VENTURA COUNTY CONTINUUM OF CARE ALLIANCE | ENDING HOMELESSNESS IN VENTURA COUNTY

Meeting Agenda
Continuum of Care (CoC) Board
December 8, 2021
3:30pm-5pm

Join Zoom Meeting
https://us02web.zoom.us/j/89912875647?pwd=ZVkwbHNPVk9jK0ZuK1dIMDJDRU93UT09

Meeting ID: 899 1287 5647
Passcode: 369530

IN ACCORDANCE WITH GOVERNMENT CODE SECTION 54953(e)(1)(A) AND IN RESPONSE TO THE DECLARED STATE AND LOCAL EMERGENCIES DUE TO THE NOVEL CORONAVIRUS AND LOCAL HEALTH OFFICER RECOMMENDATION REGARDING SOCIAL DISTANCING, THE VENTURA COUNTY CONTINUUM OF CARE IS HOLDING ALL BOARD, ALLIANCE AND COMMITTEE MEETINGS ELECTRONICALLY WHICH ARE ACCESSIBLE ONLINE VIA ZOOM WITH LINKS POSTED ON www.venturacoc.org TO FIND OUT HOW TO PROVIDE PUBLIC COMMENT, SEE INFORMATION CONTAINED BELOW ON THIS AGENDA.

1. Call to Order

2. Board Comments

3. CoC Staff Comments

4. Public Comments: Public Comment is an opportunity for the public to participate in public meetings by addressing the Ventura County Continuum of Care Board in connection with one or more agenda or non-agenda items. This meeting is subject to the Public comments may be submitted by using one of the following options.

   Email in advance of the meeting:
   If you wish to make public comment on an agenda item via email, please submit your comment via email by 4:30pm on the day prior to the Board meeting. Send emails to: venturacoc@ventura.org
   Please indicate the agenda item you would like to speak on if relevant and whether you would like your message read by staff or you will be participating and would like to provide your comments during the live meeting.

   During the meeting: Participants may use the chat or raise hand function in zoom to indicate they would like to make a comment. Staff will call on participants during the public comment section of the meeting or during specific item following staff presentation of the item.

Continuum of Care Governance Board Business

5. Approval of Board Minutes from October 28, 2021

6. Receive a Presentation from the County of Ventura Health Care Agency on CalAIM.

7. Approval of the California Housing & Community Development (HCD) Emergency Solutions Grant (ESG) Funding Recommendations for FY 2021-22 and Authorize Staff to Submit the Final State ESG Application by December 17, 2021.

8. Provide Stakeholder Input and Approve the Ventura County Urban County Entitlement Area/HOME Consortium County of Ventura's Home Investment Partnerships Program – American Rescue Plan (HOME-ARP) Allocation Plan

9. Receive an Update on Ventura County 2022 Ventura County Homeless Count Implementation Plan and Volunteer Recruitment Efforts in Preparation for the 2022 Point in Time (PIT) Homeless Count and Subpopulation Survey to be Conducted on the Morning of Wednesday January 26, 2022.

VENTURA COUNTY CONTINUUM OF CARE ALLIANCE | ENDING HOMELESSNESS IN VENTURA COUNTY

Meeting Agenda
Continuum of Care (CoC) Board
October 28, 2021
3:30pm-5pm

Join Zoom Meeting
https://us02web.zoom.us/j/81440266829?pwd=U09zVUlkbmJ5bStnbEJIalNacnhYUT09
Meeting ID: 814 4026 6829
Passcode: 553591

IN ACCORDANCE WITH GOVERNMENT CODE SECTION 54953(e)(1)(A) AND IN RESPONSE TO THE DECLARED STATE AND LOCAL EMERGENCIES DUE TO THE NOVEL CORONAVIRUS AND LOCAL HEALTH OFFICER RECOMMENDATION REGARDING SOCIAL DISTANCING, THE VENTURA COUNTY CONTINUUM OF CARE IS HOLDING ALL BOARD, ALLIANCE AND COMMITTEE MEETINGS ELECTRONICALLY WHICH ARE ACCESSIBLE ONLINE VIA ZOOM WITH LINKS POSTED ON www.venturacoc.org TO FIND OUT HOW TO PROVIDE PUBLIC COMMENT, SEE INFORMATION CONTAINED BELOW ON THIS AGENDA.

1. **Call to Order:** Dawn Dyer, CoC Board Chair, called the meeting to order at **3:33 pm**

   Board Members: Dawn Dyer, Carmen Ramirez, Susan Englund, Manuel Minjares, Emilio Ramirez, Michael Nigh, Carolyn Briggs, Kevin Clerici, Pam Marshall
   Absent: *Nancy Wharfield, Michael Powers*
   Staff: Felipe Flores, Jennifer Harkey, Tara Carruth, Christy Madden
   HMIS Staff: Marcy Snider, Alicia Morales-McKinney
   Public Attendees: Susan White Wood, Angel Garcia, Henry Chan, Dan Parziale, Susan Kulwiec, Brenda Blakely, Rena Sepulveda, Dan Parziale, Mara Malch and Aaron Silverman

2. **Board Comments:** Ventura County Supervisor and CoC Board member Carmen Ramirez thanked Tara Carruth and her CoC staff's effort in sheltering unhoused individuals. CoC Board Chair Dawn Dyer shared that the Ventura County Apartment Market Study is complete and that the data demonstrated that vacancy in Ventura County stood at 1.7% with rents skyrocketing up to 10.9%. She further shared that a minimum income of $83,200 was needed to rent 2-bedroom apartment, making homeownership extremely challenging.

3. **CoC Staff Comments:** Tara revealed that the State of California's Challenge Encampment Grant was being published tomorrow (10/29/21). She shared the general details on the grant and that further information could be found here: https://www.bcsh.ca.gov/hcfc/documents/encampment_rfa.pdf. She also indicated that HHAP Round 3 requirements will be released in chunks to align with ongoing projects. To close this section of the meeting, Tara also reminded the CoC Board that Board membership review was upcoming.

4. **Public Comments:** No in-person or email comments were submitted.

Continuum of Care Governance Board Business

5. **Approval of Board Minutes from September 8, 2021**
   Carmen Ramirez moved to approve; Carolyn Briggs CoC Board member was second. All in favor.

6. **Approval of Cancellation of November 10, 2021 Continuum of Care Board Meeting.**
   Tara explained that due to the timing between this current meeting date and the next that was regularly scheduled for November 3, 2021, it would be difficult for CoC Staff to prepare a Board packet on time. Michael Nigh, CoC Board member moved to approve the cancellation of the November 2021 meeting; Pam Marshall, CoC Board member was second. All in favor.

7. **Approval of Continuum of Care (CoC) funding recommendations from the CoC Data, Performance & Evaluation Committee including recommendations for new projects including CoC Bonus and Domestic Violence Bonus funding and the final rankings of new and renewal projects to be included in the FY21 CoC Consolidated Application. Direct staff to notify all applicants of final rankings and if projects were accepted or rejected for the final submissions.**
   Tara gave thanks to all new and renewal partners, including the CoC Data, Performance & Evaluation Committee, specifically, Susan Englund and Pam Marshall, CoC Board members, for their valuable input. Tara then provided a general description of the proposals, highlights, evaluation process and criteria for scoring. She then mentioned that Interface Child & Family Services (ICFS), the Coalition for Family Harmony (CFH) and the Family Justice Center (FJC) were among some of the partners that applied. Many Mansions' application for 8 new units of housing would also count towards bonus points. The Ventura County Human Services Agency (HSA) also submitted a proposal for Supportive Services (SS) for Coordinated Entry Services (CES) which would assist clients in obtaining necessary documentation during their housing navigation. Tara also shared that MESA, a new local partner, submitted an application for Transitional Housing (TH) for (Transitional Aged) Youth (TAY). It was noted that their application was not fully scored but since this is a HUD priority and funds were available, the committee decided to allow them the opportunity to complete and submit their proposal. Tara confirmed MESA was working on obtaining a site to build TH for TAY and that this would complement services for TAY.

   With regards to scoring proposals, Tara explained that Many Mansions (MM) was in Tier 1 with their high scores. Lutheran Social Services' (LSS) Rapid Rehousing (RRH) project was between Tier 1 and Tier 2 and that historically, a partner had never moved to Tier 2. The committee also recommended the Coalition for Family Harmony (CFH) for the Domestic Violence bonus. Their application was complete, had met HUD's scoring requirements and is complementary with other existing support services and staffing. Tara also mentioned that ICFS application was good but CFH's was stronger. Dan Parziale of MESA introduced himself and gave a brief description of his organization. Susan White Wood shared that Ventura County Behavioral Health (VCBH) has benefitted greatly from their long-time CoC grant and was appreciative for the opportunity. Brenda Blakely of HSA, Rena Sepulveda of the Turning Point Foundation (TPF) said thank you and were grateful for the opportunity to apply. Henry Chan, Councilmember with the Council Agency on Aging of Thousand Oaks introduced himself and offered presenting his group's work at an upcoming CoC Board meeting. Dawn closed this section of the meeting by stating she was grateful for projects focused on TAY.

Dawn proceeded to ask for a motion. Carolyn Briggs moved; Manuel Minjares, CoC Board member was second. Michael Nigh abstained and the balance of the Board was in favor.

In closing, Tara informed the Board about the general grant application timeline, submittal dates and HUD's processing, which would result in HUD rendering a decision at the beginning of the year.

8. Authorize CoC Staff to Release a Request for Proposals (RFP) for 2021 California Department of Housing & Community Development (HCD) Emergency Solutions Grant (ESG) funding and Approve Local Priorities for Funding.

Jenn Harkey CoC Staff shared general bases of the ESG grant application based on the recent notification by the California Department of Housing and Community Development (HCD). She further explained that an allocation of just under $180,000.00 was anticipated and would be limited to Emergency Shelter (ES), RRH and Street Outreach (SO), including 10% towards HMIS. As a minimum, 40% must also be allocated towards RRH. Jenn also commented that since ESG-CV's limited funding runs through July 2022, the Committee's discussion focused on being strategic with funds and to try and reduce coverage gaps; To leverage funds with Best Practices and work with persons with Lived Experience. Jenn then indicated that the Committee recommended the following funding priorities (in order): RRH for single adults and TAY, Non-Congregate Shelter with adequate infrastructure and case management, SO through CES and HMIS, Operating Subsidies for the expansion ES beds. Jenn concluded by asking the CoC Board to approve the immediate release of the RFP to give applicants sufficient time to submit. This would also allow the CoC Board to review submittals at the next meeting set for December 1, 2021.

Manuel Minjares moved to accept funding recommendations; Carolyn Briggs was second. All in favor.

9. Receive an Update from the Ventura County Human Services Agency Coordinated Entry Lead Agency on Updating the Local Vulnerability Assessment Tool Utilized for Prioritization of Housing Resources.

Alicia Morales-McKinney, CES – Pathways to Home Coordinator, made a presentation on the Vulnerability Index-Index Service Prioritization Decision Assistance Tool (VI-SPDAT), its upcoming sunset and replacement. Tara further informed that a local system replacement was getting ready to launch in draft/test mode. Manuel Minjares asked if VI-SPDAT would continue to be used and Tara confirmed it would. VI-SPDAT was still a good tool for prioritization and the change to the new system would take place once it is fully online. Susan Englund asked about the conversion process and who was completing it. Alicia replied that work with partners and providers that have updated VI-SPDAT would be ongoing. Dawn Dyer appreciated Alicia, Jenn and Tara's effort with this work, including the Diversity, Equity and Inclusion (DEI) focus, and asked if there was a process required by HUD to make sure that standards are met. Tara replied that there was not and that HUD left decisions to be made at a local level. She further informed that there is no standard and usually HUD observes and learns as they go along. Henry Chan asked if the CoC has a way of prioritizing the needs of the aging community. Tare explained that CoC was aware of the aging population and acknowledged their need. She concluded by offering to share more information and following up with him.

Dawn adjourned the meeting at **4:28 pm.**

VENTURA COUNTY CONTINUUM OF CARE ALLIANCE | ENDING HOMELESSNESS IN VENTURA COUNTY

December 8, 2021

CoC Governance Board

SUBJECT: Receive and File a Presentation from the County of Ventura Health Care Agency Regarding the Implementation of California Advancing and Innovating Medi-Cal Initiative (CalAIM)

DISCUSSION: California has received federal authority necessary to implement California Advancing and Innovating Medi-Cal Initiative (CalAIM), a framework that encompasses broad-based delivery system, program and payment reform across the Medi-Cal program.

CalAIM is a multi-year initiative designed to improve the quality of life and health outcomes for MediCal beneficiaries. The major components of CalAIM build upon the successful outcomes of various pilot programs (including but not limited to the Whole Person Care pilots, Health Home programs and the Coordinated Care Initiative) from previous federal waivers.

CalAIMs primary goals are:

- Identify and manage beneficiary risk and need through whole person care approaches and addressing social determinants of health.
- Move Medi-Cal to a more consistent and seamless system by reducing complexity and increasing flexibility; and
- Improve quality outcomes, reduce health disparities, and drive delivery system transformation and innovation through value-based initiatives, standardizes services for equitable access and outcomes across the state.
- Ensure that the Californians who need the most help and support actually get it – by emphasizing proactive outreach to bring people with complex needs into care and offering a "no wrong door" approach to people seeking help.

Enable MediCal managed care plans to couple clinical care with a range of new nonmedical services. Those services will be reimbursed by Medi-Cal including housing supports, medical respite, personal care, medically tailored meals, and peer supports. CalAIM recognizes the opportunity to move the Whole Person Care (WPC) approach to a statewide level, with a clear focus on improving health and reducing health disparities and inequities.

Elements of CalAIM include:

- A statewide population health strategy
- A statewide Enhanced Care Management (ECM) strategy
- Implementation of optional Community Supports (formerly known as In-Lieu of Services -ILOS)
- Implementation of incentive payments for plans and providers
- Participation in Serious Mental Illness (SMI)/Serious Emotional Disturbance (SED) demonstration

- Required screening and enrollment for Medi-Cal prior to release from county jail
- Pilot full integration of physical health, behavioral health and oral health under one contracted entity in a county.
- A long-term plan for foster care and youth.

Beginning January 1, 2022, all individuals receiving case management through Whole Person Care will transition to receiving Enhanced Care Management (ECM). The County Health Care Agency is striving to ensure this is a seamless transition for clients. ECM services will be offered to new groups: families experiencing homelessness, adults with serious mental illness and substance use disorders. Ventura County Behavioral Health will also begin providing ECM services to best serve the newly eligible populations.

The Ventura County community supports model enhances the WPC provider network and maintains long-standing, effective community partnerships. Starting January 1, 2022, HCA Ambulatory Care, the Human Services Agency and Area Agency on Aging will work together to provide Cal-AIM eligible individuals with housing services and meals. Trusted community partners will augment these services with recuperative care and post-hospitalization housing.

VENTURA COUNTY CONTINUUM OF CARE ALLIANCE | ENDING HOMELESSNESS IN VENTURA COUNTY

December 8, 2021

CoC Governance Board

SUBJECT: Approval of the California Housing & Community Development (HCD) Emergency Solutions Grant (ESG) Funding Recommendations for FY 2021-22 and Authorize Staff to Submit the Final State ESG Application by December 17, 2021.

BACKGROUND: The California Department of Housing and Community Development (HCD) released a Notice of Funding Availability (NOFA) for State Emergency Solutions Grant (ESG) funding with applications due to the State by December 17, 2021. This program funding will be awarded to administrative entities of the Continuum of Care (CoC) through the HCD application process. A resolution has been approved by the County Board of Supervisors on October 12, 2021 to authorize the County to administer the funds as the Administrative Entity (AE).

