



# FY25 HUD Point-in-Time (PIT) and Housing Inventory Count (HIC)

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# Why are we doing this?

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## **Purpose:** Why is this important?

- To track national progress toward ending homelessness and to have a count of all **available** beds and units that are dedicated for homeless individuals and families on a single night
- Sheltered and Unsheltered PIT counts provide a snapshot of how many people are considered "literally homeless" on a single night.

**HUD Resource Link:** [HIC and PIT Count Data Submission Guidance](#) *(HUD has not made any changes to the guidance or instructions from 2024 & therefore the 2024 HIC and PIT Count Data Collection Notice can be used for the 2025 PIT/HIC process)*

# Point-in-Time (PIT)

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## What is the Point-In-Time count?

- The Point-in-Time(PIT): is a count of sheltered and unsheltered homeless persons on a single night in January.
- Time Period: Conducting the count is limited to one night during the last 10 days of January.
- This year's PIT count will **BEGIN** at sunset on January 22 and **END** at sunrise on January 23.



# Housing Inventory Count (HIC)

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## What is the Housing Inventory Count?

- The Housing Inventory Count(HIC): is a one-time snapshot of **all** beds & units **available** in the CoC to persons experiencing homelessness on the night of the count

# Overview MD BoS FY25 PIT/HIC Process

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The PIT and HIC includes data from all applicable projects in a CoC ***regardless of funding source***. The written *2025 Point-in-Time Count & Housing Inventory Count Instructions* (and video companions) will walk agencies through the process of reporting PIT and HIC information to the CoC for data collected on the night of January 22<sup>nd</sup>, 2025.

In addition, the MD BoS HMIS Team will host multiple 'PIT/HIC Office Hours' throughout February and March that agencies can attend to ask questions and receive assistance (*dates/times of each session, along with the GoTo Webinar link to join, will be posted in HMIS Newsletters - [CLICK HERE](#) to view the most recent edition*).

# Overview MD BoS FY25 PIT/HIC Process



- Step 1 - MD BoS HMIS Team:** Send a list of projects required to participate & applicable document(s) to the agency Point-of-Contact for **each HMIS Participating & Non-HMIS Participating** project at the agency that is to be included in the 2025 PIT/HIC process.
- **2025 Point-in-Time Count & Housing Inventory Count Instructions**
  - **0628 HIC Supplemental Report**: will be sent to HMIS Participating Rapid Re-Housing, Other Permanent Housing, and Permanent Supportive Housing projects
  - **0630 Sheltered – Unsheltered PIT Report**: will be sent to HMIS Participating Emergency Shelter and Transitional Housing projects
  - **2025 Self-Calculating Point-in-Time excel workbook**: will be sent to the Non-HMIS Participating projects
- Step 2 - Agency Point-of-Contact:** Follow the 2025 PIT/HIC Instructions for each document sent & complete steps for each project
- Complete steps outlined the applicable section(s)
- Step 3 - MD BoS HMIS Team:** Will provide the **PoC** with access to the *Airtable 'PIT HIC 2025' portal* needed to complete Step 4 **\*\* AFTER \*\*** the **PoC** has completed Step 2 - including:
- Verified for all the HMIS Participating Projects that the **0628** reports &/or **0630** reports are accurate; **&/or**
  - Submitted the **2025 Self-Calculating PIT excel workbook** for all Non-HMIS Participating Projects
- Step 4 - Agency Point-of-Contact:** Complete an Airtable submission for each project included in the PIT/HIC process

# HMIS Participating vs Non-HMIS Participating

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## HMIS Participating:

- For purpose of reporting, 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.
- The number of HMIS participating beds must be identified for Year-Round, Seasonal, and Overflow beds **available** on the night of the HIC for each household type.

## Non-HMIS Participating:

- For purpose of reporting, a bed is considered a “Non-HMIS participating bed” if the project does not enter client level data into the CoC’s HMIS but is required to provide aggregate client level data to the CoC for reporting purposes (for example VSPs)

# What Project Types are Included?

## ONLY Beds/Units dedicated to the homeless are reported on the HIC

CoCs are required to include **all applicable** project types in the CoC on the HIC, **regardless of funding source**. The chart below indicates whether a specific Project Type must participate in the MD BoS CoC PIT &/or HIC process - including HMIS Participating & Non-HMIS Participating projects; projects funded by – other federal agencies (e.g., VA, HHS), faith-based organizations, &/or other public or private funding sources.

