on the night of the inventory count.

3.3.3 Point-in-Time Counts for Each Project

Each project recorded in the HIC must provide a PIT count. This number should be the unduplicated number of persons served on the night of the count in the beds reported for the project. This includes all persons who entered the project on or before the date of the HIC and PIT count, and who are either still in the project or exited after the date of the count. Although permanent housing projects are not included in the CoC-wide PIT count of persons experiencing homelessness who are sheltered and unsheltered, all permanent housing projects must provide a PIT count for the HIC. Rapid re-housing (RRH) projects should only count persons who are residing in permanent housing and being assisted by the RRH project on the night of the count. Tenant-based permanent supportive housing (PSH) projects may take this same approach, unless the PSH project (e.g., a TBRA project) has a more set number of vouchers available. If the PSH project has a set number of beds/units available, then the PSH project may choose to report that inventory number.

Sheltered Person Counts on the HIC and PIT Must Be Equal

It is important for CoCs to closely coordinate their HIC and PIT counts and report only those persons who are considered homeless and staying in an emergency shelter, transitional housing, or Safe Haven project identified on the HIC. The total number of persons reported in all emergency shelter, transitional housing, and Safe Haven projects on the HIC *must* match the total number of sheltered persons reported in the PIT Population tab in the HDX.

As discussed earlier, the HIC and PIT count are integrally related. The sum total number of persons reported in emergency shelter, Safe Havens, and transitional housing projects in the PIT fields of the HIC **must match** the sum total of sheltered persons reported in the PIT count. As such, CoCs should conduct their annual housing inventory count on the same night as the CoC's designated PIT count night or as close as possible to the designated PIT count night. Any discrepancies between the sum total number of sheltered persons counted on the HIC and the number of sheltered persons counted on the PIT count will result in a validation error requiring the CoC to make corrections.

HUD strongly encourages the use of HMIS data to generate these counts for projects with 100 percent of beds participating in HMIS. CoCs must verify with project staff that HMIS data are complete and correct for the night of the HIC and PIT count, and that Project Entry and Project Exit Dates have been entered for all persons who entered or exited on or before the date of the count.

3.3.4 Supplemental Inventory Instruction

Some common areas of confusion with regard to how to report some inventory are listed below:

Rapid re-housing and tenant-based permanent supportive housing projects: On any given night, an RRH or tenant-based PSH project will have current participants who are still homeless (e.g., staying in an emergency shelter) and seeking permanent housing, and participants who have located and are residing in permanent housing.

For the purpose of reporting in the HIC, CoCs should count RRH beds and units based on the actual number of current project participants who are:

1) Actively enrolled in the project on the night of the inventory count, including persons who are only receiving supportive services in the RRH project; and
2) Are in permanent housing on the night of the inventory count. [HMIS data element 3.20 Housing Move-In Date should be used to identify RRH participants who are in permanent housing on the night of the inventory count].

This generally means that the RRH beds and units in use will equal the number of people served on the night of the count. RRH projects that do not have any participants in permanent housing on the night of the inventory count (e.g., all participants are still in emergency shelter) should report zero (0) beds and zero (0) participants.

VA Supportive Services for Veteran Families (SSVF) projects: SSVF projects may offer both homelessness prevention and rapid re-housing assistance. Effective October 1, 2014, SSVF projects should be recording homelessness prevention and rapid re-housing

participants in separate projects in HMIS. CoCs should not include the homelessness prevention component of SSVF in the HIC, nor should they count in the project-level person count any persons receiving SSVF homelessness prevention services on the night the inventory is conducted.

VA SSVF Emergency Housing Assistance (EHA) inventory: CoCs should count SSVF EHA beds on the HIC. Although they are funded through SSVF RRH, CoCs cannot combine ES and RRH bed inventories in a single HIC project record, so they will need to add a new ES project to their HIC to account for SSVF EHA based on the guidance below.

- **Project Type**: Emergency Shelter (ES)
- **Emergency Shelter Bed and Unit Availability**: Overflow Beds. EHA beds should be listed as overflow beds because they are not guaranteed to exist in set numbers year-round or on a seasonal basis. That is, the number of beds on the HIC for these projects will always be fully utilized and will likely always equal the number of people served (unless there are people sharing beds).
- **Year-Round Bed Inventory**: 0 year-round beds
- **Funding Source**: VA: Supportive Services for Veteran Families Program (SSVF)
- **HMIS Participation & HMIS Project ID**: This will depend on how the SSVF project accounts for EHA resources in HMIS.
    - If the SSVF project logs EHA as "services" in the RRH component of the project in HMIS, then the EHA ES HIC inventory should be listed as non-HMIS-participating, and the HMIS Project ID should be the same as the SSVF RRH project's HMIS Project ID with "-EHA" on the end.
        - For example: If the SSVF RRH project's HMIS Project ID is 4, then we recommend that you list "4-EHA" as the SSVF EHA project's HMIS Project ID in the HIC.
    - If the SSVF project reports EHA as its own ES project in HMIS (which is allowed but not required), then the EHA ES HIC project should be listed as HMIS-participating. The HMIS Project ID in the HIC should then match the Project ID in HMIS.
- **Project Inventory PIT Count**: Should reflect the total number of people served by EHA on the night of the count. Further resources on pulling the number of people served from HMIS are provided on HUD Exchange including HIC and PIT Count Data Submission Guidance which was developed by a technical assistance provider.

VA Grant and Per Diem (GPD) projects: VA designated components within its GPD program. CoCs should continue to report GPD programs in the HIC. See Section 3.1.1 for a detailed chart outlining what project types are associated with each GPD program component.

HUD-VA Supportive Housing (VASH) Vouchers: CoCs must count the total number of VASH vouchers available for use on the night of the HIC and PIT count, regardless of whether the voucher is presently being used. This requirement applies to any HUD-VASH vouchers, including Tribal HUD-VASH grant funding that has been allocated to support rental assistance for homeless Native American Veterans. Vouchers are designated for use in

a particular geographic location. CoCs should contact their local public housing authority or VA medical center that administers the VASH vouchers to determine the total number of vouchers available in the CoC. When a single project operates in multiple CoCs, each CoC should have project descriptor data pertaining to that project in their HMIS; beds should be apportioned according to the CoC in which the housing units assisted by the vouchers are physically located.

In 2020, VA developed a process to release HUD-VASH data from its HOMES database to CoCs through the local VA Medical Centers (VAMCs). The exported data are limited to data on veterans receiving assistance and does not provide additional household member details (because the HOMES database does not collect household member data). CoCs are not required to use the data from this export, and if CoCs have an existing process for including HUD-VASH data in their HMIS and HIC, they can continue to use this process. CoCs can also work with their PHA to gather household information. They can use this data from the PHA to derive household characteristic data in lieu of the VA export data or to supplement the data. If a CoC is using the data exported from VA, they can use one of the following approaches to count households:

1. If CoCs are confident that the household breakdowns in the HMIS-participating HUD-VASH project are comparable to those in the other HUD-VASH projects, they could apply a multiplier based on household size and composition from the other HMIS PSH data to extrapolate for the HUD-VASH household data. Please note, however, that there may be a number of factors that could make this extrapolation method less accurate and therefore less desirable. For example, if the HMIS-participating project houses a small percentage of all households served by HUD-VASH projects, or if it tends to serve a different household type than the others, then it would not make sense to use its household data as an extrapolation source for the non-HMIS-participating projects.
2. If CoCs are either not confident that the households in HUD-VASH are like households in other HMIS-participating PSH projects or, based on level of effort to perform the extrapolation, they would prefer not to use that option, they could simply report that each veteran represents a unique household and count them in Households without Children. This means that for some communities HUD/VASH beds will be counted as serving families with children and in some communities they won't.

