
5. Methods used to Collect Information for the Housing Gaps Analysis and Homeless Population/Subpopulations Charts

In order to assess the quality of the data identified by your community, please provide the following:

- a. **For Housing Gaps Analysis Chart** identify the data source (e.g., City Shelter Survey), and the methods (e.g., mail survey) for filling out the "Current Inventory in 2003" and "Under Development in 2003" columns. Briefly describe the basis for the community's determination as to the amount of unmet need for emergency shelter, transitional housing and permanent supportive housing for the homeless.
- b. **Provide your community's definition of emergency shelter and transitional housing.**
- c. **For the Part 1 Homeless Population and Subpopulations Chart** indicate the specific **point-in-time** date of data collection (e.g., March 30, 2003) for both the "sheltered" and "unsheltered." This must be only a one-day/night count. Describe your community's process and methods for collecting the data, including the reason(s) your community chose those methods. If your community conducts an enumeration of persons at least annually or uses administrative data from outreach programs to those living on the street, please provide a description of the lead agency/contact person and the process for data collection and coverage in the community.
- d. **For the Part 2 Homeless Population and Subpopulations Chart** indicate the methods for determining homeless subpopulations in general **and** the chronic homeless in particular.
- e. **Describe your community's plans** for conducting an annual update of the Fundamental Components in the CoC System Housing Activity Chart.
- f. **Describe your community's process** for conducting regular point-in-time counts (not less than once every three years) of the "sheltered" and "unsheltered" categories in order to complete Part 1 and 2 of the Homeless Population and Subpopulations Chart **and** the collection methods you plan to use.