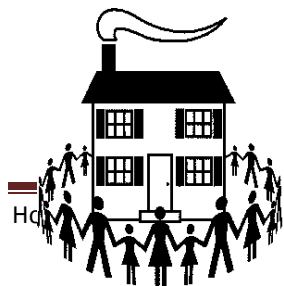


HOMELESSNESS IN DELAWARE



SUMMARY OF THE 2009 POINT-IN-TIME STUDY & COMPARISON OF 2006, 2008 AND 2009 DATA



Homeless Planning Council
of Delaware

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Connections CSP, Inc.	NAMI – Delaware
Corinthian House	Peoples Place II
Delaware Teen Challenge, Inc.	Salvation Army
Destiny House	Sojourner’s Place
Dover Interfaith Mission for Housing	STEHM
Friendship House	Sunday Breakfast Mission
Gateway House, Inc.	Sussex Community Crisis Housing Services, Inc.
Harriet Tubman Safe House	The Shepherd Place
Home of the Brave	The Way Home, Inc.
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Purpose

Established in 2000, the Homeless Planning Council of Delaware (HPC) is an independent statewide non-profit organization that works to strengthen the support system for people who are homeless. Through collaboration with stakeholders, data collection and coordination of funding, the Homeless Planning Council of Delaware strives to create a shared vision to remedy homelessness in Delaware. The HPC, with representation from non-profit organizations, faith-based groups, education institutions, volunteer groups, government and civic organizations, foundations, private sector businesses, and the homeless themselves, facilitate linkages, partnerships, and networking that provide efficient, cost-effective and collaborative services to the homeless of Delaware.

Maintaining a seamless homeless service delivery system requires the on-going collection and analysis of data on the number, location and demographic characteristics of homeless persons. The HPC conducts point-in-time surveys once a year, and also collects and analyzes data through the Delaware Homeless Management Information System (DE-HMIS). For more detailed information on Delaware's homeless population as collected by the DE-HMIS system, please visit our website at www.hpcdelaware.org.

In 2004, U.S. Department of Housing and Urban Development (HUD) gave direction in the Notice of Funding Availability for Continuum of Care (CoC) grants that beginning in 2005 each applying jurisdiction would need to complete an annual point-in-time count of sheltered and unsheltered people. The Homeless Planning Council of Delaware started conducting at least annual point-in-time studies in 2005. Prior to 2005, Point-in-Time counts were completed bi-annually, often in partnership with the University of Delaware.

Point-in-Time studies provide the community with an estimate of the local magnitude of homelessness. These studies can be used as a starting point for community planning in the effort to alleviate and eliminate homelessness. Point-in-Time studies provide a snapshot of the homeless population in a community on one designated night. Research shows that social conditions and population traits remain somewhat constant, and though some changes may occur, capturing information through a Point-in-Time study will yield statistically similar results regardless of when that information is obtained. However, it is important to note that this type of survey will not be able to count every single homeless person. Many homeless persons may be staying in 'hidden' locations and some people may refuse to participate in the survey. Despite these limitations, Point-in-Time studies, both nationally and locally, have shown that the methodology is reliable in understanding the homeless population.

Executive Summary

This publication examines Delaware's homeless population on January 27, 2009 and also provides a comparative analysis of point-in-time data from 2006, 2008 and 2009. In 2009, data was collected on more than 2,000 persons. Of those persons, 1,479 persons were identified as homeless on January 27, 2009. In addition, a total of 294 persons were identified as precariously housed and 214 persons were stably housed on that night. Using a nationally recognized formula, we can estimate the number of persons who are homeless in a year. Delaware's Annual Estimate of the Number of Homeless Persons for 2009 is 6,759 persons.

Of those who were homeless, 50 persons were unsheltered, 1,336 were sheltered, and 93 were in a hotel or motel. In 2009, those who were living with family or friends are considered precariously housed (in previous years, these people were designated as homeless). Of those who were precariously housed, 267 were living with family or friends ('doubled up'). Comparing the homeless and 'doubled up' numbers to years past shows a slight increase from 2006 to 2009 (2006 - 1,613 persons counted, 2008 -1,492 persons, and 2009 - 1,746 persons).