RHY Basic Center Program (BCP) projects: BCP projects may offer both emergency shelter and homelessness prevention. Projects providing both should be set up as two separate projects (i.e., BCP Emergency Shelter and BCP Prevention) and should be recording homelessness prevention and rapid re-housing participants in separate projects in HMIS. CoCs should not include in the HIC persons receiving BCP homelessness prevention services on the night the inventory is conducted or counted as part of the PIT count. See Section 3.1.2 for more information about RHY Programs.

Projects serving runaway and homeless youth, including RHY-funded projects: Generally, RHY projects should be included in the HIC. While eligibility for these programs sometimes differs from HUD eligibility requirements, HUD has decided to include these projects in the HIC. However, CoCs must exclude beds that are dedicated for persons who are wards of the state, including children who are in foster care or who are otherwise under government custody or supervision. If beds are not specifically dedicated to wards of the

state, then the CoC must pro-rate beds based on who is occupying the bed on the night of the count, excluding those beds occupied by persons who are wards of the state, or pro-rate beds based on average utilization of persons who are and are not wards of the state. CoCs, using HMIS as a starting point to generate the HIC, could use **R2 RHY-BCP Status** to identify which BCP beds to include in the HIC. See Section 3.1.2 for more information about RHY Programs.

Projects Assisted under the Indian Housing Block Grant (IHBG) or Indian Community Development Block Grant (ICDBG) Programs: Any projects owned or operated by an Indian Tribe or TDHE assisted under the IHBG or ICDBG programs that are also limited to serving persons experiencing homelessness should be included in the HIC. CoCs should identify these projects in the "Other" funding source category in the HIC.

Projects That Operate in More Than One CoC: CoC codes are published annually by HUD in the CoC Program NOFA and are associated with specific geographic areas. In some cases, a project might operate in more than one CoC (e.g., some ESG projects and projects funded by non-HUD sources). The most recently published HMIS Data Standards require that HMIS allow for multiple codes to be selected per project when projects are funded to operate in multiple CoCs via **Continuum of Care Information [2.03]**. In such cases, the **Client Location [3.16]** data element must be used to associate each client with the correct CoC where they are being assisted. Ordinarily, projects that are physically located in multiple CoCs must be recorded as a distinct project within each CoC's HMIS. Each CoC should have project descriptor data pertaining to that project recorded in the HMIS serving the CoC; and beds should be apportioned between the CoCs based on their physical locations as of the date of the HIC.

Beds with an Inventory Type of "Under development" must be divided between CoCs based on location of projected use, if that information is available. If information about the location of projected use is not available, all of the beds may be allocated to the CoC in which the project principal service site or administrative office is located.

CoCs must note that projects funded by the CoC Program are awarded for specific geographic areas and the projects are limited to the areas identified and approved in their Project Application, except for tenant-based rental assistance where a survivor of domestic violence might move out of the area and continue to receive their rental assistance. ESG recipients might fund activities outside their boundaries (potentially in more than one CoC's geography) if the activities benefit the ESG recipients' population. If a client is housed in a different CoC, the housing inventory and households should be reported by the CoC that is paying for the project. CoC program recipients cannot pay for site-based facilities outside their CoC geography. Site-based facilities should only be reported in the CoC where the facility is located.

4. POINT-IN-TIME COUNT REQUIREMENTS

Under Section 578.7 of the CoC Program interim rule, CoCs must plan and conduct, at least biennially, a Point-in-Time Count of persons experiencing homelessness within the geographic area. Section 578.3 of the CoC Program interim rule defines ***Point-in-Time Count*** as a "count of sheltered and unsheltered homeless persons carried out on one night in the last 10 calendar days of January or at such other time as required by HUD." **CoCs are required to conduct a PIT count at least biennially during the last 10 days of January.** CoCs that are considering performing their required PIT count outside of the last 10 days of January must request a PIT count date exception from HUD. No HUD permission or exception is required for CoCs to conduct supplemental PIT counts.

CoCs must ensure that their count estimate accurately reflects what they believe to be the entire sheltered and unsheltered population for the CoC's entire geographic area. For example, if a CoC only counts people who are unsheltered in selected areas, they need to consider whether there are likely people who are unsheltered in other areas of the CoC and, if so, how to account for them. This is particularly important when entire counties, communities, or larger geographic areas are not covered. CoCs should use sampling and extrapolation methods to account for areas that were not included in the unsheltered count, if there is any possibility an unsheltered person could be found there. The *Point-in-Time Count Methodology Guide* and the Point-in-Time (PIT) Count Standards and Methodologies Training are resources that were developed by technical assistance providers. These resources are found on HUD Exchange and provide helpful tips on how to properly account for areas not included in a count.

In some CoCs, there might be geographic areas that CoCs are not required to incorporate into the count. These might include deserts, dense forests, and other remote locations that are uninhabitable by people. Additionally, there are some areas where the CoC may have counted for several years and found no persons experiencing homelessness. In making the decision to exclude some geography, it is important that CoCs discuss these regions with people knowledgeable about the areas, and then document the decision-making process that is used to decide if a specific area will not be included in the PIT count. Areas that are excluded from a CoCs unsheltered count should be identified in the CoC's PIT count plan that is approved by the CoC governing board. CoCs should be prepared to provide this information to HUD through HUD's CoC Program Competition.

CoCs are required to submit their PIT count data through the HUD HDX website. Additionally, CoCs must provide PIT count data to the entity responsible for the Consolidated Plan jurisdiction(s) located within the CoC, when requested. This includes providing PIT count data at the geocode level for each jurisdiction required to report PIT count data in the Consolidated Plan.

There could be one or more Consolidated Plan jurisdictions a CoC covers. In turn, HUD expects states and entitlement communities responsible for completing Consolidated Plans to participate in the PIT count.

The PIT count should be completed using unduplicated counts or statistically reliable estimates of persons experiencing homelessness in **both** sheltered and unsheltered locations on a single night. **HUD requires that PIT counts be conducted in compliance with HUD counting standards and related methodology outlined in this Notice.** For additional PIT count

resources please review HUD Exchange and the *Point-in-Time Count Methodology Guide* which was developed by a technical assistance provider.

Compliance with HUD standards could result in a more accurate and, potentially, higher or lower PIT count than in the past. CoCs will have the ability to explain changes in PIT counts that are due to methodology improvements in the CoC Program competition application and HUD will take such changes into account in the application review and scoring process. Questions about whether your CoC's counting methodologies meet HUD's requirements as outlined in the guidance should be submitted to HICPITCount@hud.gov.

It is important to note that the PIT count only identifies a subset of individuals and families that meet HUD's definition of homeless. As such, the PIT count does not capture everybody who is eligible for homeless assistance through HUD or other homeless assistance funding sources.

The following sections detail PIT count data collection requirements for CoCs.

4.1 People Who Must Be Counted in the PIT Count

4.1.1 Sheltered Count

CoCs must count all individuals or families who meet the criteria in paragraph (1)(ii) of the homeless definition in 24 CFR 578.3. This includes individuals and families ***"living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals)"*** on the night designated for the count. This includes individuals residing in Safe Haven projects.

CoCs should report on people based on where they are sleeping on the night of the count, as opposed to the program they are enrolled in. **RRH is permanent housing** and, therefore, individuals and families who are enrolled in RRH *and* residing in permanent housing on the night of the PIT count are not included in the sheltered count. However, households experiencing homelessness that are currently residing on the street, in an emergency shelter, transitional housing, or Safe Haven, but who are also enrolled in an RRH project and awaiting housing placement, should be counted based on where they resided on the night of the count. For example, a person residing in an emergency shelter and being assisted by an RRH project to obtain housing must be counted in the sheltered PIT count for the emergency shelter.

Persons enrolled in the TH project of a HUD-funded joint TH/RRH grant should be counted as sheltered persons experiencing homelessness, if they are being served and do not yet have a rapid re-housing move-in date recorded.