ESG funds may be used for four primary activities: Street Outreach, Rapid Re-Housing, Emergency Shelter, and Homelessness Prevention. In addition, ESG funds may be used for associated Homeless Management Information System (HMIS) costs, up to ten percent, and administrative activities for sub recipients. A minimum of 40% of the allocation must be used for Rapid Rehousing activities. This program funding is subject to the ESG federal regulations established by the U.S. Department of Housing and Urban Development (HUD).

DISCUSSION: Total anticipated funding to be awarded to the CoC for FY2021-22 State ESG is $178,878 with $4,890 for grant administration and a minimum of $69,595 (40%) for Rapid Re-Housing activities. CoC staff released a Request for Proposals (RFP) to the full CoC Alliance and Stakeholders on October 29, 2021 with applications due by November 19, 2021. CoC staff completed an analysis of the proposals received and the CoC Data Evaluation and Performance Committee met on December 1, 2021 to review the project proposals and make the funding recommendations below:

Proposed FY 2021-22 State ESG Subrecipient	**Project Type**	**ESG Funding Request**
Turning Point Foundation	Rapid Re-Housing	$69,988
Lutheran Social Services	Non-Congregate Shelter	$30,000
	Street Outreach	$30,000
Samaritan Center	Street Outreach	$44,000
Grant Administration		$4,890
	TOTAL	**$178,878**

RECOMMENDATIONS:

1. Approve the funding recommendations for FY 2021-22 State ESG;
2. Authorize staff to submit the final ESG application to the State HCD by December 17, 2021.

2021-22 California Department of Housing & Community Development (HCD) Emergency Solutions Grant (ESG) Funding

Rank	Applicant	Project Title	Service Area	Component	Request	Component Recommendation	Total Funding Recommendation
1	Turning Point Foundation	Rapid ReHousing	Countywide	RRH	$67,314	RRH, HMIS	$69,988
2	Lutheran Social Services	Street Outreach & Non-Congregate Shelter	East County	ES / SO	$60,000	SO,HMIS	$60,000
3	Samaritan Center	Street Outreach	Countywide	ES	$44,000	ES/SH, HMIS	$44,000
4	Harbor House	Street Outreach & Non-Congregate Shelter	Conejo Valley	ES / SO	$100,000	ES, SO, HMIS	$0
5	Interface Children & Family Services	Street Outreach	Countywide	SO	$34,374	SO	$0
6	Turning Point Foundation	Emergency Shelter	Countywide	ES	$70,001	ES, HMIS	$0
		Administrative					$4,890
					$375,689		**$178,878**

40% RRH minimum	$69,595
TOTAL available	$178,878

2021-22 State ESG Applications Analysis

Applicant	Project Title	Service Area	Component	Eligilible Activities	Component Request Amount	**Total Request Amount**	Leveraged Funds	Total Project Cost	Project Description (30 pts for approach/goals)	Cost Efficiency (20 pts)	VC CoC Priorities (10 pts)	Admin. Capacity (20 pts)	Financial Capacity (20 pts)	Notes	Application Score
Turning Point Foundation	Rapid Re-Housing	Countywide	Rapid Re-Housing	RRH Staff Salaries Rental Assistance HMIS Admin Expenses	$17,314 $45,000 $1,000 $4,000	**$67,314**	$67,314	$134,628	Proposes to serve **25** homeless, mentally ill individuals with security deposits, housing location services, rental assistance and supportive services. Goal: **95%** will move into permanent housing at exit.	**23** individuals into PH; Average **$5,853** per successful housing outcome. (-10)	High	Good	Pass	Currently receives CoC RRH funds $149,200 and ESG-CV $80,000 for RRH.	90
Lutheran Social Services	Non-Congregate Shelter & Street Outreach	Camarillo/ Simi Valley/ Ventura/ T.O.	Street Outreach; Emergency Shelter	SO Staff Salaries Motel Assistance HMIS Admin	$22,000 $30,000 $2,000 $6,000	**$60,000**	$60,000	$120,000	Street Outreach for 100 homeless client contacts which provide **75** with case management services. Goal: **50%** will move into permanent housing at exit. (-10)	**37** individuals into PH: Average **$3,243** per successful housing outcome.	High	Fair (-5)	Pass	Currently administers CoC RRH funds $182,651. ESG-CV funds for Street Outreach.	85
Samaritan Center	Street Outreach	Simi Valley	Street Outreach	SO Staff Salaries HMIS	$41,700 $2,300	**$44,000**	$44,000	$88,000	Street Outreach to provide **50** people with case management services. Goal: **50%** will move into permanent housing at exit. (-10)	**25** individuals into PH; Average **$3,520** per successful housing outcome.	High	Fair (-5)	Pass	Currently operates City of Simi CDBG funds $45,000. No prior CoC or ESG.	85
Harbor House	Street Outreach & Non-Congregate Shelter	Conejo Valley Area	Street Outreach; Emergency Shelter	Staff Salaries Motel Assistance	$93,400 $6,600	**$100,000**	$100,000	$200,000	Aims to serve **125** homeless households through street outreach and non-congregate shelter stays. Goal: 20% will move into permanent housing at exit. (-10)	**25** households into PH; Average **$8,000** per successful housing outcome.(-10)	High	Good	Pass	Previously administered CoC and State ESG funds. Currently $150,000 in ESG-CV funds.	80
Interface Children & Family Services	Street Outreach	Countywide	Street Outreach	Staff Salaries	$34,374	**$34,374**	$34,374	$68,748	Aims to serve **50** homeless youth, ages 12 to 24, through street outreach. Goal: **25%** will move into permanent housing at exit. (-10)	**12** youth into PH; Average **$5,729** per housing outcome.(-10)	Medium (-5)	Good	Pass	Currently receives CoC and State ESG funds. Also receiving federal RHY funds for SOP.	75
Turning Point Foundation	Our Place Safe Haven	Countywide	Emergency Shelter	ES Staff Salaries ES Operations HMIS	$47,230 $17,300 $5,471	**$70,001**	$70,001	$140,002	14-bed low barrier shelter will serve **35** mentally ill homeless individuals. Goal: **63%** will move into permanent housing at exit. (-10)	**22** individuals into PH; Average **$6,364** per successful housing outcome.(-10)	Medium (-5)	Good	Pass	Currently receives HUD CoC $168,977, State HHAP $146,036, Oxnard ESG $40,000 and ESG-CV $54,000.	75
				Total Requested:		**$375,689**									
				ESG Funds Available:		**$178,878**									
				Grant Admin:		$4,890									
				Min. 40% fo RRH:		$69,595									

VENTURA COUNTY CONTINUUM OF CARE ALLIANCE | ENDING HOMELESSNESS IN VENTURA COUNTY

December 8, 2021

CoC Governance Board

SUBJECT: Provide Stakeholder Input and Approve the Ventura County Urban County Entitlement Area/HOME Consortium County of Ventura's Home Investment Partnerships Program – American Rescue Plan (HOME-ARP) Allocation Plan

BACKGROUND: The County of Ventura and its five small cities (Fillmore, Moorpark, Ojai, Port Hueneme, and Santa Paula) form the Ventura County Entitlement Area (EA), receiving an annual allocation of HUD funds, including HOME Investment Partnerships Program (HOME), subject to Congressional appropriation. In 2020, the County of Ventura formed the Ventura County HOME Consortium, which includes the Ventura Urban County EA and the direct entitlement jurisdictions of Camarillo, Simi Valley and Thousand Oaks.

On March 11, 2021, President Biden signed the American Rescue Plan into law, which provides over $1.9 trillion in relief to address the continued impact of the COVID-19 pandemic on the economy, public health, State and local governments, individuals, and businesses. To address the need for homelessness assistance and supportive services, Congress appropriated $5 billion in American Rescue Plan funds to be administered through the federal HOME program to undertake activities to primarily benefit vulnerable populations.

On September 13, 2021, HUD released guidance, Requirements for the Use of Funds in the HOME-American Rescue Plan Program (HUD Notice CDP-21-10), setting forth the rules and requirements for utilizing these funds. As directed in this notice, the County must prepare and adopt a Substantial Amendment to its 2021-22 AP to incorporate the HOME-ARP Allocation Plan. The HOME-ARP Allocation Plan sets forth the County of Ventura's planned use of these funds.

As critical components of the preparation of the HOME-ARP Allocation Plan, the County has consulted with agencies and services providers serving eligible populations for HOME-ARP assistance and completed a 15-day public comment period for the HOME-ARP Allocation Plan (November 25, 2021 – December 10, 2021).

DISCUSSION: HOME-ARP funds must primarily benefit one or more HUD-designated Qualifying Populations, which include persons: experiencing homelessness; at-risk of homelessness; fleeing, or attempting to flee, domestic or dating violence, sexual assault, stalking, or human trafficking; or other populations at greatest risk of housing instability.

Continuum of Care staff provided recent and relevant data from the Homeless Management Information System, Coordinated Entry System and data from partner agencies such as domestic violence partner

agencies to assist with the evaluation of gaps and needs contained with the draft HOME-ARP Allocation Plan.

The HOME Participating Jurisdictions are required to consult with the Continuum of Care and community stakeholders to understand the community's unmet needs in determining the priority uses of these funds.

Based upon the eligible activities to be funded with HOME-ARP and the analysis of needs and gaps in our housing system, which are detailed in the HOME-ARP Allocation Plan, staff is recommending that $3,901,120 (85%) of the allocation be dedicated to the development of affordable rental housing, including capital and operating subsidies, for Qualifying Populations with a preference for persons experiencing homelessness including permanent supportive housing. The remaining 15% of the allocation is proposed to be utilized for administration and planning.

RECOMMENDATIONS:

1) Provide stakeholder input on unmet needs for qualifying populations including subpopulations of people experiencing homelessness.
2) Approval of the County of Ventura's HOME Consortium HOME-ARP Allocation Plan with incorporated stakeholder input.

Ventura County

Urban County Entitlement Area/

HOME Consortium

HOME-American Rescue Plan (ARP) Allocation Plan

November 25, 2021

County of Ventura
Community Development Division
County Executive Office
800 S. Victoria Avenue, L#1940
Ventura, CA 93009

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Participating Jurisdiction: County of Ventura **Date:** November 25, 2021

Introduction

The Ventura Urban County adopted a Regional Consolidated Plan in 2020 according to HUD requirements, which sets forth the County's overall five-year strategy for the expenditure of funds received through the Community Development Block Grant (CDBG) program, the HOME Investment Partnerships Program (HOME), and the Emergency Solutions Grant (ESG) program. The 2020-24 Regional Consolidated Plan covers the Ventura Urban County Entitlement Area (unincorporated County and the Cities of Fillmore, Moorpark, Ojai, Port Hueneme, and Santa Paula) and five entitlement jurisdictions (the cities of Camarillo, Oxnard, Simi Valley, Thousand Oaks, and San Buenaventura).

In 2020, the County of Ventura formed the Ventura County HOME Consortium, which includes the Ventura Urban County Entitlement Area and the entitlement jurisdictions of Camarillo, Simi Valley and Thousand Oaks. On March 11, 2021, President Biden signed the American Rescue Plan into law, which provides over $1.9 trillion in relief to address the continued impact of the COVID-19 pandemic on the economy, public health, State and local governments, individuals, and businesses. To address the need for homelessness assistance and supportive services, Congress appropriated $5 billion in American Rescue Plan funds to be administered through the federal HOME program to undertake activities to primarily benefit vulnerable populations. This HOME American Rescue Plan (HOME-ARP) Allocation Plan sets forth the County of Ventura's planed use of these funds.

Consultation

Summarize the consultation process:

The County of Ventura undertook the following consultation efforts:

- Collaborated with the Ventura County Continuum of Care (CoC) for: data collection and analysis; analysis of gaps amongst Qualifying Populations in Ventura County; and drafting the plan.
- The CoC agendized a discussion of this Allocation Plan at its December 8, 2021 board meeting. The Continuum of Care benefits from representation from a wide variety of local partners, including but not limited to: local government; advocates and stakeholders; housing authorities and nonprofit housing providers; emergency response teams; health care; faith communities; social services agencies engaged with and providing services to Qualifying Populations (as defined by the HOME-ARP Implementation Notice); local hospitals; mental health facilities; foster care programs; correctional facilities; and the local business community. The CoC also includes representation from persons with lived experience with homelessness. The CoC and County of Ventura reached out to interested stakeholders targeting specific groups including but not limited to: persons experiencing homelessness; persons at-risk of homelessness; persons fleeing or attempting to flee domestic or dating violence, sexual assault, stalking or human trafficking; and other populations where assistance would prevent homelessness or serve those with the greatest risk of instability, to inform them of this meeting and invite them to consult on matters related to this plan.
- County staff sent direct outreach via e-mail to staff at all ten cities within the County, all five active housing authorities, nonprofit housing providers, and fair housing/civil rights groups.

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List the organizations consulted, and summarize the feedback received from these entities.

Agency/Org Consulted	***Type of Agency/Org***	***Method of Consultation***	***Feedback***
Area Housing Authority of the County of Ventura	Housing Authority	Consultation occurred through the CoC and through direct outreach	
Santa Paula Housing Authority	Housing Authority		
Port Hueneme Housing Authority	Housing Authority		
Ventura County Continuum of Care		Consultation occurred through development of the Allocation Plan and through a presentation at the December 8, 2021 CoC Board Meeting	
City of Fillmore	City - Urban County Entitlement Area (EA)	Consultation occurred through the CoC and through direct outreach	
City of Moorpark	City - Urban County EA		
City of Ojai	City - Urban County EA		
City of Port Hueneme	City - Urban County EA		
City of Santa Paula	City - Urban County EA		
City of Camarillo	City - HOME Consortium		
City of Simi Valley	City - HOME Consortium		
City of Thousand Oaks	City - HOME Consortium		
Coalition for Family Harmony Interface Children and Family Services Family Justice Center	Service Agencies with a focus on persons fleeing, or attempting to flee, domestic and dating violence, sexual assault or	Consultation occurred through the CoC	

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	stalking, or human trafficking		
Human Services Agency-Veterans Service Office Gold Coast Veterans Foundation Dept of Veterans Affairs Salvation Army Turning Point Foundation	Service Agencies and Local Government with a focus on Veterans	Consultation occurred through the CoC	
County of Ventura Human Services Agency and Healthcare Agency	Local Government serving persons with disabilities and other populations where providing supportive services or assistance would prevent the family's homelessness or would serve those with greatest risk of housing instability	Consultation occurred through the CoC	
Housing Rights Center, CRLA	Service Agencies with a focus on Fair Housing/Civil Rights	Consultation occurred through the CoC and direct outreach	
Independent Living Centers (ILRC) ARC of Ventura County Area Agency on Aging	Service Agencies and Local Government with a focus on serving persons with disabilities and special needs populations	Consultation occurred through the CoC	

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Additional Narrative

In addition to the Housing Authorities identified above which directly serve the EA and HOME Consortium cities, the County also consulted with the Housing Authority of the City of San Buenaventura and the Oxnard Housing Authority. The geographic reach of these housing authorities overlaps our local Continuum of Care.

Public Participation

Describe the public participation process, including information about and the dates of the public comment period and public hearing(s) held during the development of the plan:

- *Public comment period: 11/25/2021 – December 10, 2021*
- *Ventura County Continuum of Care Board Meeting – December 8, 2021*
- *Public Hearing before the Ventura County Board of Supervisors - December 14, 2021 @ 11:30 a.m.*

Describe any efforts to broaden public participation:

The Notice and Draft Allocation Plan were posted on the County's website on November 25, 2021. The notice was also provided to all ten cities in the County. The notice and plan were sent out to the Community Development's Contact List, which includes approximately 250 contacts at approximately 120 community partners organizations/agencies, including but not limited to affordable housing developers, housing authorities, service providers focused on fair housing, government agencies and service providers, social service providers, and advocacy groups. The notice was also sent to Continuum of Care's listserv and posted on the CoC website. Recipients of the message were encouraged to post the notice and plan on the Internet, social media and in places where interested parties would likely see it (e.g., bulletin boards, etc.). A full list of partners who were directly notified of the public notice period and upcoming public hearing may be found in Appendix A of this plan.