Of those who were homeless and sheltered in 2009, 468 persons were in an emergency shelter, 509 were in a transitional housing program for homeless persons, and 290 were in a permanent supportive housing program for formerly homeless individuals.

Two hundred sixty of the homeless persons counted were under the age of 19. These children were accompanied by 153 adults. There were a total of 145 families who were homeless. All homeless families were sheltered.

Fifty-nine percent of the homeless were males. Fifty-seven percent were Black. Fifty-nine percent identified as having some type of disability. Nine percent were veterans. Thirty-four percent of the homeless surveyed had no income. Of those who had income, the majority received between \$500 and \$1,000 a month.

As is evident by these statistics, homelessness continues to be a critical issue in Delaware. For all of the 1,746 persons who are homeless this is a devastating experience. Many homeless persons suffer from a disability. Others have lost income and can no longer afford to live in a rental apartment or their own home. All persons have a need and a right to a safe, decent, affordable and permanent place to live.

Homelessness is not a simple problem affecting some of us but is part of a complex housing issue that has many causes, solutions and outcomes. Regardless of the cause of a person's homelessness, whether they belong to a family or are an individual, whether they have a disability or have recently lost their job, homelessness affects all Delawareans.

Methodology

Client Surveys

In 2009, the designated Point-in-Time night was Tuesday, January 27, 2009. Data was collected on January 27th as well as during the week following (until February 3rd). Three tools were used to collect information on those who were sheltered and unsheltered.

1. For those persons who were sheltered in a program participating in Delaware's Homeless Management Information System (DE-HMIS), data was collected directly from that system. Six questions were added to the main client profile page for the month of January so that all of the data collected by the other tools would be collected from these clients as well.
2. The second tool used was a Housing Providers Survey (Appendix B). The Housing Providers Survey was sent to agencies and programs that do not participate in DE-HMIS but do provide housing to persons who are homeless.
3. The third tool used was a Direct Client Survey (Appendix C). The Direct Client Survey is a 3 page survey that providers and/or volunteers administer directly to clients. The survey is used to collect information on the unsheltered homeless population as well as clients who may or may not be homeless but are seen by supportive service providers or outreach teams. Over 100 agencies received the direct client surveys and were asked to conduct a survey with each of their clients that they saw during the week following the Point-in-Time night. Examples of supportive service agencies/programs include hot meal programs, food pantries, substance abuse and mental health facilities, hospitals, clothing closets, etc.

Housing Inventory Survey

Another survey was sent to all homeless housing providers, regardless of HMIS participation. This survey was the Housing Inventory Survey (Appendix D). The Housing Inventory Survey collected information on all programs serving the homeless population. Collected information included program name, targeted populations, total number of beds, total number of beds for individuals and for families, seasonal beds, dedicated beds, and the number of beds available on January 27, 2009. This information is used to create the Housing Inventory Chart for Delaware's Homeless Service Assistance System.

Volunteers

Two volunteer training sessions were conducted the week before the Point-in-Time. A total of twelve volunteers helped conduct surveys throughout the week. Each volunteer worked with an experienced homeless outreach worker and/or at supportive service sites.

Data Analysis

After the completed surveys were returned to the Homeless Planning Council of Delaware, all data was entered into a Microsoft Access database. The data was then analyzed using the Access database as well as SPSS 16.0. A de-duplication query was run in Microsoft Access using Initials, Date of Birth and Race as qualifiers. A total of 38 records were duplicates and were removed from the final analysis.

Findings

Information on over 2,000 persons was collected for the survey. Of those persons, 1,479 persons were identified as homeless on January 27, 2009. A total of 294 persons were identified as precariously housed and 214 persons were stably housed on that night. In this report, “Respondents” refers to everyone who completed one of the three client surveys who was not stably housed on the night of January 27, 2009. “Homeless Respondents” refers to those who meet the definition of homeless as outlined in that section of the report. “Precariously Housed” refers to those who completed a survey and met the definition of precariously housed.

It is important to note that not every survey respondent completed every question on the survey. Therefore, the percentages reported below represent only those persons who answered the particular question and do not represent the total number of respondents.