In CoCs where veterans are receiving temporary housing assistance through VA's SSVF EHA resources provided through the SSVF RRH program on the night of the count, the CoC should count those veterans as residing in emergency shelter and include them in the sheltered count.

For a detailed listing of all projects to include in the PIT count, please see Appendix A.

4.1.2 Unsheltered Count

CoCs must count all individuals or families who meet the criteria in paragraph (1)(i) of the homeless definition in 24 CFR 578.3. This includes individuals and families ***"with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground"*** on the night designated for the count. RRH-assisted households who are still unsheltered on the night of the count (e.g., staying in an encampment and being assisted by an RRH project to obtain housing) must be included as part of the unsheltered count.

4.2 People Who Must NOT Be Included in the PIT Count

Individuals and families residing in the following locations **on the night of the count** are prohibited from being included in the sheltered or unsheltered PIT count:

A. Persons residing in PSH programs, including persons housed using HUD Veterans Affairs Supportive Housing (VASH) vouchers.

B. Persons residing in OPH housing, including persons in a GPD Transition in Place (TIP) project on the night of the count.

C. Persons counted in any location not listed on the HIC (e.g., staying in projects with beds/units not dedicated for persons who are homeless).

D. Persons temporarily staying with family or friends (i.e., "doubled-up" or "couch surfing").

E. Persons residing in housing they rent or own (i.e., permanent housing), including persons residing in rental housing with assistance from a RRH project on the night of the count.

4.3 Counting People in Ambiguous Sleeping Locations

When people are displaced from housing, they use whatever sleeping arrangements that are available to them. In some locations, people are clearly unsheltered, sheltered, or housed (i.e., the person does not meet the definition of homeless), while the housing status of people in other sleeping locations is ambiguous. HUD is providing the following guidelines to determine how to characterize someone's sleeping situation for the purposes of the PIT count.

A. Determine Whether Common Ambiguous Sleeping Locations are Considered Unsheltered

CoCs should use the following standards to determine whether a household experiencing homelessness should be considered unsheltered as opposed to sheltered. Note that these standards are limited to whether to consider a household unsheltered and do not represent eligibility for a specific program.

1) ***Tents***:

(a) HUD always considers persons sleeping in tents unsheltered if the tent is for an individual, or a single household.

(b) Persons sleeping communally in large tents, such as a Sprung shelter, are considered sheltered if it is located on a campus maintained by a government or

other entity and provides barracks style sleeping accommodations for multiple individuals or households where toilets, showers, and communal food preparation or food service areas are provided.

2) ***Vehicles:***

(a) *Cars, trucks, and vans*: Households sleeping in cars, trucks, and vans are to be counted as unsheltered. This includes households sleeping in their vehicles in safe parking programs, in designated areas, or on a campus maintained by a government or other entity where toilets, showers, and communal food preparation or food service areas are provided.

(b) *Recreational vehicles (RVs)*: RVs, including camper vans, are ordinarily used as a regular sleeping accommodation, so not all persons living in RVs qualify as homeless under the McKinney-Vento Act definition. However, people experiencing homelessness that live in RVs must be counted as:

i. sheltered if the RV
   1) is located in a mobile home park or campus that advertises itself as providing temporary stays and
   2) the RV is regularly connected to water, sewer and utilities or a septic system, well and generator, or the park or campus provide toilets, showers, and communal food preparation or food service areas; or

ii. unsheltered if the RV does not meet the criteria in i. for people experiencing homelessness that are sheltered in RVs.

3) ***Tiny homes and sheds***: Tiny homes are ordinarily used as a regular sleeping accommodation, so not all persons living in tiny homes qualify as homeless under the McKinney-Vento Act. Sheds, including huts, storage sheds, and community cabins, are not ordinarily used as a regular sleeping accommodation, but under certain circumstances persons living in sheds do not qualify as homeless under the McKinney-Vento Act. However, persons experiencing homelessness living in tiny homes and sheds are to be counted as follows:

(a) HUD considers persons living in these units unsheltered if the unit does not contain a toilet, shower, kitchen, sleeping and living space, or has those but is not connected to water, sewer and utilities, or a septic system, well and generator, unless it is on a campus maintained by an organization, such as a governmental entity, nonprofit, or religious organization, where toilets, showers, and communal food preparation or food service areas are provided.

(b) Residents of these types of units are to be counted as sheltered

(i) if the unit contains a toilet, shower, kitchen, sleeping and living space and is connected to sewer, water and utilities or a septic system, well and generator; or

(ii) even if the unit does not contain a toilet, shower, kitchen, sleeping and living space, or is not connected to sewer, water and utilities or a septic system, well and generator, if it is located on a campus maintained by an

organization, such as a governmental entity, nonprofit, or religious organization, where at least toilets, showers, and communal food preparation or food service areas are provided.

(c) Special considerations

(i) If the unit is located on a campus, the campus must have enough toilets and showers per capita for the resident population within a reasonable distance from the units to count the residents as sheltered.

(ii) In very cold and very hot climates where regular seasonal patterns fall below 32 degrees or above 100 degrees Fahrenheit, such as Iowa and Arizona, the unit must have heat or air conditioning to be counted as sheltered, but climate control would not be needed in moderate climates.

B. Determining Whether the Household is Housed

The CoC must also determine whether to consider a household as housed instead of homeless. CoCs must only count people who are homeless in their PIT count. The test of whether someone is homeless or housed is whether they meet HUD's definition of homeless at 24 CFR 578.3; however, during the PIT count CoCs should evaluate the nature of the program providing assistance and the nature of the housing to determine how to count a household. CoCs should consider how programs advertise themselves; whether they advertise long term permanent residency, or short-term temporary stays. Some general rules, not intended to be exclusive or cover all situations, are:

1) People living in tents, Sprung shelters, cars, trucks and vans are never to be considered housed.

2) People living in RVs are considered housed if they are regularly connected to water, sewer and utilities or a septic system, well and generator, meet local codes, and the household owns or rents the RV and the land upon which it is located.

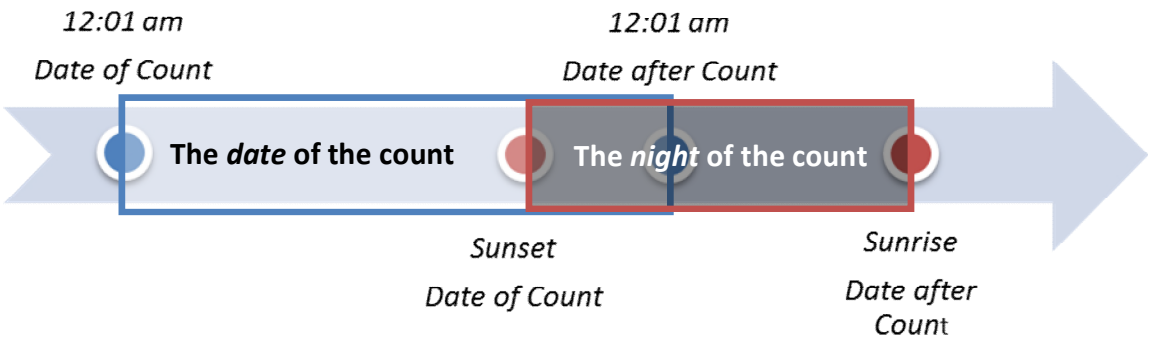
3) Residents of tiny homes and sheds are considered housed if the home meets local codes and contains a toilet, shower, kitchen, sleeping and living space, and is connected to water, sewer and utilities. The household must either own or rent the land and unit. The unit must also have climate control if located in very cold and very hot climates where regular seasonal patterns fall below 32 degrees or above 100 degrees Fahrenheit.

