



NC-511 Fayetteville/Cumberland County CoC
2019 POINT-IN-TIME (PIT) HOMELESS COUNT
SHELTER COUNT INSTRUCTIONS
 For Emergency Shelters, Transitional Housing, Seasonal Shelter, Hotel/Motel Paid by Agency

IMPORTANT DATES

Tuesday, January 15th (11:00 am) Sheltered Count Training	Training for all agencies providing shelter or housing for sheltered homeless persons.
Tuesday, January 15th (11:00 am) Unsheltered "Street" Count Training	Training for volunteers who would like to participate in the unsheltered "street" count.
Wednesday, January 30th (24 hours) Starting 6am 1/30/2019 Ending 6am 1/31/2019	PIT count data collection period - count of all sheltered and unsheltered homeless persons.
Friday, February 15th 2019 Survey Submission Deadline	Deadline to submit all surveys, both unsheltered and sheltered count forms to the central drop-off location (Cumberland County Community Development)

INSTRUCTIONS FOR COMPLETING A SHELTER COUNT

- 1) For each client in the program, please fill out a Point-in-Time Sheltered Count Survey (yellow header). The interviewer will ask the questions and complete the survey form, it is not to be given to the interviewee to complete. Please ensure all questions are filled in, of particular importance are questions 1-9 & 12. You may use HMIS to collect information for your sheltered clients where applicable.
- 2) Collect all surveys. If your organization has more than one housing program, please sort the surveys by program.
- 3) Complete the **Sheltered Count of Homeless Persons** form. There are three main sections on this form: A) Total Homeless Count, B) Veteran Subpopulation, and C) Youth Subpopulation. Use the data collected from the surveys to complete the household characteristics and subpopulation information. If your organization has more than one program, please complete a separate Sheltered Count of Homeless Persons form for each program.
- 4) Place the completed **Sheltered Count of Homeless Persons** form on the top of the collected survey forms and return all forms and surveys (in the provided envelope) to:

Cumberland County Community Development
Attn: Tawana Dawkins
707 Executive Place
Fayetteville, NC 28305

or

Call / E-mail for pick-up:	Tawana Dawkins: (910) 223-3316 / tdawkins@co.cumberland.nc.us
	Dee Taylor: (910) 437-1891 / dtaylor@co.cumberland.nc.us

WHO TO COUNT (SHELTERED AND UNSHELTERED)

Count people **where they are** between 6am, January 30th, 2019 through 6am, January 31st, 2019 (a full 24 hours)

Only count people who are **literally homeless**, as defined by HUD. Please note: Persons in Rapid Re-housing (RRH) and Permanent Housing (PH/PSH) programs will be counted for housing inventory purposes only.

(See Back of Form for Definitions)

DEFINITIONS OF HOMELESSNESS

"Sheltered" means "living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements." This is inclusive of:

- Emergency Shelter, to include:
 - Domestic Violence Shelter
 - Seasonal Shelter
 - Hotel/Motel vouchers paid for by an agency for individuals who meet the definition of homeless
- Transitional housing dedicated for homeless persons

"Unsheltered" means "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 (a place not meant for human habitation)." This is inclusive of:

- Vehicle, park, abandoned building, streets, encampment, under an overpass, etc.

In addition to sheltered and unsheltered locations, homeless persons may also be counted in **services-based** locations. Services-based locations include: soup kitchens, food banks, day/drop-in centers, Department of Social Services, and libraries. A services-based count can continue up to 7 days after the Point-in-Time date.

DO NOT count the following:

- Persons residing in PH/PSH programs, including persons housed using HUD Veterans Affairs Supportive Housing (VASH) vouchers.
- Persons counted in any location not listed on the HIC (e.g., staying in projects with beds/units not dedicated for persons who are NOT 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 (even if they are at-risk of losing housing).
- Persons residing in institutions (e.g., jail/prison, foster care, hospitals, detox centers, mental health facilities, etc.).

DEFINITION OF LITERALLY HOMELESS (Category 1)

Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

- Has a primary nighttime residence that is a public or private place not meant for human habitation.
- Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregated shelters, transitional housing, and hotels/motels paid for by charitable organizations or by federal, state, and/or local government programs).
- Is exiting an institution where they had resided for 90 days or less **and** who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

DEFINITION OF IMMINENT RISK OF HOMELESSNESS (Category 2)

Individual or family who will imminently lose their primary nighttime residence, provided that:

- Residence will be lost within 14 days of the date of application for homeless assistance
- No Subsequent residence has been identified **and** the individual or family lacks the resources or support networks needed to obtain other permanent housing.

DEFINITION OF CHRONICALLY HOMELESS

A **chronically homeless** individual is a homeless person with a disability (serious mental illness, substance use disorder, developmental disability, PTSD, traumatic brain injury, chronic physical illness, or physical disability) who:

- 1) Lives in a shelter, safe haven, or place not meant for human habitation for 12 continuous months or on 4 separate occasions in the last 3 years (must total 12 months). Breaks in homelessness, while the individual is residing in an institutional care facility, will not count as a break in homelessness; **OR**
- 2) Resides in an institutional care facility for less than 90 days & meets the above criteria for chronic homelessness; **OR**
- 3) Is a family with an adult/minor head of household (HoH) who meets the above mentioned criteria, despite changes in family composition (unless the chronically homeless HoH leaves the family).

DEFINITION OF A VETERAN

A veteran is a person who has served in the active military, naval or air service, and was discharged or released under conditions other than dishonorable.