HOMELESS RESPONDENTS

There are many definitions of homelessness that are used throughout the government as well as by the community. For our purposes we will define homeless as persons who were unsheltered, staying in an emergency shelter, transitional housing program, a permanent supportive housing program for those who were formerly homeless, a hotel or motel, a treatment center, jail or prison and are to be released within the week, a youth program or a domestic violence shelter. The U.S. Department of Housing and Urban Development (HUD) uses a more restrictive definition of homeless. HUD’s definition only includes those who are unsheltered, in an emergency shelter or transitional housing program, or in a hotel/motel paid for with emergency funds. Because the HPC has to report to HUD on those who are homeless according to their definition, this report will include for every breakdown the type of place or living situation.

Type of Place

Respondents were asked to identify where they spent the night of Tuesday, January 27, 2009.

Table 1. Homeless Respondents by Type of Living Place

Type of Living Place	# of Respondents	% of Homeless Respondents
Transitional Housing	509	34%
Emergency Shelter	468	32%
Permanent Supportive Housing	290	19%
Hotel/Motel with Assistance	83	6%
On the Street	50	3%
Domestic Violence Shelter	39	3%
Hotel/Motel without Assistance	10	<1%
Prison	4	<1%
Treatment Center	18	1%
Other	7	<1%
Don't Know	1	<1%

*Percentages may not add up to 100 due to rounding

County

Table 2 (on page 8) shows the number of homeless respondents by the type of living place and county of living place. No persons were identified as unsheltered in Sussex County, which we believe to be untrue based on reports of homeless encampments in local woods. In the Limitations section of this report, we discuss possible reasons for the zero count.

Table 2. Homeless Respondents by Type of Living Place and County

Type of Living Place	New Castle County	Kent County	Sussex County
Transitional Housing	366	83	60
Emergency Shelter	312	105	51
Permanent Supportive Housing	251	35	3
On the Street	43	7	0
Hotel/Motel with Assistance	42	21	20
Domestic Violence Shelter	25	11	3
Treatment Center	12	0	6
Hotel/Motel without Assistance	6	1	3
Prison	2	2	0
Other	7	0	0
Don't Know	1	0	0

Family Status

The family status of an individual was based upon whether they were an individual or a member of a family. If they were a member of a family, they were then defined as a single adult mother, single adult father, single mother under 18, single father under 18, couple with child(ren), or other relative with child(ren). Of the 1,479 persons who were homeless, 50 persons were unsheltered individuals, 413 were sheltered members of a family and 1,016 were sheltered individuals. Of the 413 who were members of a family, 260 were children under the age of 19 and 153 were adults. There were a total of 145 families. Table 3 shows the family status by type of living place.

Table 3. Homeless Respondents by Type of Living Place and Family Status

Type of Living Place	Sheltered Family Members	Sheltered Individuals
Transitional Housing	180	329
Emergency Shelter	114	354
Hotel/Motel with Assistance	49	34
Permanent Supportive Housing	35	255
Domestic Violence Shelter	27	12
Hotel/Motel without Assistance	4	6
Prison	0	4
Treatment Center	0	18
Other	4	3
Don't Know	0	1