C. Counting People in Structures that are Hard to Assess

The PIT count is a count of households and people experiencing homelessness. When counting people sleeping in RVs, tents, or other locations that have low visibility, the CoC must derive an estimate based on how many people are sleeping in those situations. Do not simply count structures without having additional information about how many people are in those kinds of sleeping situations. CoCs should not apply multipliers from other CoCs to their own CoC with regard to these, or other homeless estimates. Each CoC is unique and any extrapolation applied to a CoC's count must be based on data derived from that CoC.

4.4 The Timing of the PIT Count

A critical step to ensuring that the same number of people are reported on the HIC and PIT count is to conduct both counts during the same time period. HUD requires that CoCs identify the date on which the count was conducted; however, the term 'night' signifies a single period of time from sunset to sunrise, which spans two actual dates. The 'night of the count' begins at sunset on the date of the count and ends at sunrise on the following day, as shown in the illustration below.



The Night of the Count - Illustrated

Often, CoCs conduct unsheltered counts at times that could be generally referred to as 'the middle of the night.' For example, before sending individuals conducting the unsheltered count out at 3 a.m. in January, it is important to identify that if 'the date of the count' is January 25, then 'the night of the count' starts at sunset on January 25, and ends at sunrise by January 26 – so while the date of the count is January 25, the unsheltered count might actually be conducted on the following date.

For the sheltered count, include all persons who:

A. Entered on or before the date of the count; and

B. Exited after the date of the count (or have not yet exited).

4.5 Population Data

CoCs must collect and report information on the demographic characteristics of all people reported as sheltered or unsheltered by household type and, within each household type, by age category, gender, race, and ethnicity. Beginning with the 2024 count, HUD combined the race and ethnicity data into a single element. HUD also updated the gender response options. See Appendix C for a complete list of all required elements and response options. Guidance on how to report race and ethnicity and gender in the PIT can be found on the PIT and HIC Guides, Tools, and Webinars page on HUD Exchange. These documents are prepared by technical assistance providers. CoCs must also report information by household type for veteran and youth households. Since CoCs are unlikely to have demographic data from all people included in the PIT count, CoCs might have to estimate characteristics for some people. Such estimates must adhere to HUD's minimum standards for PIT counts. A technical assistance provider has developed a resource, the *Point-in-Time Count Methodology Guide*, to assist CoCs with estimates.

CoCs must provide demographic data for both sheltered and unsheltered persons according to the following three household types:

A. **Persons in households with at least one adult and one child.** This category includes households with one adult and at least one child under age 18.

B. **Persons in households without children.** This category includes single adults, adult couples with no children, and groups of adults (including adult parents with their adult children).

C. **Persons in households with only children.** This category includes persons under age 18, including children in one-child households, adolescent parents (under age 18) and their children, adolescent siblings, or other household configurations composed only of children.

CoCs must report the total number of persons and households, by age category, for each household type, per below.

A. Persons in households with at least one adult and one child:

(1) The number of children under age 18;

(2) The number of youth ages 18 to 24;

(3) The number of adults ages 25 to 34;

(4) The number of adults ages 35 to 44;

(5) The number of adults ages 45 to 54;

(6) The number of adults ages 55 to 64; and

(7) The number of adults ages 65 and older.

B. Persons in households without children:

(1) The number of youth ages 18 to 24;

(2) The number of adults ages 25 to 34;

(3) The number of adults ages 35 to 44;

(4) The number of adults ages 45 to 54;

(5) The number of adults ages 55 to 64; and

(6) The number of adults ages 65 and older.

CoCs must report data on the gender, race, and ethnicity for **all** sheltered and unsheltered persons. In some instances, a CoC may not have certain demographic data for a person experiencing homelessness. This may be because the person refused to provide the information or it was not possible to collect it during the PIT count. In these instances, a CoC should estimate the missing demographic information using available data and a methodology consistent with HUD PIT methodology standards and guidance. The PIT Count Extrapolation Tool, is a resource developed by a technical assistance provider and available on HUD Exchange, that may also be useful to calculate these estimates.

Please note that an individual may identify with several race or ethnicity categories and CoCs should allow them to identify with multiple race or ethnicity categories. When reporting to HUD CoCs will report based on the following categories.

1) American Indian, Alaska Native, or Indigenous

2) American Indian, Alaska Native, or Indigenous & Hispanic/Latina/e/o
3) Asian or Asian American
4) Asian or Asian American & Hispanic/Latina/e/o
5) Black, African American, or African
6) Black, African American, or African & Hispanic/Latina/e/o
7) Hispanic/Latina/e/o
8) Middle Eastern or North African
9) Middle Eastern or North African & Hispanic/Latina/e/o
10) Native Hawaiian or Pacific Islander
11) Native Hawaiian or Pacific Islander & Hispanic/Latina/e/o
12) White
13) White & Hispanic/Latina/e/o
14) Multi-Racial & Hispanic/Latina/e/o
15) Multi-Racial (not Hispanic/Latina/e/o)

CoCs should only include people who select a single race/ethnicity if no other race/ethnicity is in the list. Multi-racial means that the participant identified with more than one race. For example, Jane indicated that she is "Black or African American" and "White." For the PIT count, Jane is only included in the count of persons who are "multi-racial (does not include Hispanic/Latina/e/o)" and she is not included in the count of persons who are "Black or African American" or "White."

Additionally, when reporting gender to HUD CoCs will report based on the following categories.

1) Woman (Girl if child)
2) Man (Boy if child)
3) Culturally Specific Identity (e.g., Two-Spirit)
4) Transgender
5) Non-Binary
6) Questioning
7) Different Identity
8) More Than One Gender

CoCs should only include people who select a single gender if the person identified with only one gender identity (e.g., Transgender). More than one gender means that the participant identified with more than one gender. For those people who identified as having more than one gender we are asking the CoC to also provide a breakdown of which genders were selected. CoCs will report the following.

Of those that selected More Than One Gender, how many people reported gender identities that:

1) Includes Woman (Girl if child)

2) Includes Man (Boy if child)
3) Includes Culturally Specific Identity (e.g., Two-Spirit)
4) Includes Transgender
5) Includes Non-Binary
6) Includes Questioning
7) Includes Different Identity

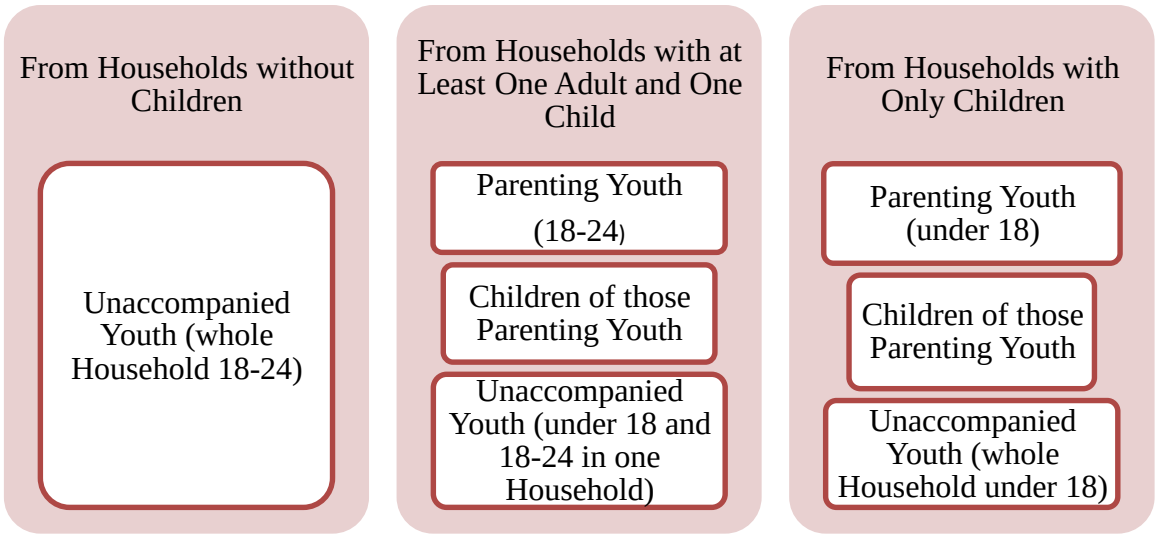
CoCs must also collect and report data on veterans, including the total number of veteran households, the total number of veterans, the total number of persons in veteran households, and the gender, race, and ethnicity of veterans. A "veteran household" includes households with one or more veterans who might be presenting with other persons. Please note that data for the gender, race, and ethnicity of non-veterans in veteran households will only be reported under "All Households" population data in Appendix C. CoCs should not include veterans in VADOM or VA-funded CWT/TR facilities in their PIT count.