Project Type	PIT	HIC
Street Outreach (SO)	No	No
Emergency Shelter (ES) - Entry/Exit (E/E)	Yes	Yes
Emergency Shelter (ES) - Night-by-Night (NbN)	Yes	Yes
Safe Haven (SH)	Yes	Yes
Transitional Housing (TH)	Yes	Yes
Rapid Rehousing (RRH)	No	Yes
Permanent Supportive Housing (PSH)	No	Yes
Permanent Housing: Housing Only (PH-H)	No	Yes
Permanent Housing: Housing with Services (PH-S)	No	Yes

# HIC and PIT Counts

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- A critical step to ensuring that the same number of persons are reported on both the HIC & PIT is to conduct both counts during the same time-period
  - 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 during the night of the PIT count
  - When the CoC submits their data to HUD, the total number of persons reported in all **Emergency Shelter, Transitional Housing, or Safe Haven** projects on the HIC *must* match the total number of sheltered persons reported in the PIT

# Housing Inventory Count

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# Permanent Housing beds must be dedicated to homeless



For purposes 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**, the project must provide **short-term or medium-term** assistance (up to 24 months for ESG and CoC 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 project 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

# Rapid Re-Housing

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- On any given night, a RRH project will have current participants:
  - Who are **still homeless** (e.g., staying in an emergency shelter or on the streets) and seeking permanent housing
  - Participants who have located and are residing in permanent housing.
- For purpose of reporting in the HIC, Projects 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 [3.20 Housing Move-In Date could be used to identify RRH participants who have moved into permanent housing].
- 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 or on the streets) will report:
  - **Zero (0) beds**
  - **Zero (0) participants.**

# VA Projects

- **SSVF:** SSVF projects may offer both HP and RRH assistance & may intermingle participants in the same project. **Only RRH clients** are to be counted on the HIC
- **SSVF Emerg. Housing Assistance:** SSVF EHA beds **should be counted** on the HIC. Although they are funded through SSVF RRH, CoCs cannot combine ES & RRH bed inventories in a single HIC project record, they will need to add a new ES project to the HIC to account for SSVF EHA listed as an ES project.
- **Grant and Per Diem (GPD):** The below chart lists GPD components & how they should be counted

Component in GPD	Project Type in HIC
Bridge Housing	Transitional Housing
Low Demand	Safe Haven
Service Intensive Transitional Housing (SITH)	Transitional Housing
Hospital to Housing	Transitional Housing
Clinical Treatment	Transitional Housing
Transition in Place	Permanent Housing - OPH

- **HUD – VA Supportive Housing (VASH) Vouchers:** HIC must include the total # of VASH vouchers available for use on the night of the count - regardless of whether the voucher is presently in use
  - When a 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

# Project Fund Sources

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- HUD requires that projects identify **all funding source(s)** the project currently receives
- Projects should identify each funding source that currently supports the project, **even if a source only partially funds** the beds and units
- Projects that do not receive any federal funding will select ‘Local Funding Source’ and enter the required information
- **Note:** CoCs should not report VA-funded Mental Health Residential Rehabilitation Treatment Program – Domiciliary Care for Homeless Veterans (VADOM) or Compensated Work Therapy/Transitional Residence (CWT/TR) grants inventory in the HIC

# Housing Type

- Projects indicate the “Housing Type” for their inventory.
- All inventory for the project must fit into one of the below Housing Type categories.
- If a project has multiple Housing Types, it must be split into separate projects.

Housing Type	Description	Appropriate Bed Type (ES Only)	Address Type Required
Site-based/single site	All clients are housed in a single project facility.	Facility-based beds	Full address required
Site-based/clustered-multiple sites	All Clients are housed in more than one facility, but more than one client is housed in each project facility. The facility locations are owned, operated, or sponsored by the project. This can include PBRA and may include SBRA, if multiple clients are housed in separate sponsored facility locations.	Facility-based beds	Full address required for principle site (where the most beds are located)
Tenant-based/scattered site	Clients have leases or occupancy agreements and are housed in market-rate, scattered-site residences. This includes TBRA and may include SBRA, if clients are housing in sponsored units where each unit has a distinct mailing address.	Voucher-based beds	Zip Code for where a majority of the clients are housed

# Target Population

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- 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**.
  - DV: People who are Survivors of Domestic Violence
  - HIV: Persons living with HIV/AIDS
  - N/A: Not Applicable
- 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.
- Note that there might be some projects **that serve** survivors of domestic violence ***but do not*** qualify as a "Victim Service Provider" (VSP). 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.
  - Below are resources where more information can be found to determine if an agency/project meets criteria to be considered a VSP:
    - [HUD Exchange: Domestic Violence and Homelessness](#)
    - [Victim Service Providers + HMIS](#)

# Household Type

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- Enter the counts of bed inventory, unit inventory, and HMIS bed based on availability for each of the following household types:
  - **Adults Only (Households without children):** Beds and units typically serving households with adults only. This includes households composed of unaccompanied adults (including unaccompanied youth ages 18-24) and multiple adults (including households with multiple youth ages 18 to 24).
  - **Adults with Children (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.
  - **Children Only (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.