Summarize the comments and recommendations received through the public participation process:

Comments and recommendations received through the public participation process to be provided at the conclusion of the public comment period.

Summarize any comments or recommendations not accepted and state the reasons why:

A summary of any comments or recommendations not accepted will be provided at the conclusion of the public comment period.

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Needs Assessment and Gaps Analysis

Homeless Needs Inventory and Gap Analysis Table – data current as of November 2021

	Current Inventory					Homeless Population/Gaps			
	Family		Adults Only		Vets	Family HH (at least 1 child)	Adult HH (w/o child)	Vets	Victims of Domestic Violence
	# of Beds	# of Units	# of Beds	# of Units	# of Beds				
Emergency Shelter	169	33	544		32				
Transitional Housing	166	60	47		18				
Permanent Supportive Housing	139	73	524	524	234*				
Sheltered Homeless						321	633	95	36
Unsheltered Homeless						28	1,236	0	0
Current Gap						***349***	***1,869***	***95***	***36***

** This figure is <u>included</u> in the 524 Permanent Supportive Housing Units for Adults Only.*

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Housing Needs Inventory and Gap Analysis Table

	Current Inventory (# of Units)	Level of Need (# of HHs)	Gap Analysis (# of HHs)	Data Sources
Total Rental Units	102,978			County of Ventura 2020-24 Regional Consolidated Plan, 2011 – 2015 American Community Survey. This data includes all 10 cities and the unincorporated area of the County.
Rental Units Restricted as Affordable	8,129			Data on number of units restricted at 30% and 50% AMI as requested in the Allocation Plan Template is not available; however, a list of known affordable housing developments within the County was utilized to determine the current inventory of units. This list is included in Appendix B. Units are restricted at various levels at or below 120% AMI. Given that some units may be restricted at higher income levels that 30% and 50% AMI, the need is even greater than indicated by this number.
0% - 30% AMI Renter HH with 1 or more severe housing problems (at risk of homelessness)		18,260		County of Ventura 2020-24 Regional Consolidated Plan, CHAS 2011-2015. This data includes all 10 cities and the unincorporated area of the County.
30% - 50% AMI Renter HH with 1 or more severe housing problems (other populations)		15,265		County of Ventura 2020-24 Regional Consolidated Plan, CHAS 2011-2015. This data includes all 10 cities and the unincorporated area of the County.
Current Gap			25,396	

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Describe the size and demographic composition of Qualifying Populations within the PJ's boundaries:

HUD has identified the following groups as Qualifying Populations for HOME-ARP funding:

- Homeless, as defined in 24 CFR 91.5
- At Risk of Homelessness, as defined in 24 CFR 91.5
- Persons fleeing or attempting to flee, domestic violence, dating violence, sexual assault or stalking as all of these terms are as defined in 24 CFR 5.2003 or human trafficking as outlined in the Trafficking Victims Protection Act of 2000, as amended
- Other Populations where providing supportive services or assistance would prevent the family's homelessness or would serve those with greatest risk of housing instability.

In 2020, the Ventura County CoC data identified 2,336 persons experiencing homelessness. Included in this cohort are 1,756 individuals, 589 persons in families with children and 134 unaccompanied youth. 10% or 197 persons in this dataset identified as veterans, 52% or 1,214 persons reported having a disability and 20% or 412 reported a history of domestic violence. The CoC's Annual Performance Report including all partner agencies utilizing the Homeless Management Information System (HMIS) from 10/1/2020-9/30/2021 includes 63 persons fleeing domestic violence, assault, or human trafficking. Data received from Victim Services Providers covering the same time period includes 62 persons in need of housing assistance. Of the population experiencing homelessness, 30% reported zero income, 54% reported incomes in the range of 30% AMI, 16% reported incomes in the range of 50% AMI.

To evaluate racial and ethnic disparities, the Ventura County Continuum of Care conducted a Racial Disparities Assessment in September 2020 (see Appendix C). When comparing demographic data in the Homeless Management Information System (HMIS) to the overall racial composition of the county, those who identify as Black or African American experience homelessness at a disproportionately higher rate with HMIS data showing 6.4% compared to 2% in the overall population. Although HMIS data shows 46% of users identify as Hispanic or Latino and that closely mirrors their overall representation in the County at 42%, the American Community Survey indicates that 64% of Hispanic/Latino residents live in poverty suggesting higher need for homelessness prevention resources.

The data included in the Housing Needs Inventory underestimates the need for households at-risk of homelessness or potentially qualifying as an Other Population where supportive services or other assistance would prevent homelessness. The data presented is the most recent reliable data available but is still sourced from 2011-2015 American Community Survey and HUD Comprehensive Housing Affordability Strategy (CHAS) datasets. During the interim six years, real estate prices across California increased significantly while wages remained largely stagnant, the County has experienced a loss of more than 1,000 housing units from wildfires and is recovering from the COVID-19 pandemic. According to a recent survey of rental market prepared by the Dyer Sheehan Group, the average rent for apartments in Ventura County rose by 10.9% in the last fiscal year, more than twice the normal rate, while vacancies dropped to an average of 1.37%.

The gap shown in the Housing Needs Inventory and Gap Analysis table closely mirrors the findings in the Ventura County 2021 Affordable Housing Needs Report published by the California Housing Partnership Corporation at https://1p08d91kd0c03rlxhmhtydpr-wpengine.netdna-ssl.com/wp-content/uploads/2021/05/Ventura_Housing_Report_2021-HNR.pdf. The Affordable Housing Needs

Report finds that 23,895 low-income renter households in Ventura County do not have access to an affordable home.

Additionally, from 10/1/2020-9/30/2021, the Ventura County Coordinated Entry System reported 623 households seeking homelessness prevention and other assistance related to their at-risk of homeless status. 509 or 82% of these households were below 30% AMI. 53 households or 8% were between 30% and 50% AMI and 18 households had income levels above 50% AMI. 43 households did not report income at intake.

Describe the unmet housing and service needs of qualifying populations, including but not limited to:

- ***Sheltered and unsheltered homeless populations;***
- ***Those currently housed populations at risk of homelessness;***
- ***Other families requiring services or housing assistance to prevent homelessness; and,***
- ***Those at greatest risk of housing instability or in unstable housing situations.***

As detailed in the Homeless Needs Inventory and Gap Analysis, there is a direct need for housing resources for approximately 350 households with at least one child; 1,964 for adult households without children (including veterans); and 36 for persons who are unhoused and fleeing domestic violence. The availability of supportive services for these households as they transition into housing can greatly enhance the transition and help ensure that households retain their housing over time. In addition to these broad housing needs, there is a significant need for additional supportive housing inventory to meet the needs of chronically homeless adult households.

The Housing Needs Inventory and Gap Analysis indicates additional need for more than 25,000 housing units for lower income households at or below 50% AMI with one or more severe housing problems, which place these households at-risk of homelessness.

Identify and consider the current resources available to assist qualifying populations, including congregate and non-congregate shelter units, supportive services, TBRA, and affordable and permanent supportive rental housing:

In recent years, Ventura County has experienced increased capacity in its crisis response system. Year-round congregate shelters have opened and continue to operate in the cities of Ventura, Oxnard and Santa Paula. In response to the COVID-19 pandemic, non-congregate shelter options were added through local motels for clients who were highly vulnerable to COVID-19. One such site, funded with State Homekey program funds, will ultimately convert to Permanent Supportive Housing for the same population. Additionally, shelters for minor youth and Transitional Aged Youth continue to operate in the community. Ventura County has three Victim Service Providers that provide emergency shelter and transitional housing for individuals and families fleeing domestic violence. There are 74 emergency shelter beds for persons fleeing domestic violence including human trafficking and 32 transitional housing beds.

The County of Ventura continues to serve approximately 250 households with non-congregate sheltering through Project Roomkey. Project Roomkey was established in March of 2020 by the State of California in response to the pandemic to shelter people experiencing homelessness who would be most

vulnerable to medical complications from COVID-19. FEMA support for this temporary program is expected to end within the next 4-6 months. The establishment of new Permanent Supportive Housing resources as this program ends are critically important to ensure adequate and appropriate housing placements for this vulnerable population.

There are 524 permanent supportive housing units in the Housing Inventory County for adult households who are chronically homeless. 234 of these units are for veteran households. In addition, there are 101 beds for chronically homeless families.

There are 372 Rapid Rehousing units for families with children and 214 for adult only households.

As described in the Housing Needs Inventory and Gap Analysis, there are more than 8,000 units of affordable housing restricted to lower-income households in the County. The County is aware of approximately 1300 units of affordable housing currently in pre-development/development with estimated completion dates before 2025, of which roughly 430 are anticipated to be Permanent Supportive Housing units.

The County of Ventura currently receives an annual allocation of federal HOME funds ($1.266M in FY2021-22) to serve the Ventura County HOME Consortium. With the passage of SB2 the County has started receiving annual allocations of Permanent Local Allocation Funding (PLHA) from the State of California ($1.1M in FY2021-22). Because of the extremely competitive housing market, these funds have traditionally been invested in creating new affordable rental and homeownership opportunities for lower income households.

Finally, the County has received Community Development Block Grant -Disaster Recovery funds for the development of rental housing in response to the Thomas Fire in 2017 ($2.68M) and Woolsey Fire ($3.36M) in 2018; however, these resources are insufficient to replace the more than 1,000 housing units lost during the fire events.

Identify any gaps within the current shelter and housing inventory as well as the service delivery system:

While the existing shelter resources are insufficient to meet the needs of all persons experiencing unsheltered homelessness in the community, without additional housing resources coming online, our dedicated shelter teams continue to struggle to find appropriate housing opportunities to successfully exit shelter clients to permanent housing.

The County continues to struggle with housing resources which are available and affordable to persons with limited incomes and/or transitioning from homelessness. Real estate prices continue to out-pace wage increases leading to rapidly increased housing costs and near historic low vacancy rates. What limited inventory is available is leased/sold quickly and very often leaves those with more limited financial resources without housing options. Even households with housing choice vouchers often struggle to identify housing resources even with the assistance of landlord engagement and landlord incentives. The need for additional inventory of affordable housing, particularly for persons with limited means or transitioning out of homelessness, is a significant need in the community.

One of the largest system gaps is the need for more permanent supportive housing units that include ongoing rental subsidy and supportive services. The number of persons identified as chronically

homeless in Ventura County continues to rise each year with 610 persons identified as meeting the definition of chronically homeless in 2021.

Ongoing supportive services for individuals and families who are transitioning out of homelessness is critical to long-term housing stability and preventing returns to homelessness. Supportive services are funded through a variety of sources including HUD Continuum of Care and Emergency Solutions Grant funding, State funds including a variety of homeless and housing sources supplementing supportive services for Permanent Supportive Housing programs. Additionally, healthcare funding and other mainstream resources are leveraged to provide supportive services to persons throughout the continuum but focused on services tied to permanent housing programs. The Ventura County Continuum of Care follows a Housing First approach where supportive services are voluntary and driven by each household's specific service needs with a focus on housing stability and retention. Voluntary services include substance use treatment and counseling, behavioral health treatment, medical care, employment and educational services, life skills, assistance with obtaining benefits, in-home supportive services and general case management focused on maintaining stable housing. Dedicated supportive services that are flexible to meet the needs of tenants are a needed resource for new supportive housing units.

Identify the characteristics of housing associated with instability and an increased risk of homelessness if the PJ will include such conditions in is definition of "other populations' as established in the HOME-ARP Notice:

Conditions that will be included in the definition of "other populations" that are associated with instability and increased risk of homelessness include: households who have previously been qualified as homeless as defined in 24 CFR 91.5 who are currently housed due to temporary or emergency assistance, including financial assistance, services, temporary rental assistance or other assistance allowing the household to be housed, and who will need additional housing assistance or supportive services to avoid a return to homelessness; or households who have annual income that is less than or equal to 50% of the area median income, as determined by HUD, AND meets one of the following conditions and listed below from paragraph (iii) of the "At risk of homelessness" definition established at 24 CFR 91.5: (A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance; (B) Is living in the home of another because of economic hardship; (C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; (D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State, or local government programs for low-income individuals; (E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 persons reside per room, as defined by the U.S. Census Bureau; or, (F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution) .

Identify priority needs for qualifying populations:

Based upon the data included above, priority needs for Qualifying Populations in Ventura County include affordable housing resources; Permanent Supportive Housing resources; and supportive services to support and stabilize households transitioning from homelessness or households experiencing housing instability to prevent homelessness.

Explain how the level of need and gaps in its shelter and housing inventory and service delivery systems based on the data presented in the plan were determined:

The gaps analysis was conducted by evaluating data in the Homeless Management Information System, Housing Inventory Count, Longitudinal System Analysis data and Coordinated Entry System data to evaluate the number of individuals and families experiencing homelessness or at-risk populations alongside the housing resources available to serve priority populations.

In the last reporting period of 10/1/20-9/30/21, 47% of persons seeking housing assistance were assisted with permanent housing placement. Of these households, 73% were assisted with short term assistance with no ongoing subsidy. The lowest income households with the most significant service needs are waiting for permanent supportive housing or assistance with ongoing subsidies and supportive services.

Emergency shelter capacity has increased in Ventura County but only 16% of persons placed in emergency shelter programs exited to permanent housing. The lengths of time people are experiencing homelessness in Ventura County is increasing each year for single adult households which is the largest sub-population of people experiencing homelessness. The length of time homeless in 2019 was an average of 104 days and 162 days in 2020 for single adult households. The number of persons identified as chronically homeless (homeless for 12 months or longer plus a reported disability) has increased from 420 in 2020 to 610 in 2020 per HMIS data and Point in Time Count data.

The greatest unmet need in Ventura County is for site-based permanent supportive housing and affordable housing for households below 50% AMI.

HOME-ARP Activities

Describe the method for soliciting applications for funding and/or selecting developers, service providers, subrecipients and/or contractors and whether the PJ will administer eligible activities directly:

The County of Ventura, in partnership with local cities, has been actively seeking partners to leverage state Homekey funds for the rapid creation of Permanent Supportive Housing units for persons experiencing or at-risk of homelessness with medical conditions that make them more vulnerable to COVID-19. As described above, one of the significant needs in the community is for Permanent Supportive Housing with operating subsidy to ensure that properties have resources to operate and keep rents affordable to persons who have been homeless and have limited incomes.

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On June 24, 2021, the City of Thousand Oaks, in partnership with the County, solicited partners for projects within the City. Two partner teams were selected and conceptually approved by the City Council on September 28, 2021. Separately, on October 25, 2021, the County of Ventura released a Request for Letters of Intent to partner on Homekey sites. The County's Request for LOI is open through January 31, 2022.

The County will evaluate projects selected in response to these efforts to determine the need for capital and/or operating subsidies, feasibility of the proposed projects, and responsiveness to the priorities set forth in this plan and may select projects for HOME-ARP subsidy that were identified as part of these overall efforts. If County HOME-ARP funds are available after closure of the County's LOI, the County will make these funds available through its competitive funding cycle in 2023-24, which begins in November of 2022 and includes other resources including CDBG, HOME, PLHA and sometimes ESG. County HOME-ARP funds will be made available annually on a competitive basis until all funds have been allocated.

If any portion of the PJ's HOME-ARP administrative funds were provided to a subrecipient or contractor prior to HUD's acceptance of the HOME-ARP allocation plan because the subrecipient or contractor is responsible for the administration of the PJ's entire HOME-ARP grant, identify the subrecipient or contractor and describe its role and responsibilities in administering all of the PJ's HOME-ARP program:

No HOME-ARP administrative funds will be provided by the County to other subrecipients or contractors. The County will administer this funding directly.