CoCs must report data on persons in Youth Households, including the gender, race, and ethnicity for parenting youth and unaccompanied youth, as outlined in Appendix C. However, while gender, race, and ethnicity are reported for all unaccompanied youth, CoCs will only report the gender, race, and ethnicity on the parents in the parenting youth households.

Parenting youth are youth who identify as the parent or legal guardian of one or more children who are present with or sleeping in the same place as that youth parent, where there is no person over age 24 in the household. Parenting youth are either a subset of households with at least one adult and one child if the parenting youth is between 18 and 24, or households with only children if the parenting youth is under 18. CoCs should report the numbers of children in parenting youth households separately for households with parenting youth under 18 and households with parenting youth who are 18 to 24.

Unaccompanied youth are persons under age 25 who are not presenting or sleeping in the same place as their parent or legal guardian, any household member over age 24, or their own children. Unaccompanied youth may be a subset of any household type: they are a subset of households without children if all household members are 18 to 24. They are a subset of households with at least one adult and one child if the household includes at least one household member under 18, at least one member between 18 and 24, and no members over age 24. They are a subset of households with only children if all household members are under 18.

Relationship of Household Types and Youth Categories



*Veterans, parenting youth, and unaccompanied youth data are a **subset** of the "All Households" data and should still be included in the "All Households" data.*

CoCs must also report the number of persons and households experiencing chronic homelessness in each household type for "All Households," "Veteran Households," and "Youth Households." Veterans and youth experiencing chronic homelessness are also a subset of "All Households" and should still be included in the "All Households" data.

For purposes of the PIT count, persons living in transitional housing at the time of the PIT count should not be counted as experiencing chronic homelessness. Please refer to Appendix B for additional details on the definitions for people experiencing chronic homelessness for purposes of the PIT count.

A household experiencing chronic homelessness includes at least one adult or minor head of household who is identified as chronically homeless. For households of more than one person, when one household member qualifies as chronically homeless, all members of that household should be counted as chronically homeless. For example, if one adult in a two-adult household is identified as experiencing chronic homelessness, both adults should be counted as a person experiencing chronic homelessness in the households without children category of the PIT count.

Appendix C illustrates the population data reporting requirements in a table format for reference.

4.6 Additional Homeless Population Data

CoCs must collect and report counts of people who qualify as one of the specific additional populations among sheltered and unsheltered persons according to the chart below. *Additional homeless population data should be limited to adults.* Reporting on the number of sheltered and unsheltered survivors of domestic violence will continue to be optional. However, for CoCs that choose to identify and report on survivors of domestic violence, they must only report the number of survivors of domestic violence who are currently experiencing homelessness because of domestic violence, dating violence, sexual assault, or stalking, as opposed to reporting on survivors who have ever experienced these circumstances.

When collecting data on disability status for the PIT count, CoCs must ensure:

A. Volunteers administering the survey know that these questions must be asked of all persons being surveyed and it is completely voluntary whether persons respond to questions about disability status, and
B. Persons being surveyed are informed prior to responding to any disability question that their response is voluntary and that their refusal to respond will not result in a denial of service.

No questions should be posed regarding the nature or severity of the person's disability (e.g., medical and health information). Where information is necessary to establish that an individual fits into a particular additional homeless population (e.g., survivors of domestic violence), the individual should be apprised of the criteria and asked whether he or she meets the definition.

Appendix D illustrates the additional homeless population data reporting requirements in a table for reference.

4.7 Using HMIS Data for the PIT

CoCs are strongly encouraged to use HMIS to generate PIT count data for projects with 100 percent of their beds participating in HMIS. Before submitting data, verify with project staff that HMIS data are complete and correct for the night of the PIT count and that exit dates have been entered for all persons who exited the project on or before the date of the PIT count. PIT count data that may need to be derived from HMIS, rather than reported directly from a data field include: gender, chronically homeless status, substance use disorder, serious mental illness, and domestic violence.

4.8 PIT Count Date Exception

Per Sections 578.3 and 578.7 of the CoC Program interim rule, CoCs must conduct their PIT count in the last 10 calendar days of January or at such other time as required by HUD. CoCs may request an exception to the required timeframe for good cause. If HUD grants an exception to conducting the PIT count within the last 10 days of January, HUD usually requires that the count be conducted within the last 10 days of February. To submit an exception request, CoCs must send an email to HICPITCount@hud.gov that includes why an exception is being requested and when they propose to conduct the count.

HUD only grants exceptions for three types of good cause, which include:

A. A longstanding tradition for performing such a count at a date between December 1 and March 31;
B. Unanticipated inclement weather (e.g., snowstorm, hurricane, tornado) and other natural disasters; and
C. Other reasons HUD deems would have a negative impact on the accuracy and completeness of a CoC's count.

4.9 PIT Count Methodology Questions

CoCs are required to report to both the sheltered and unsheltered counting methodologies. This information is used by HUD to understand the approaches used by CoCs to conduct their PIT counts and the consistency of the approach with HUD published methodology guidance and standards. For the sheltered population, CoCs will report on data sources used to complete the

count (for example, HMIS, provider surveys, and client-level surveys); any sampling strategy used; and their de-duplication strategy.

CoCs will also need to report on the unsheltered count methodologies used. CoCs will be asked to report the approach used to count the number of people staying in unsheltered locations on the night of the count (e.g., complete census, known location count, or random sample of locations); whether and how the CoCs statistically adjusted their count to account for uncanvassed areas; and de-duplication approaches used.

For both sheltered and unsheltered counts, CoCs will also be asked to select reasons they believe their CoC experienced changes in their PIT counts, if applicable.

HUD may request CoCs provide additional information concerning the sampling sizes used for sheltered and unsheltered total person counts. This will allow HUD to better understand the number of actual people a CoC is able to count and obtain information for, compared with the number of people a CoC is estimating information for, using different methodologies.

APPENDIX A – SUMMARY OF PROJECTS TO INCLUDE IN THE HIC AND PIT COUNT

HIC Project Type	Projects to Include	Instructions	Include PIT data on the HIC?	Include PIT data in PIT sheltered count?
Emergency Shelter	Emergency shelters for persons experiencing homelessness	Include all emergency shelters funded by HUD ESG and/or other federal, state and local public and private sources, including domestic violence shelters. If ESG funded, in the "HUD McKinney-Vento Funded" field, must identify project in HIC as HUD: ESG-Emergency Shelter	Yes	Yes
	Emergency shelters for youth experiencing homelessness	Include all emergency shelters for youth experiencing homelessness funded by federal, state, and local public and private sources	Yes	Yes
	Hotel/motel vouchers	Include only vouchers paid for by charitable organizations or by federal, state, or local government programs for low-income individuals	Yes	Yes
	VA-funded Contract Residential Services (CRS - a consolidation of the former HCHV Community Contract Emergency Housing and Community Contract Residential Treatment Programs)	Include all VA-funded CRS (the consolidation of HCHV/EH and HCHV/RT) projects In the "Additional Federal Funding Sources" field, must identify project in HIC as VA: CRS Contract Residential Services	Yes	Yes
	VA-funded Supportive Services for Veteran Families (SSVF) Emergency Housing Assistance (EHA) project	Include VA-funded SSVF EHA inventory	Yes	Yes