# Bed Type

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- **Bed Type:** The Bed Type describes the type of beds offered by projects according to the following:
  - 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 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”).

# Bed & Unit Availability

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- **Year-Round Beds/Units:** Detailed household-level bed and unit-inventory counts by household type must be provided for all year-round beds and units.
- **Emergency Shelter Seasonal Beds:** Seasonal beds are not available year-round, but instead are available on a planned basis, with set start and end dates (for example – cold weather shelters). **\*\*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.**
- **Emergency Shelter Overflow Beds:** Overflow beds are available on an ad-hoc or temporary basis during the year in response to demand that exceeds planned (i.e., 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*.**

# Bed Inventory

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**Bed Inventory:** The total number of beds available for occupancy on the night of the inventory count for each household type.

- For all relevant project types Projects must include dedicated homeless beds and units available for homeless persons on the night of the inventory count (1/22/25) for all beds:
  - HMIS Participating & Non-HMIS Participating projects
  - Regardless of how the project is funded, and
  - Regardless of whether the bed was occupied (*except for RRH - details covered earlier in video*)
- 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 inventory that was active on the night of the PIT count, projects 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.

# Unit Inventory

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- The total number of units available for occupancy on the night of the inventory count for each separate 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 project, or the number of rooms used for overnight accommodation.

# Units vs. Beds

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- BEDS are counted as a single bed, regardless of the bed size.
  - Cribs, rollaway beds, mats, and cots should not be counted as beds.
  - The only exception to this is if the rollaway bed, mat, or cot is the standard type of bed used for the project.
  - **\*NOTE\* Adults with Children HHs ONLY:** Because this HH type will have multiple BEDS in a single UNIT – the # of *BEDS* entered should be **at least double** the number of *UNITS* (Example: For 5 Family UNITS – that has 3 BEDS in each UNIT, the number of UNITS = 5 BEDS = 15)
- UNITS are separate quarters (room, apartment, house, etc.) intended to shelter/house individual households
  - Example:
    - House with 3 bedrooms intended to house only 1 family/HH = **1 Unit**
    - House with 3 bedrooms intended to house 3 separate families in each bedroom = **3 Units**
    - Projects that **do not have** a fixed number of Units (e.g., a congregate shelter project) may record Units as the:
      - Bed inventory
      - Number of residential facilities operated by the project
      - Number of rooms available

# Dedicated Bed Inventory

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**Dedicated Bed Inventory:** All beds that are dedicated to one or more sub-population must be recorded in the appropriate category.

- 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 projects 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.
- Projects must report inventory that is dedicated to **veterans, youth**, and people experiencing **chronic homelessness** by **household type**, instead of providing a single number of dedicated beds.
- When reporting on dedicated beds for veterans, youth, and people experiencing chronic homelessness, projects should report all beds associated with the unit that is being provided to someone because they meet the criteria for which is it is dedicated.

# Dedicated Bed Inventory

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**Chronic Homeless Bed Inventory:** The number of beds that are dedicated to house chronically homeless persons and their household members (if applicable) for each of the household types.

- 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.

**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.

**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.

Of the total inventory what number of beds are dedicated to:

Chronically Homeless Veteran Bed Inventory *	<input type="text"/>
Youth Veterans Bed Inventory *	<input type="text"/>
Any Other Veteran Bed Inventory *	<input type="text"/>
Chronically Homeless Youth Bed Inventory *	<input type="text"/>
Any Other Youth Bed Inventory *	<input type="text"/>
Any Other Chronically Homeless Bed Inventory *	<input type="text"/>
Non-dedicated Bed Inventory *	<input type="text"/>

# Addt'l Information

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**Victim Services Provider:** Identify whether the project is a victim services provider and is prohibited from HMIS participation by the Violence Against Women Act (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. Must also identify if they are participating in a comparable database.

- Below are resources where more information can be found to determine if an agency/project meets criteria to be considered a VSP:
  - [HUD Exchange: Domestic Violence and Homelessness](#)
  - [Victim Service Providers + HMIS](#)

**Address:** Address 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.

- 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 not required to provide a street address – only a zip code.

**ZIP Code:** ZIP codes must reflect the location of the project's principal site or, for multiple site or scattered site projects, the location in which the majority of the project's clients are housed.

# Point-in-Time

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# Point-In-Time Count

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- 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”
- Each project recorded in the HIC **must** also 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 (1/22/25), **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** (RRH, PSH, OPH) must provide a PIT count for the HIC.

# Sheltered Count

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- Projects should report on people based on ***where they are sleeping*** on the night of the count (1/22/25), which may be different than the project they are enrolled in.
- For example, RRH is permanent housing and, therefore, individuals and families who are enrolled in RRH ***and*** are:
  1. ***Residing in permanent housing*** on the night of the PIT count ***are not included*** in the *Sheltered* count.
  2. ***Currently homeless*** (*i.e., residing on the street, in an Emergency Shelter, Transitional Housing, or Safe Haven project*) - should be ***counted based on where they resided*** on the night of the count (*i.e., ES project, Unsheltered count, etc.*)

# CoC Codes & Client Location

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- **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).
  - In such cases, the **Client Location** data element must be used to associate each client with the correct CoC where they are receiving services.