Use of HOME-ARP Funding

	Funding Amount	***Percent of the Grant***	***Statutory Limit***
Supportive Services	$0		
Acquisition and Development of Non-Congregate Shelters	$0		
Tenant Based Rental Assistance (TBRA)	$0		
Development of Affordable Rental Housing	$3,901,120		
Non-Profit Operating	$0	---	5%
Non-Profit Capacity Building	$0	---	5%
Administration and Planning	$688,432	14.99%	15%
Total HOME ARP Allocation	**$4,589,552**		

Additional Narrative, if applicable:

The County of Ventura intends to allocate its HOME-ARP funds to the Development of Affordable Rental Housing, which may include contributions of capital and/or operating subsidies for the purpose of quickly creating and supporting new units of affordable housing and PSH for priority Qualifying Populations.

Describe how characteristics of the shelter and housing inventory, service delivery system, and the needs identified in the gap analysis provided a rationale for the plan to fund eligible activities:

As detailed in the Homeless Needs Inventory and Gap Analysis, there is a direct need for housing resources for approximately 350 households with at least one child; 1,964 for adult households without children; and 36 for persons who are unhoused and fleeing domestic violence. The County is currently providing non-congregate shelter for approximately 250 persons meeting the definition of homelessness in Project Roomkey. The anticipated end of FEMA funding for this program within the next 4-6 months represents a critical need for housing resources to provide appropriate exits after funding for the program ends.

The County is not proposing to fund the following HOME-ARP eligible activities for the following reasons:

- Tenant Based Rental Assistance: Because of the very high cost of rentals and low vacancy rates, households with housing choice vouchers and other rental assistance often struggle to find a housing unit that they can afford and that accepts the assistance.
- Acquisition/Development of Non-Congregate Shelter: The County's sheltering resources have increased dramatically over the past few years. Clients utilizing these services struggle to find affordable housing options to help their transition out of shelter. The addition of new shelter options would assist households who are literally homeless but would not address the underlying need for PSH resources to create permanent housing for this population.
- Supportive Services: while there is a demonstrated need for supportive services, other resources are available to fund these efforts and the critical need for housing resources continues to be the biggest challenge in serving Qualifying Populations.

Thus, County of Ventura HOME-ARP funds will be targeted towards creating housing, as it is defined in 24 CFR 92.2, resources serving these groups. The ability to leverage State of California Homekey funds to quickly create housing resources for these populations will increase the outcomes realized from this allocation.

HOME-ARP Production Housing Goals

Estimate the number of affordable rental housing units for qualifying populations that the PJ will produce or support with its HOME-ARP allocation:

The exact number of units that will be created with HOME-ARP funds will depend on a number of factors, including but not limited to: construction type and cost; type of HOME-ARP assistance requested (e.g., capital or operating subsidy); availability of other subsidies; and cost of land. It is estimated that the County's HOME-ARP allocation will result in 39 new affordable housing units for Qualifying Populations.

Describe the specific affordable rental housing production goal that the PJ hopes to achieve and describe how it will address the PJ's priority needs:

The estimated 39 units of new affordable housing to be created with the County's HOME-ARP allocation will increase the number of housing units available to serve Qualifying Populations, with a preference for households experiencing homelessness, in our community.

Preferences

Identify whether the PJ intends to give preference to one or more qualifying populations or a subpopulation within one or more qualifying populations for any eligible activity or project:

HUD's CPD Notice CPD-21-10, which sets forth the implementation of the HOME-ARP program, established Qualifying Populations that are eligible for assistance with HOME-ARP funds. While the Needs Assessment and Gap Analysis demonstrated needs for housing across the spectrum of Qualifying Populations, the County of Ventura has identified housing resources for households and persons experiencing homelessness as a preference for projects funded with County of Ventura HOME-ARP.

If a preference was identified, explain how the use of a preference or method of prioritization will address the unmet need or gap in benefits and services received by individuals and families in the qualifying population or category of qualifying population, consistent with the PJ's needs assessment and gap analysis:

The County of Ventura is targeting its HOME-ARP funds for households and persons experiencing homelessness to build long term capacity within the local housing and homelessness response systems and to strengthen local efforts to end homelessness.

Housing resources for persons experiencing homelessness funded with County HOME-ARP funds will be required to fill vacant units, both at initial lease-up and upon unit turnover, through the CoC's Coordinated Entry System. Pathways to Home.

If a preference was identified, describe how the PJ will Use HOME-ARP funds to address the unmet needs or gaps in benefits and services of the other qualifying populations that are not included in the preference:

The County of Ventura will continue to invest its allocations of annual HOME and Permanent Local Housing Allocation funds in housing solutions for lower-income households in the community, including households At Risk of Homelessness and Other Populations. In recent funding cycles, the County has provided incentives in scoring for housing developments that set-aside units for vulnerable populations, defined as persons who are homeless, very low-income (≤ 50% AMI), elderly and/or victims of domestic violence. Since implementing the preference, the County has seen an increase in applications including set-asides of housing units for these populations within larger developments restricted at 50% and 60% AMI. Affordable housing units restricted at these higher AMI levels will continue to serve Qualifying Populations that are not included in the preference for households experiencing homelessness.

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As discussed in other sections of this plan, the available resources for emergency shelter have increased in Ventura County in recent years with the opening of year round emergency shelter programs in the Cities of Oxnard, Santa Paula and Ventura. Even with these new sheltering resources, the length of time people are experiencing homelessness has been increasing and affordable, permanent housing resources continue to be scarce for persons utilizing these services.

While additional beds and housing is a need for victims of domestic and dating violence, stalking and human trafficking, the County continues to serve this population through the Family Justice Center, which contracts with nonprofit organizations serving this population to provide shelter, rental assistance, counseling and other needed services. Interface Children and Family Services also provides a 24/7 hotline for victims of domestic violence and human trafficking to support people in need of services.

HOME-ARP Refinancing Guidelines

The County of Ventura does not intend to utilize HOME-ARP funds to refinance existing debt.

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Appendices

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Appendix A:

List of Partners Notified of Consultation and Public Participation

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Ventura County Community Development
Partners Included in Consultation and Public Participation

Agency	Contact Person	Title	City, State, Zip
Abode Communities	Lara Regus	Senior Vice President, Real Estate Development	Los Angeles, CA 90015
Abode Communities	Sara Tsay	Vice President, Business Development	Los Angeles, CA 90015
Adelante Conejo Comunidad	Lilian Obdulia Teran	CEO	Thousand Oaks, CA 91360
Alzheimer's Association	Leila Thayer-Malone	Program Ed Mgr	Ventura, CA 93003
Amcal	Patrick Shanahan		Agoura Hills, CA 91301-4332
Area Agency on Aging	Victoria Jump	Director	Ventura, CA 93003
Area Housing Authority of the County of Vta	Michael Nigh	Executive Director	Newbury Park, CA 91320
Area Housing Authority of the County of Vta	Linda Fisher-Helton		Newbury Park, CA 91320
Area Housing Authority of the County of Vta	Bud McGehee		Newbury Park, CA 91320
Area Housing Authority of the County of Vta	Dennise Avila		Newbury Park, CA 91320
The Arc of Ventura	Andy Mack		Ventura, CA 93003
Big Brothers Big Sisters of Ventura Co, Inc.	Lynne West	CEO	Camarillo, CA 93010
Big Brothers Big Sisters of Ventura Co, Inc.	Rene Solem	Development	Camarillo, CA 93010
BikeVentura	Joey Juhasz Lukomski	Executive Director	Ventura, CA 93001
BikeVentura			Ventura, CA 93001
BikeVentura			Ventura, CA 93001
Blanchard Community Library	Ned Branch		Santa Paula, CA 93060
Boys & Girls Club of Moorpark	Scott Mosher	CEO	Moorpark, CA 93020-0514
Boys & Girls Club of Moorpark	Scott Mosher	CEO	Moorpark, CA 93020-0514
Boys & Girls Club of Oxnard & Port Hueneme	Erin Antrim	CEO	Oxnard, CA 93030
Boys & Girls Club of Santa Clara Valley	Jan Marholin	CEO	Santa Paula, CA 93061
Boys & Girls Club of Santa Clara Valley	Pearl Galvan	Director of Operations	Santa Paula, CA 93061
Boys & Girls Club of Ventura	Patti Birmingham	CEO	Ventura, CA 93003
Boys & Girls club of Greater Conejo Valley	Dr. Crystal-Ray Kanoelani Naone	CEO/President	Westlake Village, CA 91362
Brain Injury Center			Camarillo, CA 93011-0248
California Rural Legal Assistance, Oxnard, Migrant	Jose Padilla	Executive Director	Oxnard, CA 93030
California Rural Legal Assistance, Oxnard	William Figueroa	Directing Attorney	Oxnard, CA 93030
California Rural Legal Assistance, Oxnard	Monica Yu	Chief Developmetn Officer	Oxnard, CA 93030
Casa Conejo Municipal Advisory Council	c/o Supervisor Parks	Council	Thousand Oaks, CA 91360
CASA Court Appointed Special Advocates	Pam Knitowski	Director of Development	Camarillo, CA 93011
Casa Pacifica-Centers for Children & Families	Shawna Morris	Chief Executive Officer	Camarillo, CA 93012
Catholic Charities	Daniel Grimm	Regional Director	Ventura, CA 93001
Catholic Charities	Patricia Calderon	Program Coordinator	Moorpark, CA 93021
CEDC	Luz Soto	Property Management Director	Ventura, CA 93003

CEDC	Victoria Brady		Ventura, CA 93003
CEDC	Margarita H. de Escontrias	CEO	Ventura, CA 93003
CEDC	Maria Quintero	Compliance & Audit Specialist	Ventura, CA 93003
CEDC	Debbie De Vay		Ventura, CA 93003
CEDC	Gustavo Almarosa	Director of Real Estate Development	Ventura, CA 93003
CEDC	Victoria Brady	CFO	Ventura, CA 93003
CEDC	Walter Beaumont	Grant Manager	Ventura, CA 93003
CEDC	Marifel Sison	Grant Manager	Ventura, CA 93003
Century Housing	Le T Quach	Underwriter	Culver City, CA 90230
The City Center	Jim Duran	Director	Ventura, CA 93001
City Impact	Betty Alvarez Ham	President	Oxnard, CA 93030
City Impact	Pamela Darcy		Oxnard, CA 93030
City of Camarillo	David Moe	Assistant Director, Community Development	Camarillo, CA 93010
City of Camarillo	Oksana Buck	Associate Planner	Camarillo, CA 93010
City of Camarillo	Greg Ramirez	City Manager	Camarillo, CA 93010
City of Fillmore	Dave Rowlands	City Manager	Fillmore, CA 93015-1907
City of Fillmore	Erika Herrera-Terriquez	Assistant City Manager	Fillmore, CA 93015-1907
City of Fillmore	Kevin McSweeney	City Planner	Fillmore, CA 93015-1907
City of Fillmore	Roel Briones	Finance Director	Fillmore, CA 93015-1907
City of Moorpark	Troy Brown	City Manager	Moorpark, CA 93021
City of Moorpark	Jessica Sandifer	Program Manager	Moorpark, CA 93021
City of Moorpark	Tamar R. Gantt	Program Manager (Housing)	Moorpark, CA 93021
City of Moorpark	Shanna Farley-Judkins	Principal Planner	Moorpark, CA 93021
City of Moorpark	Kathy Priestley	Administrative Secretary	Moorpark, CA 93021
City of Ojai	James Vega	City Manager	Ojai, CA 93023
City of Ojai	Andrea Mackey	Administrative Analyst	Ojai, CA 93023
City of Oxnard	Alexander Nguyen@oxnard.org	City Manager	Oxnard, CA 93030
City of Oxnard	Karl Lawson	Compliance Services Manager, Housing Department	Oxnard, CA 93030
City of Oxnard	Emilio Ramirez	Housing Director	Oxnard, CA 93030
City of Oxnard	Roel Briones	Grants Manager	Oxnard, CA 93030
City of Port Hueneme	Brad "Brick" Conners	City Manager	Port Hueneme, CA 93041
City of Port Hueneme	Jessica Cerda	Housing port Hueneme	Port Hueneme, CA 93041
City of Port Hueneme	Gabby Basua	Housing Programs Manager	Port Hueneme, CA 93041
City of Port Hueneme	Jennifer Arriola	Programs Manager	Port Hueneme, CA 93041
City of Port Hueneme	Tony Stewart	Community Development Director / City Planner	Port Hueneme, CA 93041
City of Port Hueneme	Anna Hanely	Community Services and Recreation Programs Manag	Port Hueneme, CA 93041

Ventura County Community Development
Partners Included in Consultation and Public Participation

City of San Buenaventura	Jennie Buckingham		Ventura, CA 93002
City of San Buenaventura	Andrea Palmer	Associate Planner	Ventura, CA 93001
City of Santa Paula	Dan Singer	City Manager	Santa Paula, CA 93060
City of Santa Paula	Jeff Mitchem	Community & Economic Development Manager	Santa Paula, CA 93060
City of Santa Paula	James Mason	Community & Economic Development Director	Santa Paula, CA 93061
City of Simi Valley	Brian Gabler	City Manager	Simi Valley, CA 93063
City of Simi Valley	Mara Malch	Deputy Environmental Services Director	Simi Valley, CA 93063
City of Simi Valley	Eric Chen	Associate Planner	Simi Valley, CA 93063
City of Simi Valley	Julia Ramirez	Senior Management Analyst	Simi Valley, CA 93063
City of Simi Valley	Whitney Luxenberger	Office Specialist II - Environmental Services	Simi Valley, CA 93063
City of Simi Valley	Blaze Buonpane	Home Rehabilitation Coordinator	Simi Valley, CA 93063
City of Thousand Oaks	Lynn Oshita		Thousand Oaks, CA 91362
Clinicas Del Camino Real	Roberto S. Juarez	CEO	Ventura, CA 93004
Community Action of Ventura County	Susy Lopez	Executive Director	Oxnard, CA 93030
Community Action of Ventura County	Arnie Yanez	Associate Executive Director	Oxnard, CA 93030
Community Action of Ventura County	Karina Hernandez	Executive Assistant	Oxnard, CA 93030
Community Development Partners	Kyle Paine		Newport Beach, CA
Community of Friends	Dora Gallo		Los Angeles, CA 90010
Community of Friends	Mee Heh Risdon		Los Angeles, CA 90010
Community of Friends	Anna Kobara		Los Angeles, CA 90010
Conejo Community Outreach	Andrea Yusmin	President	Thousand Oaks, CA
Conejo Conscience	Robin Britt	Executive Director	Thousand Oaks, CA 91360
Conejo Free Clinic	Teresa M. Seeley	Executive Director	Thousand Oaks, CA 91360
Court Appointed Special Advocates (CASA)	Miriam Mack	Executive Director	Camarillo, CA 93011-1135
Court Appointed Special Advocates (CASA)	Teresa Romney	Executive Director	Camarillo, CA 93011-1135
CUISN	Jim Gilmer	President	Oxnard, CA 93031-8122
Dave Ryan Housing	David Ryan		Buena Park, CA 90621
EAH Housing	Steven Spielberg	Director of Development	Tarzana, CA 91356
EAH Housing	Sonia Suresh	Development Analyst	Tarzana, CA 91356
EAH Housing	Emanuel Ulloa		Tarzana, CA 91356
EDC-VC	Bruce Stenslie	President and CEO	Camarillo, CA 93012
El Concilio Del Condado de Ventura	Yvonne Gutierrez		Oxnard, CA 93030
Fillmore-Piru Veterans Memorial District	William Morris	Chairman	Fillmore, CA 93015
Fillmore-Piru Veterans Memorial District	Ernie Villegas	Board Member	Fillmore, CA 93016
FOOD Share, Inc.	Monica White	CEO	Oxnard, CA 93036
FOOD Share, Inc.	Kristy Pollard	Grants Manager	Oxnard, CA 93036

