

# 2018 Guidelines for Counting Beds and Units for Homeless Providers Housing Inventory Chart (HIC)



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### 1. HUD Household Types: *(Applies to everyone)*

**ALL year-round BEDS and UNITS must be categorized as one of the official HUD Household Types:**

- **Adults Only (singles):** Everyone in the household is age 18 or over
- **Children Only:** Everyone in the household is under than age of 18
- **Adults with Children (families):** There is at least 1 member of the household under the age of 18, and at least 1 member of the household age 18 or over

### 2. MULTIUSE BEDS: *(Applies to everyone)*

If your beds can be used for multiple household types, they must still be reported in one of the official HUD Household Types (adults only, children only or adults with children).

To report multiuse beds, you can divide them into the 3 categories based on the proportion of clients in each HUD household type occupying your program on the night of the PIT count. Use this formula for each of the three household types:

$$\text{Total Beds Available} \times (\text{Clients in Household Type} \div \text{Total Clients in Program}) = \text{Total Beds for that Household Type}$$

Round the beds to the nearest whole number, and check to make sure that the beds for each household type add up to the total number of bed available in your project on the night of the PIT count.

### **3. COUNTING BEDS: *(Applies to everyone)***

Count all beds as 1 bed, regardless of the size of the bed.

Single bed = 1 bed

Double bed = 1 bed

Queen bed = 1 bed

King bed = 1 bed

EXCEPTION: If the target population for the program is couples either with or without children, and only one bed is intended for the couple, count that bed as 2.

Do not include in your bed count:

Cribs, Rollaways, Mats, Cots

EXCEPTION: If the rollaway, mat or cot is the standard type of bed available for the program, then count each as 1 bed, up to your normal maximum capacity.

### **4. COUNTING UNITS: *(Applies to projects serving households with adults and children)***

For the housing inventory, the term UNIT applies only to accommodations for families. It is not used in relation to beds for singles.

UNIT means separate quarters designed to hold separate families.

Examples:

A house with 3 bedrooms that is designed to house only 1 family = 1 UNIT.

A house with 3 bedrooms that is designed for 3 mothers with small children = 3 UNITS.

A house with 2 bedrooms that is intended to house 1 single only = UNITS does not apply. This would be counted as 1 single bed.

In General:

Accommodations that are targeted to singles, but will on rare occasion be used to house a family should be counted as beds for individuals.

Accommodations for targeted to families but will on rare occasion be used to house a single should be counted as units and beds for families.

### **5. COUNTING BEDS WITHIN UNITS: *(Applies to all projects serving households with more than 1 person)***

If you supply the beds: Refer to the "counting beds" guidelines above.

If you do not supply the beds (the tenant supplies their own furniture):

- For programs that lease apartments as needed for qualified clients (usually Permanent Supportive Housing voucher-type programs): Your total bed count will be the same as the number of people who are being housed in the units.
- For programs that own the unfurnished units: You may use one of the two options below, or use your own standardized measurement based on the normal capacity of your program.

**Option 1:** Standard Bed Counts for Unfurnished Family Units

Efficiency Unit = 1 bed  
 1-bedroom Unit = 2 beds  
 2-bedroom Unit = 3 beds  
 3-bedroom Unit = 5 beds  
 4-bedroom Unit = 7 beds

**Option 2:** Determine your average family size for the previous year, and multiply that times your number of units.

**6. COUNTING VOUCHERS BEDS: *(Applies to voucher based ES, TH, or PSH projects)***

If your program provides hotel/motel vouchers or is a voucher based permanent supportive housing project for homeless clients, the bed capacity that you should report for purposes of the housing inventory should equal the number of people who are using vouchers on the night of the PIT count.

- If you have 10 people being housed with vouchers on the night of the point-in-time count, then your bed inventory should be reported as 10, even if you could provide more vouchers if they were needed.
- If you are a voucher based permanent supportive project or transitional housing project contracted to serve 30 clients, for example, but you have 35 clients enrolled in the project on the night of PIT count, then you should report 35 beds.

