



As part of the 2019 POINT-IN-TIME COUNT, the Tehama County Continuum of Care is required to collect Housing Inventory Count data for the **Emergency Shelter** projects in which individuals included in the count are being served. All providers of **Emergency Shelter** are asked to complete this form to ensure that we have an accurate count of the available beds. Fillable copies of this form are available at: www.tehamacoc.org/hic-forms.html

Please complete this form as it applies to your **Emergency Shelter** project on the night of JANUARY 29, 2019 and submit it according to the instructions provided at the end of page 2 or with the surveys completed by the participants at your **Emergency Shelter** project. Thank you!

Agency: _____

Program Name: _____

Contact Person: _____

Phone: _____ Email: _____

Address: _____

Does this program receive funding from any of the following sources (check all that apply):

- Continuum of Care (CoC)
- Emergency Solutions Grants (ESG)
- Supportive Services for Veteran Families (SSVF)
- Other (specify): _____

Does this program target one of the following populations (at least 75% of clients):

- Victims of domestic violence
- Veterans
- People with HIV/AIDS

Shelter type:

- Year-round
- Seasonal
- Hotel/Motel Vouchers

Housing type:

- Single-Site, facility-based
- Scattered-site, facility-based
- Other _____

Does this project enter client data into the community-wide Homeless Management Information System (HMIS) or a HUD-approved comparable system for Victims Services Providers?

- Yes
- No (If no, you may be asked to provide additional data regarding the persons being served in your project on the night of the count, including aggregate demographic information, if available.)

How many beds does this Emergency Shelter have available YEAR-ROUND? _____

How many SEASONAL BEDS does this Emergency Shelter have available? _____

If your Emergency Shelter has beds that are available only on a SEASONAL BASIS, what date do they become available on each year? _____

What is the last date that they are available each year? _____

How many OVERFLOW BEDS does this Shelter have available when needed? _____

Please complete the Bed Inventory Chart on page 2.

2019 HOUSING INVENTORY COUNT:

Emergency Shelter

Bed Inventory Chart

On the Bed Inventory chart below, please enter the number of beds that were AVAILABLE on **January 22, 2018**, whether they were filled or not. DO NOT INCLUDE OVERFLOW BEDS IN THIS CHART.

* If beds are not designated exclusively for a particular type of household and are available to be used for any person, regardless of household type or subpopulation type, please enter the total number of beds here _____ and do not complete the rest of the Bed Inventory Chart.

Bed Inventory Chart	# of beds for Families	# of units for families	# of beds for adults	# of beds for households of only children
Shelter Beds:				
Of your total beds in use, how many beds are dedicated for:				
Veterans				
Youth under age 18 only				
Youth age 18-24 only				
Youth up to age 24 (under 18 and 18-24)				

Please submit your completed form to Andrea Curry by email at andrea@empowertehama.org, by fax at 530-528-9339 or by mail or in-person at 1805 Walnut St, Red Bluff, CA 96080 no later than January 30, 2019.

If you have questions about how to complete this form, please contact Andrea by email at andrea@empowertehama.org or by phone at 530-528-0300.

DEFINITION OF TERMS:

Emergency Shelter provides temporary overnight shelter for individuals and families experiencing homelessness. Emergency Shelters include publicly and privately funded emergency shelter programs, domestic violence shelters, and programs that provide hotel/motel vouchers.

Beds for Families are designated for households of adults and children.

Units for Families are separate rooms, units, or buildings designated to one family per unit.

Beds for Adults are designated for households in which everyone is an adult age 18 or over (single adults, adult couples without children, adults with adult sons/daughters).

Beds for Households of Only Children are designated for households in which everyone is under 18 (unaccompanied children, adolescent parents and their children, adolescent siblings, etc.)

Overflow Beds are available on an ad hoc or temporary basis in response to demand that exceeds planned bed capacity. They can include cots, roll-aways, etc. that are only used when the "regular" beds are full. Record the total number of overflow beds available on the night of the PIT Count. If there is no fixed number, record the number of overflow beds that were occupied.

Hotel/Motel Beds are beds located in a hotel or motel that are paid for by a program (shelter, DSS, church, etc.) either because the program has no beds of its own or its beds are full. All hotel/motel beds are considered emergency shelter beds regardless of what program provides them. Only record the number of hotel/motel beds that were occupied on the night of the count.

Seasonal Beds are available on a planned basis during high-demand times of the year (usually cold-weather months). Seasonal programs should record the dates their beds are available in the Bed Inventory chart (ex. open Dec. 15 to April 15).

Beds dedicated to veterans are beds that are reserved for homeless veterans (and their families, if applicable). These beds must be filled by veterans unless there are no homeless veterans within the program's service area.

Beds dedicated to youth are beds that are reserved for homeless youth up to age 24. These beds must be filled by youth unless there are no homeless youth within the program's service area. In the Bed Inventory chart, the program must indicate if the dedicated beds are reserved only for youth under age 18, only for youth ages 18-24, or for all youth up to age 24.