HIC Project Type	Projects to Include	Instructions	Include PIT data on the HIC?	Include PIT data in PIT sheltered count?
	HHS-funded Runaway and Homeless Youth (RHY) Basic Center Programs (BCP)	In the "Additional Federal Funding Sources" field, must identify project in HIC as HHS: RHY – BCP	Yes	Yes
	HUD-funded transitional housing projects	Include all transitional housing projects funded by HUD, including YHDP-funded projects If CoC funded, in the "HUD McKinney-Vento Funded" field, must identify project in HIC as HUD: CoC-Transitional Housing For YHDP-funded projects, HUD: YHDP – Youth Homeless Demonstration Program (YHDP)	Yes	Yes
	Transitional housing projects with HUD Joint TH/RRH funding	Include all HUD CoC funded rapid re-housing projects that are funded by the Joint TH/RRH funding In the "HUD McKinney-Vento Funded" field, must identify project in HIC as HUD: CoC – Joint Component TH/RRH	Yes	Yes
	Other transitional housing projects for persons experiencing homelessness	Include all transitional housing projects for persons experiencing homelessness funded by other federal, state, and local public and private sources	Yes	Yes

HIC Project Type	Projects to Include	Instructions	Include PIT data on the HIC?	Include PIT data in PIT sheltered count?
Transitional Housing	HHS-funded RHY transitional housing projects, including: • Transitional Living Programs (TLP) • Maternity Group Homes for Pregnant and Parenting Youth (MGH) • Support System for Rural Homeless Youth (Demo TLP)	In the "Additional Federal Funding Sources" field, must identify project in HIC as HHS: RHY TLP or RHY MGH	Yes	Yes
	Other transitional housing projects for youth experiencing homelessness	Include all transitional housing projects for youth experiencing homelessness funded by federal, state, and local public and private sources	Yes	Yes
	VA-funded transitional housing projects, including: • VA Grant and Per Diem – Bridge Housing • VA Grant and Per Diem – Service Intensive Transitional Housing • VA Grant and Per Diem – Hospital to Housing • VA Grant and Per Diem – Clinical Treatment	Include VA-funded GPD, except low demand and transition in place projects, and CWT/TR projects In the "Additional Federal Funding Sources" field, must identify project in HIC as • VA: GPD Bridge • VA: GPD Service Intensive • VA: GPD Hospital to Housing	Yes	Yes

HIC Project Type	Projects to Include	Instructions	Include PIT data on the HIC?	Include PIT data in PIT sheltered count?
Safe Haven	HUD-funded Safe Haven programs	Include all HUD CoC Program In the "HUD McKinney-Vento Funded" field, must identify project in HIC as HUD: CoC-Safe Haven	Yes	Yes
	VA-funded Health Care for Homeless Veterans (HCHV) VA Low Demand Safe Haven Program VA Grant and Per Diem – Low Demand	Include all VA-funded HCHV/SH projects and VA GPD- low demand projects In the "Additional Federal Funding Sources" field, must identify project in HIC as VA: GPD – Low Demand or VA: Community Contract Safe Haven Program	Yes	Yes
Rapid Rehousing	**RRH** HUD-funded rapid re-housing projects	Include all HUD CoC and ESG-funded rapid re-housing projects, including YHDP-funded projects In the "HUD McKinney-Vento Funded" field, must identify project in HIC as HUD: ESG-Rapid Re-Housing or CoC-Rapid Re-Housing For YHDP-funded projects, HUD: YHDP – Youth Homeless Demonstration Program (YHDP)	Yes	No
	RRH Rapid re-housing projects with HUD Joint TH/RRH funding	Include all HUD CoC funded rapid re-housing projects that are funded by the Joint TH/RRH funding In the "HUD McKinney-Vento Funded" field, must identify project in HIC as HUD: CoC – Joint Component TH/RRH	Yes	No

HIC Project Type	Projects to Include	Instructions	Include PIT data on the HIC?	Include PIT data in PIT sheltered count?
	RRH Other rapid re-housing projects for persons experiencing homelessness	Include all rapid re-housing projects for persons experiencing homelessness funded by other federal, state and local public and private sources	Yes	No
	RRH VA-funded Supportive Services for Veteran Families (SSVF) projects	In the "Additional Federal Funding Sources" field, must identify project in HIC as VA: SSVF	Yes	No
Permanent Supportive Housing	**PSH** Permanent supportive housing projects for persons experiencing homelessness	Include all permanent supportive housing projects funded by HUD, including YHDP-funded projects, and/or other federal, state and local public and private sources For scattered site projects, include total number of units available for occupancy or total number of vouchers available for use in the CoC on night designated for the count If HUD funded, in the "HUD McKinney-Vento Funded" field, must identify project in HIC as HUD: CoC-Permanent Supportive Housing, CoC-Supportive Services Only, or HUD: YHDP – Youth Homeless Demonstration Program (YHDP),	Yes	No
	PSH HUD-funded Veterans Affairs Supportive Housing	Include all HUD-funded projects utilizing VASH vouchers In the "Additional Federal Funding Sources" field, must identify project in HIC as HUD: HUD/VASH	Yes	No

HIC Project Type	Projects to Include	Instructions	Include PIT data on the HIC?	Include PIT data in PIT sheltered count?
Other Permanent Housing (OPH)	Other permanent housing projects, excluding PSH and RRH, for persons experiencing homelessness	Include any PH project that is designated for persons experiencing homelessness that provides housing and services or housing only, but for which disability is not required for entry, includes SRO projects.	Yes	No
	Permanent housing projects funded by Public and Indian Housing (PIH), including the Emergency Housing Vouchers (EHV)	Include any HUD PIH-funded projects, including EHV programs		
	VA-funded other permanent housing projects, including: • VA Grant and Per Diem Transition in Place	Include VA-funded GPD TIP projects In the "Additional Federal Funding Sources" field, must identify project in HIC as VA: GPD TIP	Yes	No

APPENDIX B – KEY TERMS

These definitions do not fully correspond to the program requirements of HUD funding streams and must only be used for the purposes of the HIC and PIT.

Adults – Persons age 18 and older.

Child – Persons under age 18.

Person Experiencing Chronic Homelessness - A person who:

A. Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and

B. Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 1 year or on at least four separate occasions in the last 3 years where the combined length of time homeless in those occasions is at least 12 months; and

C. Has a disability.

Note: For purposes of PIT reporting:

(1) When a household with one or more members includes an adult or minor head of household who qualifies as chronically homeless, then all members of that household should be counted as a person experiencing chronic homelessness in the applicable household type table. For example, if one adult in a two adult household is identified as chronically homeless, both adults should be counted as a person experiencing chronic homelessness in the households without children category of the PIT count.

Disability[1] – An individual with one or more of the following conditions:

A. A physical, mental, or emotional impairment, including an impairment caused by alcohol or drug abuse, post-traumatic stress disorder, or brain injury that:

(1) Is expected to be long-continuing or of indefinite duration;

(2) Substantially impedes the individual's ability to live independently; and

(3) Could be improved by the provision of more suitable housing conditions.

B. A developmental disability, as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 U.S.C. 15002); or

C. The disease of Acquired Immunodeficiency Syndrome (AIDS) or any condition arising from the etiologic agency for Acquired Immunodeficiency Syndrome.

Adults with HIV/AIDS – This population category of the PIT includes adults who have been diagnosed with AIDS and/or have tested positive for HIV.

[1] Please note that a different definition of disability applies for purposes of compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Fair Housing Act. See 28 C.F.R. 35.108 for additional information.

Adults with a Serious Mental Illness (SMI) – This population category of the PIT includes adults with a severe and persistent mental illness or emotional impairment that seriously limits a person's ability to live independently. Adults with SMI must also meet the qualifications identified in the term for "disability" (e.g., "is expected to be long-continuing or indefinite duration").