**7. Counting OVERFLOW BEDS: *(Applies to Emergency Shelters who provide overflow beds)***

If your program provides overflow mats or cots above your normal maximum capacity in extreme circumstances, the overflow bed capacity that you should report for purposes of the housing inventory should equal the number of people who are using overflow beds on the night of the point-in-time count.

- If you have 2 people sleeping on overflow cots on the night of the point-in-time count because of extreme weather conditions or for another reason, then your overflow bed count is 2, even if you could put out more cots.

**8. COUNTING SEASONAL BEDS: *(Applies to Emergency Shelters that provide seasonal beds)***

Seasonal beds are beds that are regularly available for only a portion of the year, for example, beds that are set up only during the winter. The number of seasonal beds might be the same every night, or the number available might change periodically, for example, if they rotate from one church to the next, and one church can house more people than another.

- If the number of beds is the same every night, then the total number of people who could be housed is the number that should be reported as the seasonal bed inventory.
- If the number of beds changes throughout the duration of the program because the location changes periodically, the total number of beds should be based on the location that is in use on the night of the point-in-time count.

**9. UNDER DEVELOPMENT (U): *(Applies to any project that is not housing clients, but will before the next PIT Count)***

Beds and units that were fully funded but not available for occupancy as of January 31 of the year of the count. For example, for the 2018 HIC, beds and units that were fully funded but not available for occupancy as of January 24, 2018. 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 January 31 of the previous year. For example, in the 2018 HIC, CoCs must identify whether the bed/unit inventory is expected to be available for occupancy by January 31, 2019.

**10. YOUTH and VETERAN DEDICATED BEDS: *(Applies to any project that has Youth or Veteran dedicated beds)***

For both Youth Beds and Veteran Beds your agency must indicate if you have beds that are dedicated for that particular population. A Youth dedicated bed is a bed that must be filled by a homeless youth (up to age 25) who qualifies for the project unless there are no homeless youths within your area that qualifies. Similarly, a Veteran dedicated bed is a bed that must be filled by a homeless veteran or their family who qualify for the project unless there are no homeless veterans within your area that qualifies.

Do not count beds that are dedicated for children who are in foster care, or are wards of the state. All RHY funded projects are required to report youth dedicated beds.

For RHY-Basic Center Shelters: only record NON-SYSTEM YOUTH BEDS for the HIC, if you do not have a set amount of beds reserved for homeless youth please estimate your yearly population or record the number of beds occupied on the night of the count.

If you are VA funded you will be required to report veteran dedicated beds. You should count the number of beds that are dedicated to house homeless veterans and their household members.

**11. PSH CHRONIC HOMELESS BED INVENTORY: (Applies to PSH projects only)**

Permanent supportive housing agencies must report the subset of their total beds that are dedicated to house chronically homeless persons and their families. To be counted as a chronic homeless bed, it MUST be filled by a chronically homeless person or their household members, who qualifies for the project unless there are no chronically homeless persons in the area who qualify. All dedicated beds should be included in your total beds you report.

**12. RAPID RE-HOUSING BEDS: (Applies to RRH projects only)**

Rapid re-housing beds are based on those clients that you have in permanent housing on the night of the count, NOT how many you could have available. There for your units would equal the number of families that you have housed, and the number of beds would be equal your population. RRH Utilization is always 100%.

If the RRH project houses clients in the geographic boundaries of more than one CoC, beds should be apportioned between the CoC's based on their physical locations on the date of the HIC.

**13. VASH VOUCHERS: (Applies to VASH projects only)**

Agencies should report the total number of VASH vouchers available for use in each CoC on the night of the PIT Count, regardless of whether the voucher is being used.

If clients are housed in multiple CoC's, beds should be apportioned according to the proportion of vouchers in use within the physical boundaries of each CoC.

$$\text{Total Vouchers Available} \times \left( \frac{\text{Total Vouchers in Use In A Given CoC}}{\text{Total Vouchers in Use}} \right) = \text{Total Vouchers Available for that CoC}$$

If a VASH vouchers within a single geography have been designated for use within multiple geographies, add up the available vouchers from each designated geography.