FOOD Share, Inc.	Pamela Castro	Agency Relations Manager	Oxnard, CA 93036
Future Leaders of America	Eder Gaona-Macedo	Executive Director	Oxnard, CA 93031-5545
Global Premier Development	Stacy Reid		Irvine, CA 92614
Goodwill Industries, Inc.	Brenda Seymour	District Manager, West VC	Oxnard, CA 93030
Habitat for Humanity of Ventura County	Darcy Taylor	Executive Director	Oxnard, CA 93030-7235
Habitat for Humanity of Ventura County	Maureen Barrio		Oxnard, CA 93030-7235
Habitat for Humanity of Ventura County	Heather Roberts		Oxnard, CA 93030-7235
Harbor House	Denise Cortes	Executive Director	Thousand Oaks, CA 91360
HELP of Ojai	Kesha Davis	Community Program Manager	Ojai, CA 93023
HELP of Ojai	Terri Wolfe	Executive Director	Ojai, CA 93024-0621
House Farmworkers	Ellen Brokaw		Santa Paula, CA 93061
Home Ownership for Personal Empowerment (HOPE)	Rosie Diaz	Project Manager	Long Beach, CA 90807
Home Ownership for Personal Empowerment (HOPE)	Daryl James	Director of Development	Long Beach, CA 90807
Housing Authority – City of Oxnard	Rhonda Hodge	Housing Director	Oxnard, CA 93030
Housing Authority – City of Port Hueneme	Gabriela Basua	HA Program Manager	Port Hueneme, CA 93041
Housing Authority – City of Santa Paula	Ramsey Jay		Santa Paula, CA 93061
Housing Authority - City of Ventura	Denise Wise		Ventura, CA 93004
Housing Authority – City of Ventura	Tiernan Dolan	General Counsel	Ventura, CA 93001
Housing Authority – City of Ventura	Karen Flock		Ventura, CA 93001
Housing Authority – City of Ventura	Sonja Flores		Ventura, CA 93001
Housing Authority – City of Ventura	Erica Andrade		Ventura, CA 93001
Housing Rights Center	Chancela Al-Mansour	Executive Director	Los Angeles, CA 90010
Housing Rights Center	Laurel Steven	Office Manager	Los Angeles, CA 90010
Housing Rights Center	Ken Kaplan	Program Manager	Los Angeles, CA 90010
Independent Living Resource Center	Jennifer Martinez		Ventura, CA 93003
Independent Living Resource Center	Jennifer Griffin	Business/Grants Manager	Santa Barbara, CA 93101
Interface Children & Family Services	Erik Sternad	Executive Director	Camarillo, CA 93102
Interface Children & Family Services	Nicholle Gonzalez-Seitz		Camarillo, CA 93102
Interface Children & Family Services	Carizna Chapman		Camarillo, CA 93102
Intervention Institute	Laurie Sanders		Thousand Oaks, CA 91361
James Storehouse	Shelley Smith		
KEYS Leadership Program	Armando Vasquez		
Khepera House	Mick Baer	Executive Director	Ventura, CA 93001
Kids & Families Together	David Friedlander	President/CEO	Ventura, CA 93001
Kingdom Center	Tammy Duff	Director of Operations	Oxnard, CA
Life Centers of Ventura Co	Michele Loughman	Executive Director	Oxnard, CA 93030

Livingston Memorial Visiting Nurses Assoc.	Lee Sherman		Ventura, CA 93003
Long Term Care Services	Sylvia Taylor-Stein	Executive Director	Ventura, CA 93003
Lutheran Social Services	Dichele Harris	Area Director	Thousand Oaks, CA 91360
Manna Conejo Valley Foodbank	Jennifer Schwabauer	Executive Director	Thousand Oaks, CA 91358
Many Mansions	Rick Schroeder	President	Thousand Oaks, CA 91362
Many Mansions	Carlos Ibarrola	Director of Asset Mgmt	Thousand Oaks, CA 91362
Many Mansions	Alex Russell	Vice President of Housing	Thousand Oaks, CA 91362
Many Mansions	Doug Menges		Thousand Oaks, CA 91362
Many Mansions	Ellen Muscarella		Thousand Oaks, CA 91362
Mercy House	Larry Haynes	Executive Director	Santa Ana, CA 92702
Mercy House	Allison Davenport	Chief Strategy and Compliance Officer	Santa Ann
MESA	Kyle Thompson	CFO	Ojai, CA 93023
MESA	Dan Parziale	Executive Directly	Ojai, CA 93023
MICOP	Arcenio Lopez	Executive Director	Oxnard, CA 93030
MICOP	Genevieve Flores Haro	Associate Director	Oxnard, CA 93030
MICOP	Victor Espinoza	Development Director	Oxnard, CA 93030
MICOP	Kelsey Hood Cattaneo	Grants and Contracts Manager	Oxnard, CA 93030
Mulholland Drive Company	Daniel Dokhanian		Los Angeles CA 90067
Oak Park Municipal Advisory Council	c/o Supervisor Parks	Council	Thousand Oaks, CA 91360
Oak View Park and Resource Center	Barbara Kennedy	Center	Oak View, CA 93022
One Step A La Vez	Ana Rosa Rizo-Centino	Executive Director	Fillmore, CA 93016
One Step A La Vez	Sonia Regalado	Executive Asst.	Fillmore, CA 93016
One Step A La Vez	Jen Hernandez	Board President	Fillmore, CA 93016
Oxnard Performing Arts Center	Carolyn Mullin	Director	Oxnard, CA 93030
PATH	Amy Anderson	Executive Director	Los Angeles, CA 90004
People’s Self Help Housing Corp	Kenneth Trigeiro	President/CEO	San Luis Obispo, CA 93401
People’s Self Help Housing Corp	Brittanay Venia (Carraway)	Service Coordinator/Grant Writer	San Luis Obispo, CA 93401
People’s Self Help Housing Corp	Veronica Zimmerman-Garcia		Ventura, CA 93001
People’s Self Help Housing Corp	Juliana Gallardo	Project Manager	Ventura, CA 93001
People’s Self Help Housing Corp	Gillian Cole-Andrews	Dir. Commuications & Resource Development	Santa Barbara, CA 93101
People’s Self Help Housing Corp	Darya Oreizi	Project Coordinator	San Luis Obispo, CA 93401
People’s Self Help Housing Corp	Juliana Gallardo	Project Manager II	Ventura, CA 93001
Piru Neighborhood Council	PNC President	Council	Piru, CA 93040
PLACE (WAV)	Chris Velasco		Minneapolis, MN 55401
PLACE (WAV)	Elizabeth Bowling		Minneapolis, MN 55401
PLACE (WAV) John Stewart Co-Reg Prop Mger	Cynthia Gottlieb	Regional Manager	Los Angeles, CA 90017

PLACE (WAV) Property Manager	Miriam Vazquez	Property Manager	Ventura, CA 93001
Project Understanding	Brandy Beesley	Executive Director	Ventura, CA 93002-5460
Project Understanding	Jann Huling		Ventura, CA 93002-5460
Prototypes Women's Center	Erica McKee	Director	Oxnard, CA 93036
RAIN Project	Espy Gonzalez	Program Manager	Ventura, CA 93003
Rescue Mission Alliance	David Chittenden	Chief Financial Officer	Oxnard, CA 93031-5545
Safe Passages	Josefina Alvarado-Mena, J.D.	CEO	Thousand Oaks, CA 91360
Saint Vincent de Paul			
Salvation Army Corps Ventura	Sandra Troxell	Program Director	Ventura, CA 93003
Santa Paula Senior Center	Greg Barnes		Santa Paula, CA 93061
Santa Rosa Valley Municipal Advisory Council	c/o Supervisor Parks	Council	Thousand Oaks, CA 91360
Saticoy Sanitary District	Mark Norris	District Manager	Ventura, CA 93003-0704
Saticoy Sanitary District	Tim Doyle		Ventura, CA 93003-0704
Senior Concerns	Andrea Gallagher	President	Thousand Oaks, CA 91360
Somis Municipal Advisory Council	c/o Supervisor Parks	Council	Thousand Oaks, CA 91360
Spirit of Santa Paula	Kay Wilson-Bolton	Executive Director	Santa Paula, CA 93061
Spirit of Santa Paula	Susan Kulwiec		Santa Paula, CA 93061
Spirit of Santa Paula	Jill Wallerstedt	Grant Writer	Santa Paula, CA 93061
T.L.C. Home Hospice	Diane Scruton		Moorpark, CA 93021
The Samaritan Center		Executive Director	Simi Valley, CA 93064
Turning Point Foundation	Rena Sepulveda	Grants and Contracts Manager	Ventura, CA 93002
Turning Point Foundation	Jason Meek	Executive Director	Ventura, CA 93002
Turning Point Foundation	Kalie Matisek	Housing Director	Ventura, CA 93002
United Way of Ventura County	Susan Englund	Vice President	Ventura, CA 93003
United Way of Ventura County	Amy Duganne	Program Manager, Landlord Engagement	Ventura, CA 93003
USA Properties Fund	Matt Skelton	Acquisitions Manager	Roseville, CA 95661
USA Properties Fund	Jatin Malhotra		Roseville, CA 95661
Vast Homes	Kristine Ceballos	Representative	West Covina, CA 91790
Ventura Climate Care Options Organized Locally (VCCool)	Tobias Smith	Community Organizer	Ventura, CA 93001
VC Economic Development Assoc.	Sandy Smith	Chair - Executive Board	Camarillo, CA 93011
Ventura Co. Community Development Corp (VCCDC)	Bertha Garcia	Executive Director	Oxnard, CA 93030
Ventura Co. Community Development Corp (VCCDC)	Alex Vega	Director of Lending Services	Oxnard, CA 93030
Ventura Co. Community Development Corp (VCCDC)	Sylvia Munoz Schnopp	Director of Fund Development	Oxnard, CA 93030
Ventura Co. Community Development Corp (VCCDC)		Homeownership Program Manager	Oxnard, CA 93030
Ventura Co. Community Development Corp (VCCDC)	Francine Castanon	Homeownership Specialist	Oxnard, CA 93030
Ventura Co Community Foundation	Vanessa Bechtel	President/CEO	Camarillo, CA 93012

Ventura County Community Development
Partners Included in Consultation and Public Participation

Ventura County Housing Trust Fund	Linda Braunschweiger	Executive Director	Camarillo, CA 93010
Ventura Co. Fire Protection Agency	Chief Mark Lorenzen	Agency	Camarillo, CA
Ventura Co. GSA	David Sasek	Director	Ventura, CA 93009
Ventura Co. Harbor Dept		Director	Oxnard, CA 93035
Ventura Co. HCA - Administration	Bill Foley	Director	Ventura, CA 93003
Ventura Co. HCA - Behav Health	Joan Aska		Oxnard, CA 93036-2612
Ventura Co. HCA - Behav Health	Rebecca McCloud		Oxnard, CA 93036-2612
Ventura Co. HCA - Health Clinics	Renee Higgins	Chief Operations Officer	Ventura, CA 93003
Ventura Co. HCA - Hospital Administration	Kim Milstein	Chief Executive Officer	Ventura, CA 93003
Ventura Co. HCA - Pub Health – AIDS	Christopher Ornelas	Program Administrator	Ventura, CA 93003
Ventura Co. HCA - Pub Health – HC for Homeless	Michele Surber	Program Administrator	Ventura, CA 93003
Ventura Co. HCA - Public Health	Rigoberto Vargas	Director	Oxnard, CA 93036
Ventura Co. VCBH	Susan White Wood	Housing Manager	Ventura, CA 93003
Ventura Co. HSA – Administration	Marissa P. Mach	Director	Ventura, CA 93003
Ventura Co. HSA - Contracts and Grants	Rajima Danish-Engel	Grants Manager	Ventura, CA 93003
Ventura Co. HSA – Homeless Services	Chris Russell	Program Manager	Oxnard, CA 93033
Ventura Co. HSA - Contracts and Grants	Tina Knight	Contracts and Grants Manager	Ventura, CA 93003
Ventura Co. Library	Nancy Schram	Library Director	Ventura, CA 93009
Ventura Co. Probation Agency	Mark Varela	Probation	Ventura, CA 93009
Ventura Co. Public Works Agency	Jeff Pratt	Public Works	Ventura, CA 93009
Ventura Co. RMA - Code Enforcement		Enforcement	Ventura, CA 93009
Ventura Co. RMA - Planning	Dave Ward	Deputy Director	Ventura, CA 93009
Ventura Co. RMA - Planning	Franca Rosengren	Planner; Mobile Home Rent Review Board	Ventura, CA 93009
Ventura County Transportation Commission	Martin Erickson	Transit Director	Ventura, CA 93003
Westminster Free Clinic	Lisa Safaeinili	Executive Director	Thousand Oaks, CA 91360
Women’s Economic Ventures	Amy Fletcher	Grants and Evaluation Manager	Santa Barbara, CA 93101
Women’s Economic Ventures	Evelina Ochoa		Santa Barbara, CA 93101
Workforce Development Board	Talia Barrera	Administration Manager	Ventura, CA 93003
	Barbara Macri-Ortiz		Oxnard, CA

Appendix B:

Ventura County Inventory of Affordable Housing

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Ventura County
Inventory of Affordable Housing

TCAC Unique ID, if applicable	Property Name	City Name	Affordable Homes	Total Homes	Latest Affordability End Year
	Arroyo Villas	Thousand Oaks	40	40	2025
CA00002225	Azahar Place	Ventura	59	60	2066
	Bella Vista Apartments	Thousand Oaks	71	72	2060
CA00005630	Bradford Apartments (Site A)	Camarillo	26	27	2070
CA00005631	Buena Vida Apartments	Ventura	94	95	2070
CA00004419	Calle La Roda Family Apartments	Camarillo	13	13	2062
CA00004029	Camino Del Sol Senior Apartments	Oxnard	118	120	2059
CA00005412	Camino Esperanza	Simi Valley	30	31	2068
CA00002224	Camino Gonzalez Apartments	Oxnard	17	18	2066
	Casa Bella	Santa Paula	40	41	2046
CA00001544	CASA DE PAZ APARTMENTS	Simi Valley	14	14	2042
CA00003255	Casa Garcia	Santa Paula	14	14	2052
CA00001451	CASA MERCED	Oxnard	40	41	2039
CA00000187	Casa Pacifica	Port Hueneme	90	91	2031
CA00002872	Casa Velasquez	Camarillo	13	13	2049
CA00003354	Casas de Sueno (Site A)	Camarillo	10	10	2053
CA00005347	Castillo del Sol Apartments	Ventura	39	40	2068
CA00000211	Channel Island Park	Oxnard	150	152	2072
CA00004205	Chapel Lane Senior Apartments	Ventura	38	38	2059
CA00004902	Charles Street Apartments	Moorpark	19	20	2066
CA00000220	CHILDRENS AID GUILD HOUSE	Thousand Oaks	11	11	2027
	Citricos de Santa Paula	Santa Paula	11	11	2038
	Citrus Grove	Santa Paula	6	6	2044
CA00003410	Citrus Tree Apartments	Ventura	80	81	2053
CA00002733	Colina Vista Apartments	Piru	34	35	2067
CA00002247	Colonial House	Oxnard	43	44	2068
CA00000260	Conejo Future Apts.	Thousand Oaks	90	90	2019
CA00004408	Courtyard Apartments	Camarillo	33	34	2062
CA00002762	Cypress Meadows	Ventura	104	104	2049
CA00006012	D STREET APARTMENTS	OXNARD	7	8	2066
CA00004849	El Patio Hotel	Ventura	41	42	2065

