

Bed and Unit Number Calculation Guide

A. Calculating bed inventory

Please report the number of **beds** available to both individuals and families in the program.

If your program does not have a fixed number of beds per household type: Divide the beds based on average use. For example:

- Program XYZ has 100 beds that can be used by either individuals or families.
- On an average night, about one-quarter of the clients are individuals. The other three-quarters are families.
- The program reports 25 beds for individuals and 75 beds for families.

If your program only has units (no fixed number of beds): Use a multiplier factor to estimate the number of beds.

Example 1

- Program XYZ has 30 family units.
- Family sizes vary, but the average family size is about 3.
- The program multiplies the 30 units by the average family size (3) to report 90 total family beds.

Example 2

- Program XYZ has 30 units available to individuals or families.
- On an average night, about one-third of the clients are individuals. The other two-thirds are families.
- Family sizes vary, but the average family size is about 3.
- For individuals, one bed = 1 unit, so the program reports 10 individual beds.
- For families, the program multiplies the 20 remaining units by the average family size (3) to report 60 family beds.

B. Calculating chronic homeless bed inventory (permanent supportive housing programs only):

Of the total number of beds available in the program, please report how many are available to chronically homeless persons.

- *Chronically homeless bed definition:* a bed that is readily available and targeted to chronically homeless persons.
- *HUD chronic homelessness definition:* HUD defines “chronic homelessness” as an unaccompanied homeless individual (NOT a family) with a disabling condition who has either been continuously homeless for a year or more OR has had at least four (4) episodes of homelessness in the past three (3) years.

C. Calculating unit inventory

Please report the number of **units** available to both individuals and families in the program.

If your program does not have a fixed number of units per household type: Divide the units based on average use. For example:

- Program XYZ has 30 units available to individuals or families.
- On an average night, about one-third of the clients are individuals. The other two-thirds are families.
- The program reports 10 units for individuals and 20 units for families.