Demographics by Type of Living Place

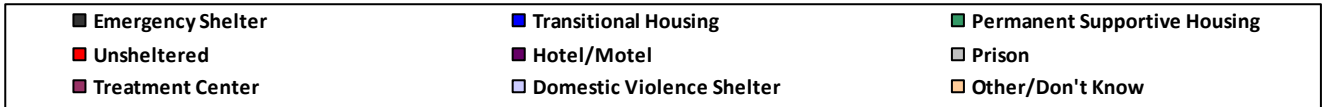
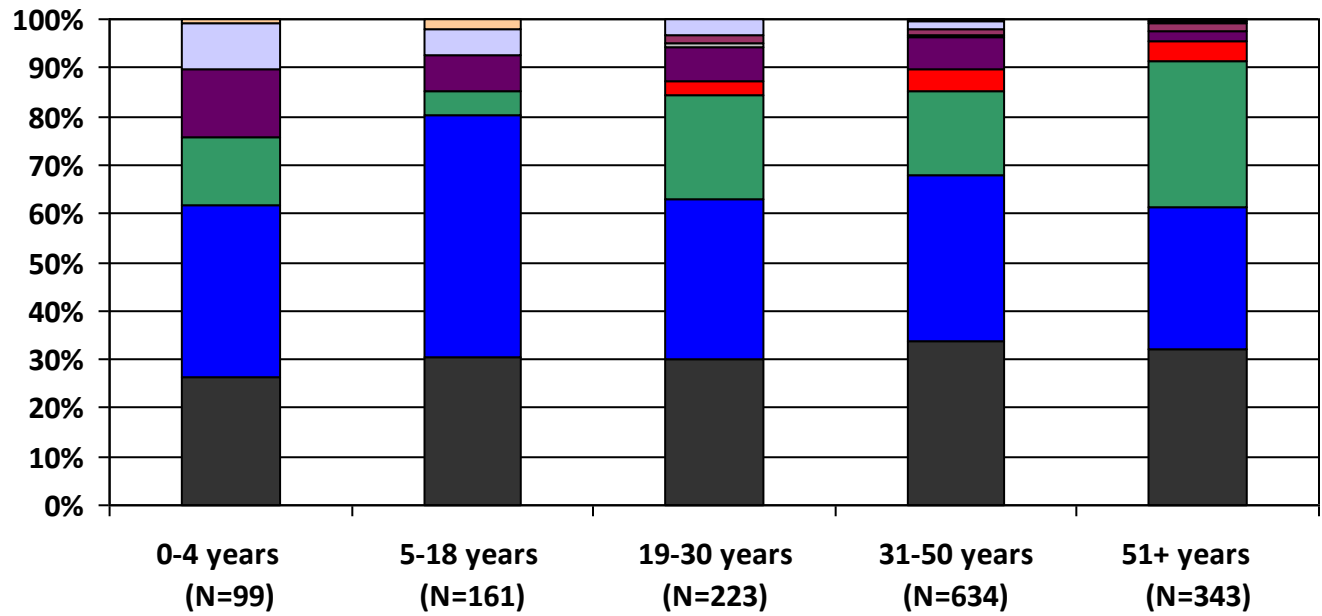
The following sub-sections review the demographics of those who were homeless by their type of living place.

Age

Ages ranged from 0 to 88. The median age was 37 years old. There were 260 children (0-18 years of age) who were reported as homeless.

Chart 1 (on page 10) summarizes type of living space by age. Across all age categories, about 3 out of 10 respondents were in emergency shelters on the night of the survey. Children aged 5 to 18 were more likely than other cohorts to be in transitional housing and less likely to be in permanent supportive housing. Only respondents over the age of 18 reported that they spent the night unsheltered.

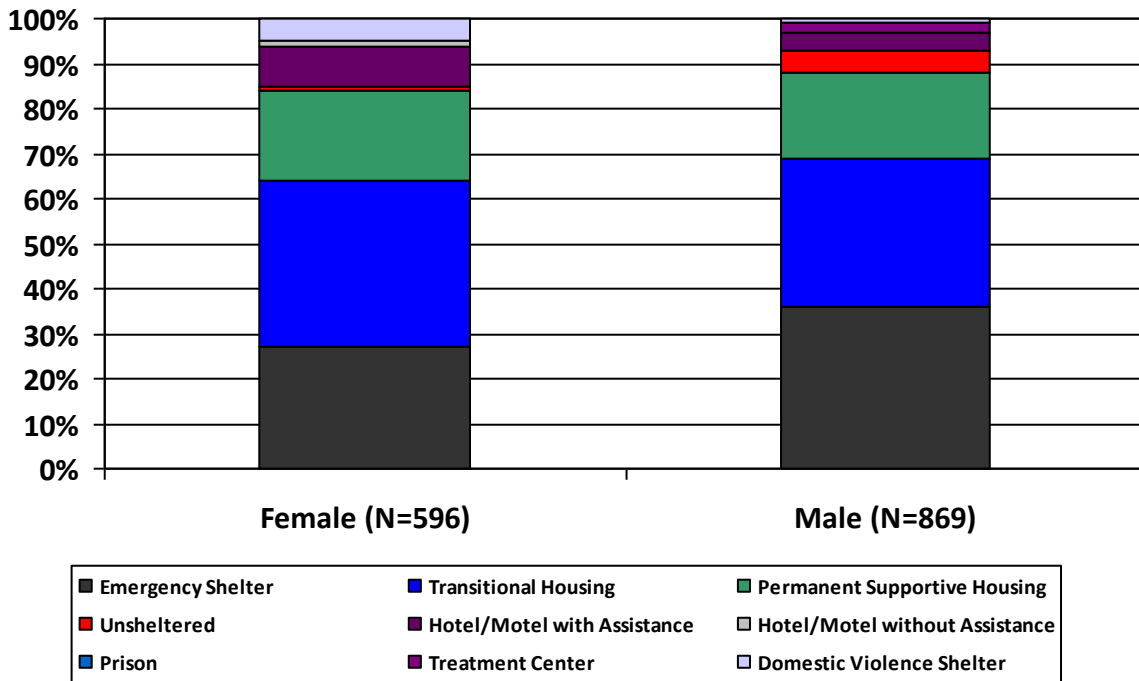
Chart 1. Homeless Respondents by Type of Living Place and Age