# Demographic Data

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- Projects must provide 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**
- Projects must also report information by household type for **veteran** and **youth** households.

# Chronically Homeless

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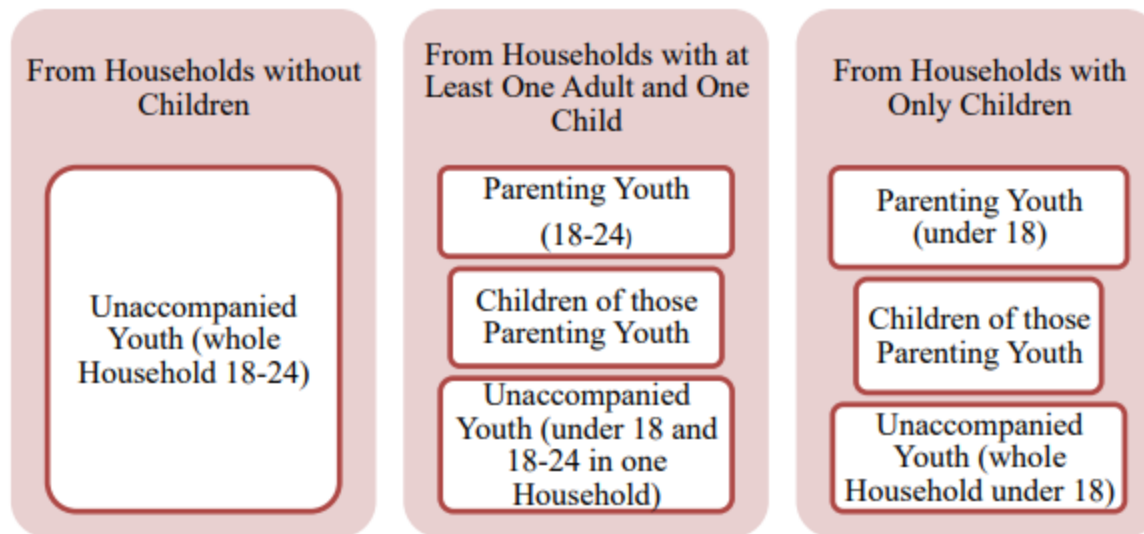
- Projects must report the number of chronically homeless **households** and chronically homeless **persons** in each household type for *\*All Households \*Veteran Households \*Youth Households*
- For purposes of the PIT count, persons living in Transitional Housing at the time of the PIT count **should not** be counted as chronically homeless.
- 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.

# Counting Veteran Households

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- Projects must collect and report data on veterans, including:
  - Total number of:
    - Veterans
    - Veteran households
    - Persons in the veteran households
  - The gender, race, and ethnicity of each veteran
  - A “veteran household” includes households with one or more veterans who might be presenting with other persons.
  - Projects should not include veterans in VADOM or VA-funded CWT/TR facilities in their PIT count.

# Counting Youth Households



\*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.

# PIT Age Categories

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- Projects must report the total number of persons and households, by age category, for each household type, per below.
- Persons in households with at least one adult and one child:
  - The number of children under age 18;
  - The number of young adults ages 18 to 24;
  - The number of individuals ages 25 – 34;
  - The number of individuals ages 35 – 44;
  - The number of individuals ages 45 – 54;
  - The number of individuals ages 55 – 64; and
  - The number of individuals ages 65 and older.
- Persons in households without children:
  - The number of young adults ages 18 to 24;
  - The number of individuals ages 25 – 34;
  - The number of individuals ages 35 – 44;
  - The number of individuals ages 45 – 54;
  - The number of individuals ages 55 – 64; and
  - The number of individuals ages 65 and older.

# Additional Sub-populations

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- Collected on Adults only (individuals age 18+)
  - Domestic violence victim/survivor (optional) – report only 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.
  - Disability – serious mental illness, substance use disorder, adults with HIV/AIDS

# Not Included in PIT

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## • 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:
  - Persons **residing in PSH** programs, including persons housed using HUD Veterans Affairs Supportive Housing (VASH) vouchers.
  - Persons **residing in OPH** housing, including persons in a GPD Transition in Place (TIP) project on the night of the count.
  - 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**).
  - Persons temporarily staying with family or friends (i.e., “**doubled-up**” or “**couch surfing**”).
  - 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.
  - Persons residing in **institutions** (e.g., jails, juvenile correction facilities, foster care, hospital beds, detox centers).

# Remember ...

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