Summary
The Department of Housing and Urban Development requires all communities to complete a Housing Inventory Chart (HIC) and Point in Time (PIT) count of sheltered homeless persons during the last ten days in January 2012. The HIC reflects the number of emergency shelter, transitional housing, permanent supportive housing, and Safe Haven beds available on the night of the count that are dedicated to serve persons who are homeless. Dedicated means the bed or unit is set aside or reserved and only those individuals or families who meet the homeless definition. It includes HUD-funded and non-HUD funded programs, even if those organizations do not actively participate in local planning, Homeless Coalition meetings or the Homeless Management Information System (HMIS - UNITY Information Network). Programs may have other criteria but meeting the homeless definition is mandatory for those beds dedicated to serve homeless. The PIT count is the number of unduplicated persons served on the night of the count in the beds reported for the program.

An accurate HIC and PIT count are critical and can affect the resources received by Tampa and Hillsborough County for individuals and families who are homeless. And, entering information into the HMIS will not only reduce the burden on reporting, it will provide data that is useful for planning and obtaining new resources.

The following types of programs must be included in the HIC:
- Emergency shelters, including youth shelters, and hotel or motel units paid for with an emergency shelter voucher or through other funding provided through an agency.
- Transitional housing for homeless persons, including homeless youth.
- Permanent supportive housing for formerly homeless persons (dedicated)
- Residential programs dedicated for homeless regardless of its funding.
- Faith-based residential programs dedicated for homeless.
- Interfaith hospitality networks serving homeless persons.
- Tenant-based voucher exclusively dedicated to serving homeless.
- Project-based public housing exclusively dedicated to serving homeless.

The following programs are not included in the HIC:
- Tenant-based vouchers not dedicated to serving homeless.
- Project-based public housing not dedicated to serving homeless.
- Medical facilities, such as hospitals, psychiatric facilities, and nursing homes.
- Jails, prisons or juvenile detention facilities.
- Foster care homes or foster care group homes.
- Market rate units accepting formerly homeless but not exclusively set aside for homeless.
- Chemical dependency facilities, such as substance abuse treatment and detox centers.
- Cribs.

Instructions are provided for completing an update to data entered in the 2011 HIC and for reporting new programs not previously reported.
**Instructions for Program Reported in 2011**

Each agency that reported in 2011 will receive a copy of the information reported for each of their programs. Agencies must review the information reported and submit any corrections, additions, or deletions by February 3, 2012.

**Instructions for Program Not Reported in 2011**

The Program Description Form must be completed and submitted for any project not previously reported. This information will be posted in The Responder and through other means to provide opportunity for additional input and identification of projects not listed.

**Detailed Instructions for Each Data Element**

**Organization Name:** Official/Legal Name of the agency operating the program.

**Program Name:** Name of the program.

**Program Address:** Program location or the administrative office or mailing address if the location is confidential.

**Contact Person/Number:** Name/phone of the person who can assist with referrals to the program.

**Geocode:** HUD assigned code corresponding to the jurisdiction in which the program is physically located. Scattered-site housing programs should record the Geocode based on the location of the majority of beds as of the inventory update. (123012 is Tampa and 129057 is Hillsborough County)

**Target Population A:** Population targeted by program design to serve that population and at least three-fourths (75%) of the clients served by the program fit the target group descriptor. Indicate only one Target Population A. Leave blank if not targeting a specific population. Categories are as follows:

- SM - Single Males
- SF - Single Females
- SMF - Single Males and Females
- CO - Couples only, no Children
- HC - Households with Children
- SMHC - Single Males and Households with Children
- SFHC - Single Females and Households with Children
- SMF+HC - Single Male and Female plus Households with Children
- YM - Youth Males (under 18 years old)
- YF - Youth Females (under 18 years old)
- YMF - Youth Males and Females (under 18 years old)

**Target Population B:** Identify a target population if the program is designed to serve the target population and at least 75% of those served by the program fit the descriptor. The acronyms and categories are as follows:

- DV - Domestic violence victims only
- VET - Veterans only
- HIV - HIV/AIDS populations only

**McKinney-Vento Funded:** Indicate yes if the program receives funding from sources indicated. (This includes programs which do not currently receive HUD McKinney-Vento funding but received funding in the past and are still subject to a use restriction.)