CA-2019-086	El Portal	Ventura	28	29	
CA00004901	Encanto Del Mar	Ventura	36	37	2066
CA00003498	Esseff Village Apartments	Thousand Oaks	50	51	2056
CA00002209	Fillmore Central Station Town Home Apartments	Fillmore	20	21	2064
	Fiore Gardens Apartments	Thousand Oaks	50	50	2091
	Florence Janss Apartments	Thousand Oaks	64	64	
	Garden View Terreace	Thousand oaks	56	56	2065
CA00003241	Gateway Plaza Apartments	Oxnard	102	107	2052
CA00005674	Gateway Station	Oxnard	237	240	2070
	GlenOaks Senior Apartments	Thousand Oaks	39	39	
CA00004041	Hacienda de Feliz	Thousand Oaks	24	25	2059
CA00003134	Harmony Terrace Apartments	Simi Valley	134	136	2070
CA00004415	Harvard Court Apartments	Santa Paula	34	35	2062
CA00004200	Harvard Place Apartments	Santa Paula	39	40	2060
CA00003171	Heritage Park Apartments	Oxnard	195	195	2026
CA00000482	HEYWOOD GARDENS	Simi Valley	74	74	2033
CA00004987	Hillcrest Villas	Thousand Oaks	59	60	2067
CA00002954	Hobson Way Family Housing/ Casa San Juan	Oxnard	63	64	2051
CA00003685	Holiday Manor Apartments	Oxnard	251	252	2055
CA00005432	Johnson Gardens (Site A)	Ventura	99	101	2068
CA00006003	LA RAHADA	SIMI VALLEY	0	8	2064
CA00005510	Las Cortes	Oxnard	142	144	2069
CA00004971	Las Serenas Senior Apartments	Simi Valley	107	108	2065
CA00005131	Las Villas de Paseo Nuevo	Oxnard	71	72	2067
	Leggett Court	Thousand Oaks	49	49	2033
CA00005271	Los Angeles Avenue Apartments Phase I	Ventura	27	28	2069
	Los Arboles		43	43	2028
CA00005199	Los Feliz Apartments	Thousand Oaks	35	36	2068
CA00005327	Los Feliz Apartments Phase 2	Thousand Oaks	19	20	2068
CA00002172	Meta Street Apartments	Oxnard	23	24	2058
CA00002544	Mira Vista Senior Apartments	Camarillo	303	305	2060
CA00004672	Montgomery Oaks	Ojai	20	21	2063
CA00003901	Oak Creek Senior Villas	Thousand Oaks	56	57	2058
	Oakwood Court	Santa Paula	8	8	2036
	Orchards	Santa Paula	20	20	2067
CA00005797	Ormond Beach Villas (a.k.a Vista Pacifica)	Oxnard	39	40	2071
CA00003162	Pacific Point Apartments	Oxnard	213	213	2026
CA00003247	Palm Gardens Apts	Oxnard	21	22	2052

CA00003271	Park Glenn Apartments	Camarillo	150	151	2052
CA00003589	Park Glenn Seniors	Camarillo	17	18	2071
CA00004325	Parkview Senior Apartments	Fillmore	49	50	2061
CA00001718	Paseo de Luz Apartments	Oxnard	24	24	2067
CA00004596	Paseo Del Rio Apartments	Oxnard	85	86	2063
CA00004597	Paseo Santa Clara Apartments	Oxnard	53	54	2063
CA00006042	PEPPERTREE	SIMI VALLEY	11	12	2068
CA00003878	Plaza del Sol Apartments	Simi Valley	34	70	2059
CA00000918	PONDEROSA VILLAGE	Camarillo	90	91	2019
CA00002058	RANCHO SESPE APTS	FILLMORE	100	100	2037
CA00005741	Rancho Verde Apartments	Ventura	23	23	2071
	Richmond Terrace	Thousand Oaks	26	27	2020
CA00005795	Riverside Apartments	Ventura	22	23	2071
CA00002220	Rodney Fernandez Gardens, Phase I	Santa Paula	73	74	2065
CA00002219	Rodney Fernandez Gardens, Phase II	Santa Paula	15	16	2065
	Royal Oaks Apartments	Thousand Oaks	5	5	
CA00004335	Santa Paula Farmworker Apartments	Santa Paula	40	41	2061
CA00003272	Santa Paula Village Apartments	Santa Paula	54	56	2052
CA00004586	Santa Paulan Apartments	Santa Paula	148	150	2061
CA00002341	Schillo Gardens	Thousand Oaks	28	29	2070
CA00005685	Sea Breeze Apartments	Oxnard	91	92	2070
CA00003116	Seasons at Simi Valley	Simi Valley	68	69	2069
CA00005660	Shadow Hills	Thousand Oaks	100	101	2070
	Shadows	Thousand Oaks	147	147	2062
CA00001007	SILVERCREST- VENTURA	Ventura	74	75	2031
CA00005748	Snapdragon Place Apartments, Phase II	Ventura	21	22	2071
CA00002252	SNAPDRAGON PLACE I	VENTURA	25	25	2045
CA00004772	Soho Apartments	Ventura	12	12	2065
CA00005390	Sonata at Riverpark	Oxnard	52	53	2068
CA00003277	Sorrento Villas	Simi Valley	148	148	2052
CA00001088	SPASTIC CHILDRENS HSE	Thousand Oaks	11	11	2027
CA00005526	Springville at Camarillo	Camarillo	59	60	2069
CA00005677	Springville Senior Apartments	Camarillo	103	104	2070
CA00003072	Stoll House Apartments	Thousand Oaks	11	11	2052
	Summerwind (aka Palm Gardens)	Fillmore	15	15	2027
	Sunset Villas	Thousand Oaks	11	11	
CA00004499	Sycamore Senior Village	Oxnard	226	228	2063
CA00005330	Terraza De Las Cortes	Oxnard	63	64	2067

Ventura County
Inventory of Affordable Housing

	Terry's Place	Oxnard	2	2	
CA00004394	The Haven at Tapo Street	Simi Valley	35	36	2062
CA00004578	The Shadows Apartments	Thousand Oaks	147	148	2061
	UCP-Bel Air and Hillcrest	Thousand oaks	20	20	
CA00002232	Valle Naranjal	Piru	65	66	2066
CA00001475	VILLA CALLEGUAS	Camarillo	23	24	2040
CA00002187	Villa Cesar Chavez	Oxnard	51	52	2060
CA00003320	Villa Garcia	Thousand Oaks	79	80	2069
CA00004051	Villa Madera	Oxnard	71	72	2059
CA00002723	Villa Solimar & Cypress Court (Site A)	Oxnard	35	36	2068
CA00002196	Villa Victoria	Oxnard	53	54	2061
CA00005679	Villages at Westview - Phase 1	Ventura	130	131	2070
	Vince Street	Ventura	10	11	2031
CA00003129	Vineyard Gardens Apartments	Oxnard	61	62	2071
CA00003905	Vintage Crest Senior Apartments	Moorpark	189	190	2058
CA00003900	Vintage Paseo Senior Apartments	Simi Valley	175	176	2059
CA00005264	Vista Del Mar Commons (Site A)	Ventura	140	142	2069
CA00002193	Vista Hermosa	Santa Paula	23	24	2061
CA00005230	Wagon Wheel Family Apartments	Oxnard	119	120	2068
CA00005629	Walnut Street Family Apartments (Site A)	Moorpark	23	24	2070
CA00001644	Warwick House	Thousand Oaks	6	7	2045
CA00004540	WAV (Working Artists Ventura) (Site A)	Ventura	68	69	2063
CA-2019-503	Willett Ranch	Ventura	49	50	
	Yale Street Apartments	Santa Paula	26	26	2024
			8,129	**8,280**	

Appendix C: Ventura County Continuum of Care Racial Disparities Assessment

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VENTURA COUNTY CONTINUUM OF CARE ALLIANCE | ENDING HOMELESSNESS IN VENTURA COUNTY

2020 Racial Disparities Assessment

The Ventura County Continuum of Care (VC CoC) strives to provide equitable access to housing and homeless service programs by monitoring outcomes, expanding outreach and developing more diverse partnerships within the community. This assessment includes an analysis of racial and ethnic disparities within the local homelessness system and recommendations on how we plan to address the results.

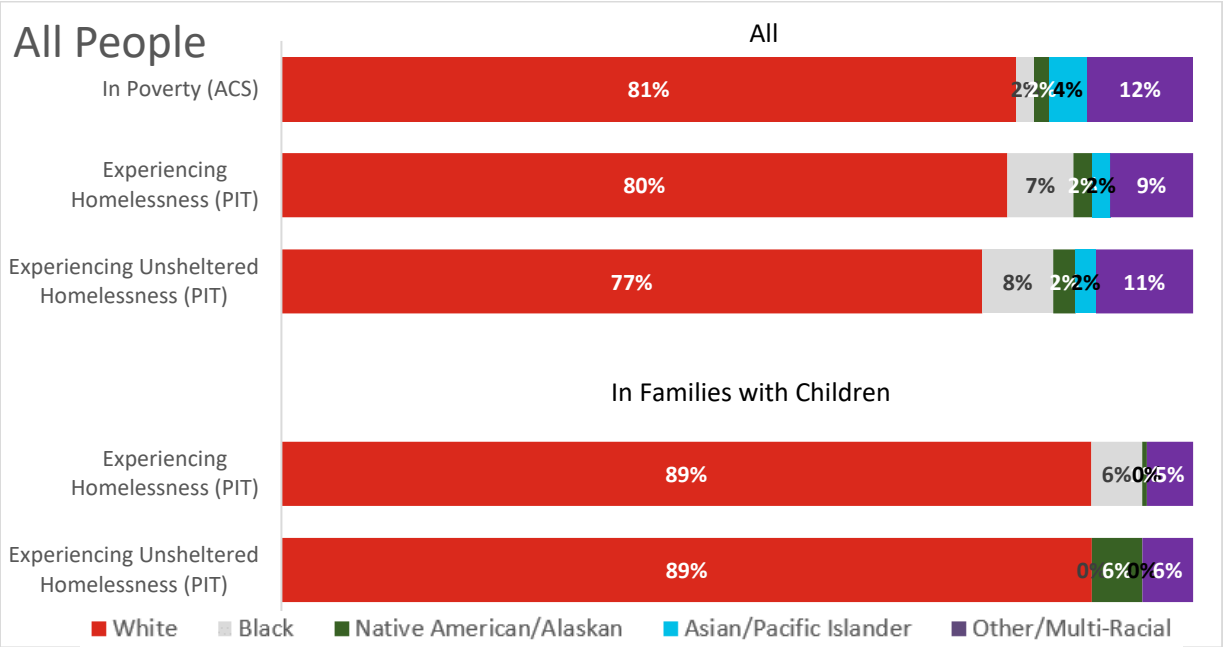
As of September 30, 2020, the Ventura County Homeless Management Information System (HMIS) data shows 4,486 people utilizing homeless services within our community. When we compare the demographic data in HMIS to the overall racial composition of the county, those who identify as Black or African American experience homelessness at a disproportionately higher rate. HMIS data shows 6.4% are Black or African American compared to 2% in the overall population. Data from the Point-In-Time (PIT) Homeless Count is consistent with this data, showing 7% of the homeless population being Black or African American (see tables 1 and 2). Also, those who identify as Asian or Pacific Islander are underrepresented by comparing the percentage of those living in poverty at 4% and only 2% reported experiencing homelessness (see table 1).

Table 1

	All (ACS)[1]				In Poverty (ACS)[1]				Experiencing Homelessness (PIT)[2]			
	All		In Families with Children		All		In Families with Children		All		In Families with Children	
Race and Ethnicity	#	%	#	%	#	%	#	%	#	%	#	%
All People	**847,834**		**378,727**		**85,816**		**45,682**		**1,669**		**197**	
Race												
White	677,010	80%	296,281	78%	69,177	81%	36,729	80%	1,329	80%	175	89%
Black	14,805	2%	5,648	1%	1,735	2%	816	2%	121	7%	11	6%
Native American /Alaskan	6,929	1%	3,771	1%	1,327	2%	1,374	3%	34	2%	1	1%
Asian/Pacific Isl.	62,644	7%	28,529	8%	3,613	4%	1,284	3%	33	2%	0	0%
Other/Multi-Racial	86,446	10%	44,498	12%	9,964	12%	5,479	12%	152	9%	10	5%
Ethnicity												
Hispanic	358,244	42%	210,141	55%	54,946	64%	37,853	83%	621	37%	125	63%
Non-Hispanic	489,590	58%	168,586	45%	30,870	36%	7,829	17%	1,048	63%	72	37%

Data Sources: 1) American Community Survey (ACS) 2013-2017 5-year estimate; 2) Ventura County Point In Time (PIT) Count

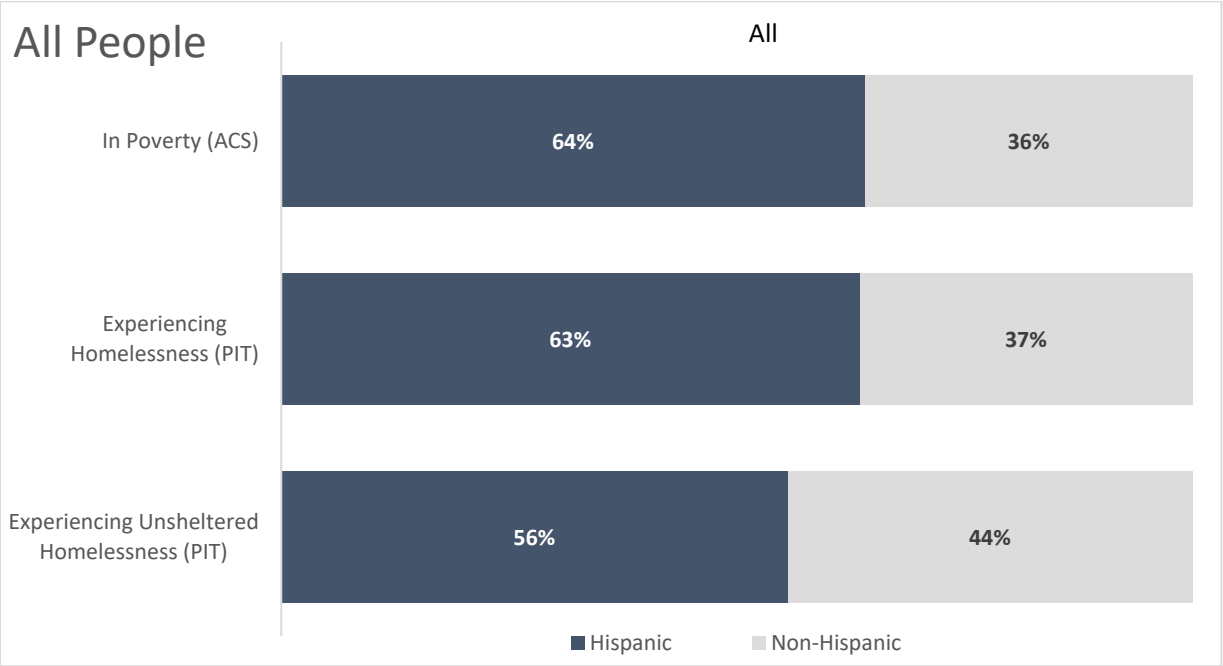
Table 2



Source: HUD CoC Analysis Tool

When evaluating ethnicity, people identifying as Hispanic or Latino are overrepresented in the PIT Count data, which shows 63% compared to 42% in the overall population. However, HMIS data reports 46% who identify as Hispanic or Latino experiencing homelessness and utilizing the system. This is closely aligned with the overall ethnic composition of the county. One area of concern is the number of Hispanic or Latino households living in poverty at 64% (see table 3). This is a population that likely needs more support with homelessness prevention and access to affordable housing.

