

## 2018 HIC Cheat Sheet

Prepared for the Milwaukee CoC by the Institute for Community Alliances 02.09.2018

This cheat sheet is meant to serve as a reference for providers when they are reviewing the January [2018 Housing Inventory Count Spreadsheet](#) for accuracy. Though information is drawn from [Notice CPD-17-08: 2018 HIC and PIT Data Collection for CoC and ESG Programs](#) (hereafter CPD-17-08), this document is not a replacement for it nor any other specific program guidance from HUD.

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### Background

The Housing Inventory Count (HIC) is “a point-in-time inventory of projects within [the] CoC that provide beds and units dedicated to serving persons who are homeless[,] intended to provide HUD and CoCs with information about the shelter and housing capacity of homeless crisis response systems (Notice CPD-17-08, 6).”

Although CoCs are only required to submit their HIC annually along with their January 2018 PIT counts, Wisconsin CoCs maintain monthly HICs to track capacity changes throughout the year and monitor program utilization. While accurate *utilization* information is critical for the PIT submission, the HIC requires accurate *project* information. The Wisconsin HIC Spreadsheet contains a tab that serves as a code key for many of these project elements and further provides some instruction for running HMIS reports and reading the HIC. **A copy of this key can be accessed [here](#), and can be used as a further reference for all most HIC data elements.**

### HIC Data Elements

This section provides information on the main data elements required for the Housing Inventory Chart:

#### Project Type (table header)

*Project type* is contingent on services provided. Only projects with beds dedicated to serving homeless persons should be included on the HIC. If you are unsure about your program’s project type, contact either your grant administrator or the agency that manages the HIC submission.

#### Target Populations (col. G-H)

- *Target Population A* refers to Households served. The [HIC Key](#) lists all acceptable options. Only one response is allowed, so the “combined” option should be selected in cases where multiple household types are served (e.g. SMF+HC = Single Males and Females and Households with minor children).
- *Target Population B* refers to special sub-populations: Domestic Violence, Veterans, and persons with HIV.

#### Funding (col. I-J)

There are two columns that address funding:

- *McKinney-Vento funded?* – answer “Yes” if your program receives CoC or ESG funding. Otherwise, answer “No.”

- *Other Federal Funding* – see [CPD-17-08](#) for a full list of acceptable funding source responses. All non-McKinney-Vento federal funding sources should be listed in this column.

### Emergency Shelter Bed Type

Bed type does not have its own column; however, the columns that deal with Emergency Shelter capacity refer to the following bed types

- *Year-round* – all non-emergency shelter and most emergency shelter beds fall into this category. Beds are year-round even if they became available starting in the middle of a calendar year.
- *Seasonal* - beds that are *only* available during a set period each year. Both capacity and the timeframe of annual operation is entered in columns AA-AE.
- *Overflow* – beds that are available on an *ad hoc* or temporary basis when need exceeds usual year-round and season capacity. If there is no fixed capacity, providers can report the number of beds utilized in excess of typical capacity on the night of the designated PIT count. Overflow bed capacity is reported in column AF.

### Year-Round Bed Capacity (col. K-N)

For Year-round beds, the HIC separates capacity into family beds/units, single beds, and unaccompanied youth beds (entered into columns K-L, M, & N, respectively). Total year-round beds are automatically calculated in column O based on these counts and are used as the capacity basis for calculating utilization.

Rapid Re-housing projects are a special exception. Instead of having a fixed capacity that does not change from month-to-month, these programs are required to enter the report their beds and units as matching the number of persons/households served on the last Wednesday of the month (or other designated PIT date). This means that Rapid Re-Housing utilization will *always* be 100%.

Any changes to year-round bed or unit capacity that occurred during a calendar month should be reported in the monthly Milwaukee CoC Capacity Survey, which is sent out with the link to the monthly HIC.

### HMIS participating beds (col. P-R)

All Milwaukee programs that enter into the HIC, except DV providers because they are federally prohibited, should have 100% HMIS participation. For this reason, for all non-DV projects, the counts listed in columns P-R (number of HMIS participating beds) should always match the counts provided in columns K-N.

### Bed Dedication (col. V & X-Z)

Dedicated beds are those *reserved* (not just prioritized) for a specific HUD-recognized sub-population within a project. Note: in all cases, the dedicated bed count includes those beds that are reserved for

household members of a Head of Household belonging to the dedicated sub-population. For example, if a program has 20 beds (5 units) and serves the families of veterans (i.e. the Head of Household is a veteran), all 20 beds are “Veteran-dedicated,” not just the 5 beds that will be utilized by the veterans in those households.

The dedicated bed types:

- *Chronically Homeless* – Permanent Supportive Housing projects only.
- *Homeless Veterans* – beds reserved for veterans and their household members
- *Homeless Youth* – beds reserved for persons under 25 years of age and their minor children.
  - **Note:** providers are required to specify the target age range for the youth head of household served in column Z; if there are no youth-dedicated beds, provided should enter “None” into this column.
  - The family-designated beds occupied by minor children are not Homeless Youth-dedicated, but a program that serves parenting youth should include the beds that may be utilized by a youth’s minor children in their dedicated bed count.

Housing Type (col. Y)

Housing Type refers to model through which beds are utilized:

- *Site-based – single site:* all beds are housed in a single facility.
- *Site-based – clustered/multiple sites:* units are distributed across multiple facilities or are distributed within a facility that houses multiple different populations (e.g. an apartment reserved for use by a PSH program).
- *Tenant-based – scattered site:* clients choose their unit from among a community’s general housing stock, and assistance “follows” the client.

**For questions or further information on the HIC Spreadsheet or anything discussed in this document, please email [Nancy.esteves@icalliances](mailto:Nancy.esteves@icalliances) & [zach.ehmann@icalliances](mailto:zach.ehmann@icalliances).**