**Inventory Type:** As indicated.
**Inventory Start/End Date:** The date the bed/unit inventory information first applies, changes or ends.

**Program Type:**
- ES-Emergency Shelter
- TH-Transitional Housing
- PSH-Permanent Supportive Housing
- SH-Safe Haven

**Facility Based:** Beds (including cots or mats) in a residential homeless assistance facility dedicated for use by persons who are homeless. These beds must be vacated when clients exit the program.

**Voucher:** Emergency shelters—payment for temporary housing using a hotel/motel.
- Transitional housing - a time-limited subsidy for conventional rental housing that clients may continue to occupy after they exit the program (i.e. transition in place.)

**Other:** Beds located in a church or other facility not dedicated for use by persons who are homeless (emergency/overflow).

**Bed and Unit Inventory:** Record the number of beds and units (households) available year long and those entered into HMIS (UNITY) by household type. For programs that serve multiple household types but where a precise number of beds are not designated exclusively for a particular type of household, base the number of beds/units on one of the following methods:
- utilization of those beds on 1/26/2012, to address any vacancies extrapolate the distribution based on the pro-rated distribution of those who are served on the night of the count.
- average utilization
- multiplier factor (e.g., a program with 30 family units and an average family size of 3 = 90 beds for households with at least one adult and one child)

**Chronic Beds:** The number of permanent beds targeted to house chronically homeless persons.

**Total Seasonal Beds** (Applicable to Emergency Shelter Programs Only): The total number of beds/units available for a period of time and remain available each night during the time period. This does not include beds made available on cold weather nights only.

**Availability Start Date/End Date:** Period of time the beds/units are available.

**Overflow Beds:** Total number of overflow and voucher beds that were occupied on 1/26/2012.

**PIT Count:** The unduplicated number of persons served on 1/26/2012 by household type.

**Sub-populations:** Characteristics of the homeless served on 1/26/2012.

If individuals or families are not required to meet the homeless definition you may submit information about the program; however, the beds will not be indicated on the HIC.

Thank you for taking the time to complete the requested information. If you have any questions completing the Housing Inventory Chart please call Edi Erb at the Homeless Coalition, (813) 223-6115.

**Attachments**
- Definition of Sub-populations
- Homeless Definition (based on the HEARTH Act)
**Definition of Terms Used**

**Chronic Substance Abuse:** Persons with a substance abuse problem (alcohol abuse, drug abuse, or both) that is expected to be of long-continued and indefinite duration and substantially impairs the person’s ability to live independently.

**Chronically Homeless Individual:** An unaccompanied homeless adult individual (persons 18 years or older) with a disabling condition (see definition below) who has either been continuously homeless for a year or more OR has had at least four (4) episodes of homelessness in the past three (3) years. Must have been sleeping in a place not meant for human habitation (e.g., living on the streets) and/or in an emergency shelter/Safe Haven when determination is made. Persons under the age of 18 are not counted as chronically homeless.

**Chronically Homeless Family:** A household with at least one adult member (persons 18 or older) who has a disabling condition (see definition below) and who has either been continuously homeless for a year or more OR has had at least four (4) episodes of homelessness in the past three (3) years. Must have been sleeping in a place not meant for human habitation (e.g., living on the streets) and/or in an emergency shelter/Safe Haven when determination is made

**Disabling Condition:** Any one of (1) a disability as defined in Section 223 of the Social Security Act; (2) a physical, mental, or emotional impairment which is (a) expected to be of long continued and indefinite duration, (b) substantially impedes an individual’s ability to live independently, and (c) of such a nature that such ability could be improved by more suitable housing conditions; (3) a developmental disability as defined in Section 102 of the Developmental Disabilities Assistance and Bill of Rights Act; (4) the disease of acquired immunodeficiency syndrome or any conditions arising from the etiological agent for acquired immunodeficiency syndrome; or (5) a diagnosable substance abuse disorder.

**Persons with HIV/AIDS:** This subpopulation category of the PIT includes persons who have been diagnosed with AIDS and/or have tested positive for HIV.

**Severely Mentally Ill (SMI):** Persons with mental health problems that are expected to be of long-continued and indefinite duration and substantially impairs the person’s ability to live independently.

**Veteran:** This subpopulation category of the PIT includes persons 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.

**Victims of Domestic Violence:** This subpopulation category of the PIT includes persons who have been victims of domestic violence at any point in the past.