Table 3

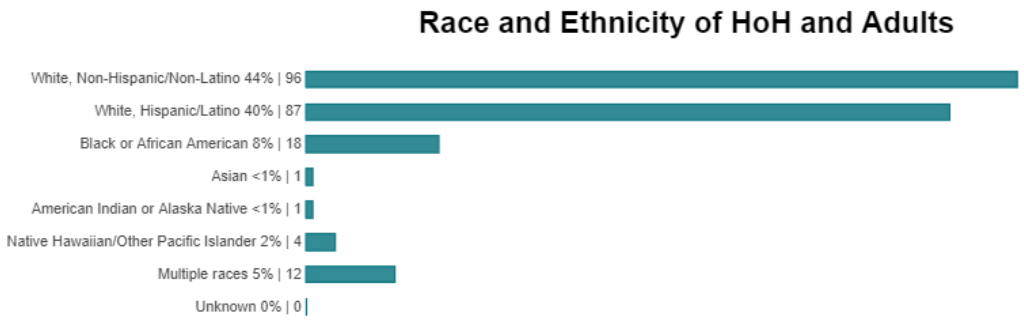


Source: HUD CoC Analysis Tool

A comparison of those who accessed Emergency Shelter (ES), Transitional Housing (TH) and Rapid Re-Housing (RRH) demonstrates an overrepresentation of Black or African Americans within the homeless services system (see tables 4 and 5). A lack of affordable housing continues to be a concern for low income households, resulting in the need for more shelters and homelessness resources.

Table 4 – Emergency Shelter and Transitional Housing

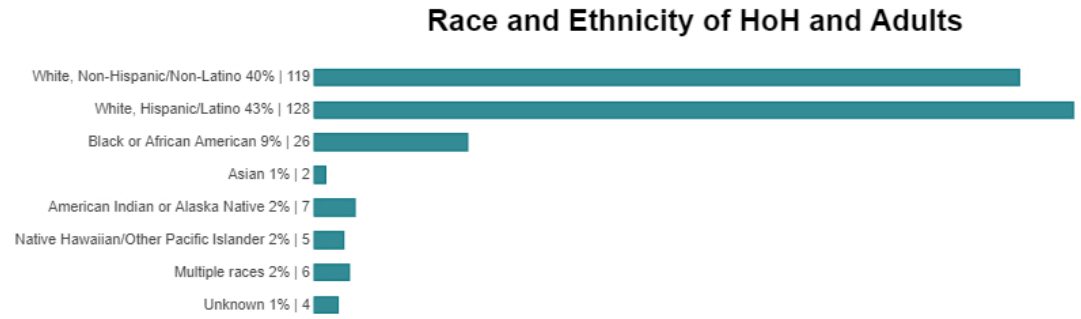
CoC Code: CA-611 **Name**: VC LSA 06.24.19 **Report Period**: 10/01/2017 - 09/30/2018 **Submission Type**: official



Source: Stella Performance Module / CoC Longitudinal System Analysis (LSA) Data

Table 5 – Rapid Re-Housing

CoC Code: CA-611 **Name**: VC LSA 06.24.19 **Report Period**: 10/01/2017 - 09/30/2018 **Submission Type**: official



Source: Stella Performance Module / CoC Longitudinal System Analysis (LSA) Data

Based on the results of this analysis, the Ventura County Continuum of Care (VC CoC) recommends the following action items be addressed:

1) Add training and education on the topic of racial and ethnic diversity for homeless service providers and organizations participating in the VC CoC.
2) Continue collecting data to evaluate CoC funded projects and determine which programs need to provide equal access and/or more diverse services.
3) Conduct additional research on the different subpopulations experiencing homelessness to determine the housing needs among those subpopulations. Collaborate with local universities, such as California State University Channel Islands, to assist with this research.
4) Recruit persons with lived experience and work to diversity committee membership to reflect the make-up of our community and solicit feedback on homeless services.
5) Increase access for those with limited English proficiency including building partnerships with agencies and organizations serving this population.

VENTURA COUNTY CONTINUUM OF CARE ALLIANCE | ENDING HOMELESSNESS IN VENTURA COUNTY

December 8, 2021

CoC Governance Board

SUBJECT: Receive an Update on Ventura County 2022 Ventura County Homeless Count Implementation Plan and Volunteer Recruitment Efforts in Preparation for the 2022 Point in Time (PIT) Homeless Count and Subpopulation Survey to be Conducted on the Morning of Wednesday January 26, 2022.

Background: Annually, the Ventura County Continuum of Care staff and volunteers conduct the Point in Time (PIT) Count and Subpopulation Survey of homeless persons throughout the county. This one-night survey of sheltered persons and one day count and survey of unsheltered persons results in a snapshot report of one day of homelessness across the community. Accompanying this report is the annual Housing Inventory Count (HIC) of all emergency shelter, transitional housing, rapid re-housing, supportive housing and other permanent housing dedicated to homeless persons. These reports are submitted to the U.S. Department of Housing and Urban Development (HUD) as part of the requirements of receiving HUD Continuum of Care (CoC) funding. These reports help to inform the CoC Board as well as other stakeholders in the community on the need for resources within the community as well as trends in the populations experiencing homelessness. Data collected is also being used by the State of California in allocating state funding for homeless assistance and housing programs.

The unsheltered PIT count survey was not conducted in January 2021 because of the COVID-19 pandemic. HUD released a notice (CPD-21-15) on November 15, 2021 with updated guidance regarding the PIT. Continuums of Care are required to conduct an unsheltered PIT at least biennially. CoCs that did not conduct an unsheltered count in 2021 will be required to do so in 2022. In addition to this notice, HUD released a guide for safety considerations to safely conduct the unsheltered PIT count and survey. HUD recommends that volunteers are fully vaccinated against COVID-19 and take a COVID-19 test prior to participating in the count. Other recommendations include holding virtual training for volunteers, recruiting volunteers who are not in high-risk groups and utilizing masks and distancing. Staff have reviewed federal and state guidance for conducting the 2022 unsheltered survey safely and have consulted with Ventura County Public Health who recommend that community volunteers and staff are fully vaccinated against COVID-19 and influenza.

Discussion: Staff are working with CoC consultant, Dr. Joe Colletti with the Hub for Urban Initiatives to develop the unsheltered PIT survey to comply with HUD requirements and to update the 2022 Ventura County Homeless Count Implementation Plan. The implementation plan includes the HUD-approved methodology for conducting the annual homeless count and subpopulation survey. CoC staff coordinate efforts with designated leads in each city and the unincorporated areas of the county. Community leads assist with recruitment of and training of community volunteers who will canvass the community on the

early morning of January 26th, 2022 until the early afternoon hours. The goal is to have comprehensive coverage of the community and work with law enforcement and homeless service providers to identify areas where volunteers should be deployed. Volunteers go out in teams of two and three to survey individuals and will use the ESRI ArcGIS Survey123 mobile app to collect survey data. This is a transition from the Counting Us app provided by Simtech Solutions used in 2019 and 2020. Survey123 is available to use at no charge and all Ventura County jurisdictions will be able to import data into their own city-specific mapping tools. Volunteers are able to collect survey through their mobile device and include observation surveys if the participant is not willing or able to complete the voluntary survey. Additionally, Community Leads will identify areas such as homeless encampments that require trained service providers with the support of law enforcement to collect surveys. These locations may be surveyed on a day following the count if the day falls within the 7-day window following the homeless count day of January 26. Service site locations may also be surveyed in the 7-day windows following the count.

Staff have launched volunteer recruitment efforts through communication with previous volunteers, social media and email listservs. Staff will monitor volunteer recruitment efforts and if communities will not have adequate numbers of volunteers, will modify the plan to utilize service providers and key stakeholders over the 7 day window to complete the unsheltered survey. There are methods allowed for sampling and extrapolation that are allowed if a community cannot conduct a full comprehensive community survey due to limited numbers of volunteers.

The sheltered portion of the PIT count is primarily reported through the Homeless Management Information System (HMIS). The sheltered report only includes emergency shelter and transitional housing programs that are serving people who enter the programs as homeless. Recovery programs that serve people who are not homeless are not included per HUD requirements. Shelters and Transitional Housing programs that do not utilize HMIS submit reports to CoC staff aligned with the same data elements reported and extracted from HMIS.

Lastly, CoC staff work with all housing and shelter providers to collect data for the Housing Inventory Count(HIC). The HIC report includes shelter and housing programs dedicated to serving homeless households. The report includes information on the inventory, target populations served and the utilization of this shelter and housing inventory on the night of the Point in Time Count.

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

Notice: CPD-21-12

Issued: November 15, 2021

Expires: This notice is effective until amended, superseded, or rescinded.

Cross Reference: 24 CFR Part 578, 42 U.S.C. 11371, et seq.

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 18-080 (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 2018. 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 2022 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 homeless persons 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 "chronically homeless." 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 (AHAR, HIC, LSA, PDX, PIT, Stella, Sys PM)** under Reporting Systems.

Agreed the comment has been addressed.

2. Important Changes to HIC and PIT Requirements Beginning in 2022

2.1 HIC Changes

A. The standards in this Notice apply to all CoCs, including those operated by Tribes and TDHEs. CoCs that conduct 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 HIC activities with the Indian Tribe or its TDHE.

B. For projects funded as Joint Transitional Housing and Rapid Rehousing (Joint TH/RRH) through HUD's CoC Program, 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 reflect the inventory in use on the night of the count. To indicate that these are joint TH/RRH grants, CoCs must select the HUD: CoC – Joint Component TH/RRH funding source option in response to the **HUD McKinney-Vento Funded** question for each project. Reporting these as separate projects helps distinguish inventory for people currently experiencing homelessness (i.e., those in the TH component) from inventory for people formerly experiencing homelessness (i.e., those in the RRH component), per HUD's definition.

C. HUD has added several new funding source options to reflect changes in funding in the past few years. CoCs should ensure they are updating their data to include projects that are dedicated to people experiencing homelessness with the following funding sources:

   1) HUD: YHDP – Youth Homelessness Demonstration Program (YHDP)
   2) HUD: ESG – CV
   3) HUD: HOPWA – CV
   4) HUD: HOME
   5) HUD: HOME (ARP)
   6) HUD: PIH (Emergency Housing Voucher)

   CoCs should select the applicable funding sources in their HIC submission.

D. HUD clarified the expectations for reporting inventory funded through HUD's Office of Public and Indian Housing (PIH).

E. CoCs should count U.S. Department of Veterans Affairs (VA) Supportive Services for Veteran Families (SSVF) Emergency Housing Assistance (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. The inventory will be counted as overflow beds.

F. HUD clarified what the data reporting expectation is for HUD-VASH data that is exported from VA's HOMES database and imported into the CoCs' HMIS. The exported data is limited to data on the veteran receiving assistance and does not provide additional household

details. If a CoC has an existing process for including HUD-VASH data in their HMIS, 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.
2. If CoCs are either not confident that the households in HUD-VASH are like households in other HMIS-participating PSH projects or they simply prefer based on level of effort, they could simply report that each veteran represents a unique household and count them in Households without Children.

G. HUD updated its guidance on counting housing inventory where the beds and units are located outside of a CoC. 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, but ESG recipients can. Site-based facilities should only be reported in the CoC where the facility is located.

H. Added a comparable database participating data field for CoCs to indicate whether victim service providers, who are prohibited by the Violence Against Women Act (VAWA) from entering data into HMIS, are participating in a comparable database.

2.2 PIT Changes

A. The standards in this Notice apply to all CoCs, including those operated by Tribes and TDHEs. CoCs that conduct PIT counts 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.

B. HUD added clarification on how to count people in sleeping situations that are ambiguous (i.e., they don't clearly meet the definitions of unsheltered, sheltered, or housed).

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

D. HUD updated its guidance on how to count households where their assistance is being paid for by one CoC but their actual bed and unit is in another CoC. Households in scattered-site housing located outside of the CoC that is funding the assistance should still be counted with the CoC that is paying for their assistance.

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 homeless persons, 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 homeless persons;

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

C. The actual project clients are predominantly homeless (or, for permanent housing, were homeless 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 dedicated homeless inventory 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 homeless persons.

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 homeless individuals with disabilities and families 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 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 permanent supportive housing or rapid re-housing. 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 homeless persons, but do not limit eligibility to persons with a disability. PH: Housing Only projects provide long-term housing for homeless persons, 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 homeless persons, 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) recently designated components within its Grant and Per Diem (GPD) program and updated 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
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 homeless children and youth in the HIC. Coordination will lead to a more accurate understanding of the inventory available to serve homeless children and youth 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 homeless youth 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 homeless youth. 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 homeless children and youth 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 Housing Choice Vouchers (HCV) and Public Housing. 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.

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 homeless persons.

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 8]: The population served by 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
Continuum of Care Program (CoC)	HUD: CoC – Safe Haven
	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

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 homeless persons
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.

Housing Type [Data Element 2.02, Field 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 project is a victim services provider and is prohibited from HMIS participation by VAWA and/or the McKinney-Vento Homeless Assistance Act. 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://files.hudexchange.info/resources/documents/fy-2019-CoC-Geographic-Codes.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 2.02, Field 7]: 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.

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 2022 HIC, if a CoC has a count date of January 31, 2022, CoCs must identify whether the bed/unit inventory is expected to be available for occupancy by January 31, 2023. 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: If 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.

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 homeless persons 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 many of the 10 beds are occupied by youth households with at least one adult and one child or are occupied by 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 is 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 chronically homeless persons 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 chronically homeless person (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 chronically homeless people without regard for their veteran status or age.

Veteran Bed Inventory: The number of beds that are dedicated to house homeless veterans 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 homeless youth, 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 homeless persons 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 homeless persons 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 homeless persons 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 unsheltered people in selected areas, they need to consider whether there are likely unsheltered homeless persons 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 homeless persons 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, homeless households 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 homeless, 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 should be considered unsheltered as opposed to sheltered homeless. 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 huge 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, homeless people living 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 sheltered homeless people living 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, homeless people 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 (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.

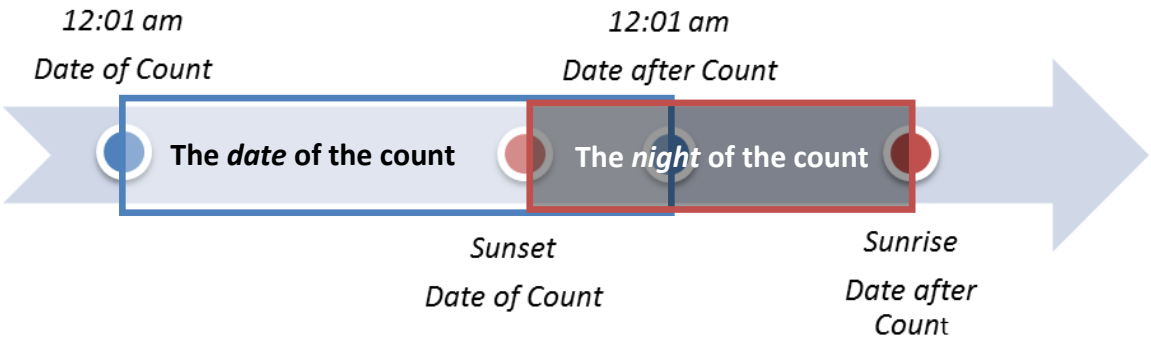
3) Residents of tiny homes and sheds are considered housed if the home meets local codes and contains a toilet, shower, kitchen, sleeping and living space, and is connected to water, sewer and utilities. The household must either own or rent the land and unit. The unit must also have climate control if located in very cold and very hot climates (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 persons is 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. 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; and

   (3) The number of adults over age 24.