Adults with a Substance Use Disorder–This population category of the PIT includes adults with a substance abuse problem (alcohol abuse, drug abuse, or both). Adults with a substance use disorder must also meet the qualifications identified in the term for "disability" (e.g., "is expected to be long-continuing or indefinite duration").

Survivors of Domestic Violence–This population category of the PIT includes adults who are currently experiencing homelessness because they are fleeing domestic violence, dating violence, sexual assault, or stalking.

Veteran–This population category of the PIT includes adults who have served on active duty in the Armed Forces of the United States. This does not include inactive military reserves or the National Guard unless the person was called up to active duty.

Victim Service Provider – A private nonprofit organization whose primary mission is to provide services to survivors of domestic violence, dating violence, sexual assault, or stalking. This term includes rape crisis centers, battered women's shelters, domestic violence transitional housing programs, and other programs.

Youth – Persons under age 25. HUD collects and reports youth data based on persons under 18 and persons between ages 18 and 24.

Parenting Youth – A youth who identifies as the parent or legal guardian of one or more children who are present with or sleeping in the same place as that youth parent, where there is no person age 25 or older in the household.

Unaccompanied Youth – Unaccompanied youth are persons under age 25 who are not accompanied by a parent or guardian or any other household member age 25 or older, and who are not a parent presenting with or sleeping in the same place as his/her child(ren). Unaccompanied youth are single youth, youth couples, and groups of youth presenting together as a household.

All Households

Households with at Least One Adult and One Child

	Sheltered ES	Sheltered TH	Unsheltered	Total
Total number of households				
Total number of persons (adults & children)				
Number of children (under age 18)				
Number of youth (age 18 to 24)				
Number of adults (age 25 to 34)				
Number of adults (age 35 to 44)				
Number of adults (age 45 to 54)				
Number of adults (age 55 to 64)				
Number of adults (age 65 or older)				
Gender (adults and children)	**Sheltered ES**	**Sheltered TH**	**Unsheltered**	**Total**
Woman (Girl if child)				
Man (Boy if child)				
Culturally Specific Identity				
Transgender				
Non-Binary				
Questioning				
Different Identity				
More Than One Gender				
Of those that selected More Than One Gender, how many people reported gender identities that:				
Includes Woman (Girl if child)				
Includes Man (Boy if child)				
Includes Culturally Specific Identity				
Includes Transgender				
Includes Non-Binary				

	Sheltered ES	Sheltered TH	Unsheltered	Total
Includes Questioning				
Includes Different Identity				
Race and Ethnicity (adults and children)	**Sheltered ES**	**Sheltered TH**	**Unsheltered**	**Total**
American Indian, Alaska Native, or Indigenous				
American Indian, Alaska Native, or Indigenous & Hispanic/Latina/e/o				
Asian or Asian American				
Asian or Asian American & Hispanic/Latina/e/o				
Black, African American, or African				
Black, African American, or African & Hispanic/Latina/e/o				
Hispanic/Latina/e/o				
Middle Eastern or North African				
Middle Eastern or North African & Hispanic/Latina/e/o				
Native Hawaiian or Pacific Islander				
Native Hawaiian or Pacific Islander & Hispanic/Latina/e/o				
White				
White & Hispanic/Latina/e/o				
Multi-Racial & Hispanic/Latina/e/o				
Multi-Racial (not Hispanic/Latina/e/o)				
Chronically Homeless	**Sheltered ES**	**Sheltered TH**	**Unsheltered**	**Total**
Total number of households		NA		
Total number of persons		N/A		

Households without Children

	Sheltered ES	Sheltered TH	Sheltered SH	Unsheltered	Total
Total number of households					
Total number of persons					
Number of youth (age 18 to 24)					
Number of adults (age 25 to 34)					
Number of adults (age 35 to 44)					
Number of adults (age 45 to 54)					
Number of adults (age 55 to 64)					
Number of adults (age 65 or older)					
Gender	**Sheltered ES**	**Sheltered TH**	**Sheltered SH**	**Unsheltered**	**Total**
Woman (Girl if child)					
Man (Boy if child)					
Culturally Specific Identity					
Transgender					
Non-Binary					
Questioning					
Different Identity					
More Than One Gender					
Of those that selected More Than One Gender, how many people reported gender identities that:					
Includes Woman (Girl if child)					
Includes Man (Boy if child)					
Includes Culturally Specific Identity					
Includes Transgender					
Includes Non-Binary					
Includes Questioning					
Includes Different Identity					
Race and Ethnicity	**Sheltered ES**	**Sheltered TH**	**Sheltered SH**	**Unsheltered**	**Total**

	Sheltered ES	Sheltered TH	Sheltered SH	Unsheltered	Total
American Indian, Alaska Native, or Indigenous					
American Indian, Alaska Native, or Indigenous & Hispanic/Latina/e/o					
Asian or Asian American					
Asian or Asian American & Hispanic/Latina/e/o					
Black, African American, or African					
Black, African American, or African & Hispanic/Latina/e/o					
Hispanic/Latina/e/o					
Middle Eastern or North African					
Middle Eastern or North African & Hispanic/Latina/e/o					
Native Hawaiian or Pacific Islander					
Native Hawaiian or Pacific Islander & Hispanic/Latina/e/o					
White					
White & Hispanic/Latina/e/o					
Multi-Racial & Hispanic/Latina/e/o					
Multi-Racial (not Hispanic/Latina/e/o)					
Chronically Homeless	**Sheltered ES**	**Sheltered TH**	**Sheltered SH**	**Unsheltered**	**Total**
Total number of persons		N/A			

Households with Only Children (under age 18)

	Sheltered ES	Sheltered TH	Sheltered SH	Unsheltered	Total
Total number of households					
Total number of children (persons under age 18)					
Gender	**Sheltered ES**	**Sheltered TH**	**Sheltered SH**	**Unsheltered**	**Total**
Woman (Girl if child)					
Man (Boy if child)					
Culturally Specific Identity					
Transgender					
Non-Binary					
Questioning					
Different Identity					
More Than One Gender					
Of those that selected More Than One Gender, how many people reported gender identities that:					
Includes Woman (Girl if child)					
Includes Man (Boy if child)					
Includes Culturally Specific Identity					
Includes Transgender					
Includes Non-Binary					
Includes Questioning					
Includes Different Identity					
Race and Ethnicity	**Sheltered ES**	**Sheltered TH**	**Sheltered SH**	**Unsheltered**	**Total**
American Indian, Alaska Native, or Indigenous					
American Indian, Alaska Native, or Indigenous & Hispanic/Latina/e/o					
Asian or Asian American					

	Sheltered ES	Sheltered TH	Sheltered SH	Unsheltered	Total
Asian or Asian American & Hispanic/Latina/e/o					
Black, African American, or African					
Black, African American, or African & Hispanic/Latina/e/o					
Hispanic/Latina/e/o					
Middle Eastern or North African					
Middle Eastern or North African & Hispanic/Latina/e/o					
Native Hawaiian or Pacific Islander					
Native Hawaiian or Pacific Islander & Hispanic/Latina/e/o					
White					
White & Hispanic/Latina/e/o					
Multi-Racial & Hispanic/Latina/e/o					
Multi-Racial (not Hispanic/Latina/e/o)					
Chronically Homeless	**Sheltered ES**	**Sheltered TH**	**Sheltered SH**	**Unsheltered**	**Total**
Total number of persons		N/A			