B. Persons in households without children:

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

   (2) The number of adults over age 24.

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 homeless person. 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 categories and CoCs should allow them to identify with multiple race categories. However, for the purpose of data reporting, people that identify with multiple race categories should only be counted under "multiple races" and should not be counted in each specific race category they identified with. 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 "multiple races" and she is not included in the count of persons who are "Black or African American" or "White."

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.

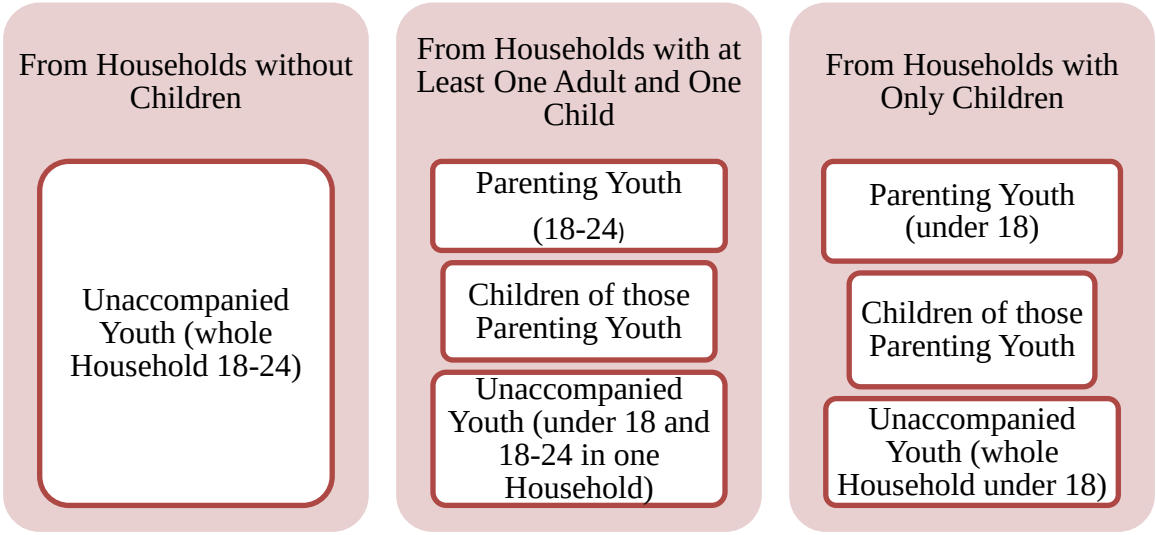
CoCs must report data on persons in Youth Households, including the gender, race, and ethnicity for parenting youth and unaccompanied youth, as outlined in Appendix C. However, while gender, race, and ethnicity are reported for all unaccompanied youth, CoCs will only report the gender, race, and ethnicity 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 chronically homeless households and chronically homeless persons in each household type for "All Households," "Veteran Households," and "Youth Households." Veterans and youth who are chronically homeless 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 chronically homeless. Please refer to Appendix B for additional details on the definitions for chronically homeless persons for purposes of the PIT count.

A chronically homeless household 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 chronically homeless, both adults should be counted as a chronically homeless person 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. For more information please see the Sheltered PIT Count and HMIS Data Element Crosswalk resource which was developed by a technical assistance provider.

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. For additional sheltered populations (defined in 4.5) or subsets of populations (such as people experiencing chronic homelessness, unaccompanied youth, and veterans), CoCs will report data sources used for the count; ways in which CoCs collected demographic and other data on characteristics; and whether CoCs statistically adjusted data in some way.

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 additional unsheltered populations (defined in 4.5) or subsets of populations (such as people experiencing chronic homelessness, unaccompanied youth, and veterans), CoCs will report on the methods used to collect demographic and other data on characteristics on the unsheltered population on the night of the PIT count.

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 and the count of people with different demographic and population characteristics. 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 homeless persons	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 homeless youth	Include all emergency shelters for homeless youth 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 homeless persons	Include all transitional housing projects for homeless persons 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 homeless youth	Include all transitional housing projects for homeless youth 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 homeless persons	Include all rapid re-housing projects for homeless persons 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 homeless persons	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 homeless persons	Include any PH project that is designated for homeless people 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.

Chronically Homeless Person - 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 chronically homeless person 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 chronically homeless person in the households without children category of the PIT count.

Disability – 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.

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 or older)				
Gender (adults and children)	**Sheltered ES**	**Sheltered TH**	**Unsheltered**	**Total**
Female				
Male				
Transgender				
A gender other than singularly female or male (e.g., non-binary, genderfluid, agender, culturally specific gender)				
Questioning				
Ethnicity (adults and children)	**Sheltered ES**	**Sheltered TH**	**Unsheltered**	**Total**
Non-Hispanic/Non-Latin(a)(o)(x)				
Hispanic/Latin(a)(o)(x)				
Race (adults and children)	**Sheltered ES**	**Sheltered TH**	**Unsheltered**	**Total**
White				
Black, African American, or African				
Asian or Asian American				
American Indian, Alaska Native, or Indigenous				
Native Hawaiian or Pacific Islander				
Multiple Races				

	Sheltered ES	Sheltered TH	Unsheltered	Total
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 or older)					
Gender	**Sheltered ES**	**Sheltered TH**	**Sheltered SH**	**Unsheltered**	**Total**
Female					
Male					
Transgender					
A gender other than singularly female or male (e.g., non-binary, genderfluid, agender, culturally specific gender)					
Questioning					
Ethnicity	**Sheltered ES**	**Sheltered TH**	**Sheltered SH**	**Unsheltered**	**Total**
Non-Hispanic/Non-Latin(a)(o)(x)					
Hispanic/Latin(a)(o)(x)					
Race	**Sheltered ES**	**Sheltered TH**	**Sheltered SH**	**Unsheltered**	**Total**
White					
Black, African American, or African					
Asian or Asian American					

	Sheltered ES	Sheltered TH	Sheltered SH	Unsheltered	Total
American Indian, Alaska Native, or Indigenous					
Native Hawaiian or Pacific Islander					
Multiple Races					
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**
Female					
Male					
Transgender					
A gender other than singularly female or male (e.g., non-binary, genderfluid, agender, culturally specific gender)					
Questioning					
Ethnicity	**Sheltered ES**	**Sheltered TH**	**Sheltered SH**	**Unsheltered**	**Total**
Non-Hispanic/Non-Latin(a)(o)(x)					
Hispanic/Latin(a)(o)(x)					
Race	**Sheltered ES**	**Sheltered TH**	**Sheltered SH**	**Unsheltered**	**Total**
White					
Black, African American, or African					
Asian or Asian American					
American Indian, Alaska Native, or Indigenous					
Native Hawaiian or Pacific Islander					
Multiple Races					
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**
Female				
Male				
Transgender				
A gender other than singularly female or male (e.g., non-binary, genderfluid, agender, culturally specific gender)				
Questioning				
Ethnicity (veterans only)	**Sheltered ES**	**Sheltered TH**	**Unsheltered**	**Total**
Non-Hispanic/Non-Latin(a)(o)(x)				
Hispanic/Latin(a)(o)(x)				
Race (veterans only)	**Sheltered ES**	**Sheltered TH**	**Unsheltered**	**Total**
White				
Black, African American or African				
Asian				
American Indian, Alaska Native, or Indigenous				
Native Hawaiian or Pacific Islander				
Multiple Races				
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**
Female					
Male					
Transgender					
A gender other than singularly female or male (e.g., non-binary, genderfluid, agender, culturally specific gender)					
Questioning					
Ethnicity (veterans only)	**Sheltered ES**	**Sheltered TH**	**Sheltered SH**	**Unsheltered**	**Total**
Non-Hispanic/Non-Latin(a)(o)(x)					
Hispanic/Latin(a)(o)(x)					
Race (veterans only)	**Sheltered ES**	**Sheltered TH**	**Sheltered SH**	**Unsheltered**	**Total**
White					
Black, African American, or African					
Asian or Asian American					
American Indian, Alaska Native, or Indigenous					
Native Hawaiian or Pacific Islander					
Multiple Races					
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**
Female					
Male					
Transgender					
A gender other than singularly female or male (e.g., non-binary, genderfluid, agender, culturally specific gender)					
Questioning					
Ethnicity (unaccompanied youth)	**Sheltered ES**	**Sheltered TH**	**Sheltered SH**	**Unsheltered**	**Total**
Non-Hispanic/Non-Latin(a)(o)(x)					
Hispanic/Latin(a)(o)(x)					
Race (unaccompanied youth)	**Sheltered ES**	**Sheltered TH**	**Sheltered SH**	**Unsheltered**	**Total**
White					
Black, African American, or African					
Asian or Asian American					
American Indian, Alaska Native, or Indigenous					
Native Hawaiian or Pacific Islander					
Multiple Races					
Chronically Homeless	**Sheltered ES**	**Sheltered TH**	**Sheltered SH**	**Unsheltered**	**Total**

	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				
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**
Female				
Male				
Transgender				
A gender other than singularly female or male (e.g., non-binary, genderfluid, agender, culturally specific gender)				
Questioning				
Ethnicity (youth parents only)	**Sheltered ES**	**Sheltered TH**	**Unsheltered**	**Total**
Non-Hispanic/Non-Latin(a)(o)(x)				
Hispanic/Latin(a)(o)(x)				
Race (youth parents only)	**Sheltered ES**	**Sheltered TH**	**Unsheltered**	**Total**
White				
Black, African American, or African				
Asian or Asian American				

	Sheltered ES	Sheltered TH	Unsheltered	Total
American Indian, Alaska Native, or Indigenous				
Native Hawaiian or Pacific Islander				
Multiple Races				
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)					

Safety Considerations for Counting During COVID-19

The Housing Inventory Count (HIC) and Point-in-Time (PIT) count are essential data points for understanding the resources available to people experiencing homelessness compared to the number and characteristics of people experiencing homelessness. PIT counts are a critical way of interacting with people experiencing homelessness, often including service engagement or provision of needed supplies, and understanding the scope of the issue so that Continuums of Care (CoCs) can strategically plan on how to end homelessness in their communities.

HUD is committed to maintaining safety. Conducting the PIT counts requires coordinating a lot of people. During a pandemic, the gathering and intermixing of many people presents a risk of spreading the virus. However, this risk of virus spread can be minimized. Homelessness and health challenges are connected, with many health conditions caused or worsened by the lack of housing. The following safety guidance strikes a balance between the need to maintain safety while collecting sufficient data to make life-saving decisions about serving people experiencing homelessness. CoCs can take the following steps to minimize the risk of spreading COVID-19 while conducting their counts.

Vaccination Status for People Conducting the Count: CoCs should encourage all people involved in counting to be fully vaccinated to participate in the PIT count. A CoC can choose to allow people to count who are not fully vaccinated but should follow the health precautions outlined below, as well as other safety procedures like wearing a mask and adhering to social distancing.

Health precautions: To prevent the risk of spreading COVID-19, CoCs should recommend that any volunteer be tested for COVID-19 prior to participation in the count no more than 7 days prior. If you need help coordinating testing for volunteers, consider reaching out to your local health department. CoCs should recommend that volunteers stay home if they are experiencing symptoms of COVID-19 (please see the CDC page on COVID-19 symptoms). CoCs should encourage volunteers to stay home if they have any symptoms and plan for volunteer absences. CoCs should also recommend volunteers observe for symptoms for up to 14 days after the count and consider getting tested for COVID-19. Many states and communities have created contact tracing applications so that people understand who they have come in contact within the event they, or someone they interacted with, tested positive for COVID-19. CoCs should consider requiring or at least suggesting that enumerators download that application if one is available in the jurisdiction they are counting in.

Personal Protective Equipment (PPE): CoCs should ask all volunteers to bring masks and wear them for the duration of the count and other volunteer efforts. CoCs should be prepared to provide masks to all volunteers as well as hand sanitizer. HUD recommends that all volunteers conducting the count bring masks to provide to those they are interviewing. Depending on the level of community transmission of COVID-19, CoCs should consider whether to also provide gloves, face shields, N95 masks, or other PPE. CoCs will have to work with their local public health authority to ensure they provide adequate PPE for conducting a safe count. For more information, refer to the CDC presentation regarding PPE.

Social distancing: CoCs will need to conduct counts in compliance with social distancing principles which recommends remaining at least 6 feet apart. CoCs should create small counting teams, with only

two or three volunteers per team. These teams should maintain at least six feet from one another other as well as people experiencing homelessness.

Volunteers: Conducting unsheltered PIT counts in many CoCs requires a large number of volunteers. Many CoCs have historically relied on volunteers that are 55 and older as well as post-secondary students, who are less likely to participate due to the COVID-19. HUD discourages CoCs from using volunteers that are at high risk of contracting COVID-19, including persons age 65 or older, to physically count. If your CoC has people that want to volunteer but are in a high-risk group, HUD encourages you to determine if there are other ways to use their services that minimize their exposure (e.g., entering data from surveys collected), or to politely decline their assistance this year. Also, many colleges and universities are allowing virtual learning which is limiting the number of students in communities that would ordinarily participate in the counts. CoCs can still reach out to their local colleges and universities to see if there is a way to mobilize students that are studying virtually. Communities are encouraged to engage their volunteer bases, taking into consideration those groups that are considered higher risk populations. Remote trainings and physical distancing may mean new volunteers may express interest in participating.

Homeless Service Provider Staff: Many homeless service providers are understaffed and have maximized their current staff capacity. Many CoCs will likely rely on homeless service provider staff to serve as enumerators. Homeless service providers could partner to coordinate multi-day counts, leveraging the work they are already doing with unsheltered populations to understand where people were sleeping on the night of the count.

Remote PIT Count Training: To limit social interactions, HUD recommends that CoCs maximize use of remote training options. This allows volunteers to train on the own time, at their own pace, and in their own space. However, it increases the likelihood that volunteers will be distracted and not fully absorb the material. To increase the effectiveness of remote training options HUD recommends CoCs:

1. *Keep the training short*. A short training that focuses on safely identifying people experiencing homelessness, minimizing contact, and how to submit the collected data is recommended.
2. *Include a short quiz*. The quiz should be short (no more than 5 questions) and not be difficult. The CoC should give the volunteer the correct answers, with an explanation for why the answer was correct, and allow a volunteer to take the quiz unlimited times.
3. *Provide a point of contact*. The CoC should provide a point of contact who can answer questions about how and where to count.

Partnerships: CoCs should work closely with public health and health care partners to conduct the PIT count. Partnering with Health Care for the Homeless providers and the local public health authority will give CoCs needed insight about safely conducting the unsheltered PIT count and may provide additional access to health resources to conduct the count.

Sampling: HUD encourages CoCs to use sampling to conduct their counts. Prior to the count, CoCs will need to identify areas that have different homeless population densities and group them accordingly (these groups are referred to as strata). This may be as simple as high-density areas and low-density

areas or may include gradations of density. HUD recommends that CoCs work with statistical experts (e.g. university staff) to develop, implement, and analyze the count. For more information about how to implement a sample approach CoCs can review How to Use Sampling within a CoC to Conduct an Unsheltered PIT Count.

Mobile Counting Applications: For the past several years, several CoCs have used mobile technology to complete their unsheltered PIT counts. The mobile technology has allowed greater planning using GIS to regularly update where people are sleeping. Mobile technology requires less physical interaction with other people. CoCs that use mobile technology do not need to distribute printed maps or surveys to volunteers. Rather, volunteers can download the mobile application at home on their personal device and use that for the count. Mobile applications generally have a resource section that volunteers can use as a refresher on how to safely and accurately count. Mobile applications often allow quick feedback for CoCs to determine if data are complete.