Veteran Households Only

Veteran Households with at Least One Adult and One Child

	Sheltered ES	Sheltered TH	Unsheltered	Total
Total number of households				
Total number of persons				
Total number of veterans				
Gender (veterans only)	**Sheltered ES**	**Sheltered TH**	**Unsheltered**	**Total**
Woman (Girl if child)				
Man (Boy if child)				
Culturally Specific Identity				
Transgender				
Non-Binary				
Questioning				
Different Identity				
More Than One Gender				
Of those that selected More Than One Gender, how many people reported gender identities that:				
Includes Woman (Girl if child)				
Includes Man (Boy if child)				
Includes Culturally Specific Identity				
Includes Transgender				
Includes Non-Binary				
Includes Questioning				
Includes Different Identity				
Race and Ethnicity (veterans only)	**Sheltered ES**	**Sheltered TH**	**Unsheltered**	**Total**
American Indian, Alaska Native, or Indigenous				
American Indian, Alaska Native, or Indigenous & Hispanic/Latina/e/o				
Asian or Asian American				

	Sheltered ES	Sheltered TH	Unsheltered	Total
Asian or Asian American & Hispanic/Latina/e/o				
Black, African American, or African				
Black, African American, or African & Hispanic/Latina/e/o				
Hispanic/Latina/e/o				
Middle Eastern or North African				
Middle Eastern or North African & Hispanic/Latina/e/o				
Native Hawaiian or Pacific Islander				
Native Hawaiian or Pacific Islander & Hispanic/Latina/e/o				
White				
White & Hispanic/Latina/e/o				
Multi-Racial & Hispanic/Latina/e/o				
Multi-Racial (not Hispanic/Latina/e/o)				
Chronically Homeless	**Sheltered ES**	**Sheltered TH**	**Unsheltered**	**Total**
Total number of households		N/A		
Total number of persons		N/A		

Veteran Households without Children

	Sheltered ES	Sheltered TH	Sheltered SH	Unsheltered	Total
Total number of households					
Total number of persons					
Total number of veterans					
Gender (veterans only)	**Sheltered ES**	**Sheltered TH**	**Sheltered SH**	**Unsheltered**	**Total**
Woman (Girl if child)					
Man (Boy if child)					
Culturally Specific Identity					
Transgender					
Non-Binary					
Questioning					
Different Identity					
More Than One Gender					
Of those that selected More Than One Gender, how many people reported gender identities that:					
Includes Woman (Girl if child)					
Includes Man (Boy if child)					
Includes Culturally Specific Identity					
Includes Transgender					
Includes Non-Binary					
Includes Questioning					
Includes Different Identity					
Race and Ethnicity (veterans only)	**Sheltered ES**	**Sheltered TH**	**Sheltered SH**	**Unsheltered**	**Total**
American Indian, Alaska Native, or Indigenous					
American Indian, Alaska Native, or Indigenous & Hispanic/Latina/e/o					
Asian or Asian American					
Asian or Asian American & Hispanic/Latina/e/o					

	Sheltered ES	Sheltered TH	Sheltered SH	Unsheltered	Total
Black, African American, or African					
Black, African American, or African & Hispanic/Latina/e/o					
Hispanic/Latina/e/o					
Middle Eastern or North African					
Middle Eastern or North African & Hispanic/Latina/e/o					
Native Hawaiian or Pacific Islander					
Native Hawaiian or Pacific Islander & Hispanic/Latina/e/o					
White					
White & Hispanic/Latina/e/o					
Multi-Racial & Hispanic/Latina/e/o					
Multi-Racial (not Hispanic/Latina/e/o)					
Chronically Homeless	**Sheltered ES**	**Sheltered TH**	**Sheltered SH**	**Unsheltered**	**Total**
Total number of persons		N/A			

Youth Households

Unaccompanied Youth Households

	Sheltered ES	Sheltered TH	Sheltered SH	Unsheltered	Total
Total number of unaccompanied youth households					
Total number of unaccompanied youth					
Number of unaccompanied youth (under age 18)					
Number of unaccompanied youth (age 18 to 24)					
Gender (unaccompanied youth)	**Sheltered ES**	**Sheltered TH**	**Sheltered SH**	**Unsheltered**	**Total**
Woman (Girl if child)					
Man (Boy if child)					
Culturally Specific Identity					
Transgender					
Non-Binary					
Questioning					
Different Identity					
More Than One Gender					
Of those that selected More Than One Gender, how many people reported gender identities that:					
Includes Woman (Girl if child)					
Includes Man (Boy if child)					
Includes Culturally Specific Identity					
Includes Transgender					
Includes Non-Binary					
Includes Questioning					
Includes Different Identity					
Race and Ethnicity (unaccompanied youth)	**Sheltered ES**	**Sheltered TH**	**Sheltered SH**	**Unsheltered**	**Total**
American Indian, Alaska Native, or Indigenous					

	Sheltered ES	Sheltered TH	Sheltered SH	Unsheltered	Total
American Indian, Alaska Native, or Indigenous & Hispanic/Latina/e/o					
Asian or Asian American					
Asian or Asian American & Hispanic/Latina/e/o Black, African American, or African					
Black, African American, or African & Hispanic/Latina/e/o					
Hispanic/Latina/e/o					
Middle Eastern or North African					
Middle Eastern or North African & Hispanic/Latina/e/o					
Native Hawaiian or Pacific Islander					
Native Hawaiian or Pacific Islander & Hispanic/Latina/e/o					
White					
White & Hispanic/Latina/e/o					
Multi-Racial & Hispanic/Latina/e/o					
Multi-Racial (not Hispanic/Latina/e/o)					
Chronically Homeless	**Sheltered ES**	**Sheltered TH**	**Sheltered SH**	**Unsheltered**	**Total**
Total number of persons		N/A			

Parenting Youth Households

	Sheltered ES	Sheltered TH	Unsheltered	Total
Total number of parenting youth households				
Total number of persons in parenting youth households				
Total Parenting Youth (youth parents only)				
Total Children in Parenting Youth Households				
Number of parenting youth under age 18				

	Sheltered ES	Sheltered TH	Unsheltered	Total
Children in households with parenting youth under age 18				
Number of parenting youth age 18 to 24				
Children in households with parenting youth age 18 to 24				
Gender (youth parents only)	**Sheltered ES**	**Sheltered TH**	**Unsheltered**	**Total**
Woman (Girl if child)				
Man (Boy if child)				
Culturally Specific Identity				
Transgender				
Non-Binary				
Questioning				
Different Identity				
More Than One Gender				
Of those that selected More Than One Gender, how many people reported gender identities that:				
Includes Woman (Girl if child)				
Includes Man (Boy if child)				
Includes Culturally Specific Identity				
Includes Transgender				
Includes Non-Binary				
Includes Questioning				
Includes Different Identity				
Race and Ethnicity (youth parents only)	**Sheltered ES**	**Sheltered TH**	**Unsheltered**	**Total**
American Indian, Alaska Native, or Indigenous				
American Indian, Alaska Native, or Indigenous & Hispanic/Latina/e/o				
Asian or Asian American				
Asian or Asian American & Hispanic/Latina/e/o Black, African American, or African				

	Sheltered ES	Sheltered TH	Unsheltered	Total
Black, African American, or African & Hispanic/Latina/e/o				
Hispanic/Latina/e/o				
Middle Eastern or North African				
Middle Eastern or North African & Hispanic/Latina/e/o				
Native Hawaiian or Pacific Islander				
Native Hawaiian or Pacific Islander & Hispanic/Latina/e/o				
White				
White & Hispanic/Latina/e/o				
Multi-Racial & Hispanic/Latina/e/o				
Multi-Racial (not Hispanic/Latina/e/o)				
Chronically Homeless	**Sheltered ES**	**Sheltered TH**	**Unsheltered**	**Total**
Total number of households		N/A		
Total number of persons		N/A		

APPENDIX D – ADDITIONAL HOMELESS POPULATIONS REPORTING REQUIREMENTS FOR THE PIT COUNT

Additional Homeless Populations

	Sheltered ES	Sheltered TH	Sheltered SH	Unsheltered	Total
Adults with a Serious Mental Illness					
Adults with a Substance Use Disorder					
Adults with HIV/AIDS					
Adult Survivors of Domestic Violence (optional)					