Gender

The majority of homeless respondents were males (59%). Forty percent of respondents were females and one percent had an unknown gender. Chart 2 (on page 11) shows gender by type of living place. Males were somewhat more likely to be unsheltered (5% vs. 1%) or in emergency shelter (36% vs. 27%).

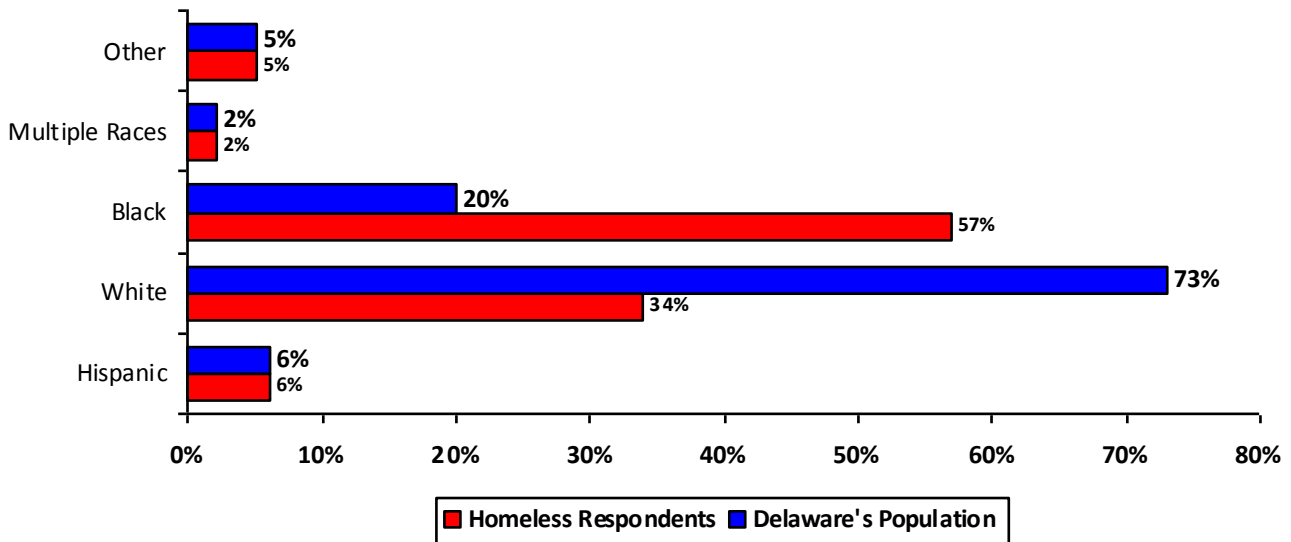
Chart 2. Homeless Respondents by Type of Living Place and Gender



Race and Ethnicity

Over 50% of the homeless respondents are Black/African American and 34% are white. Six percent of the respondents are Hispanic. Chart 3 compares the race and ethnicity of the homeless respondents to Delaware’s population. As Chart 3 (on page 12) shows, Blacks are disproportionately impacted by homelessness in Delaware, compared to the total population.

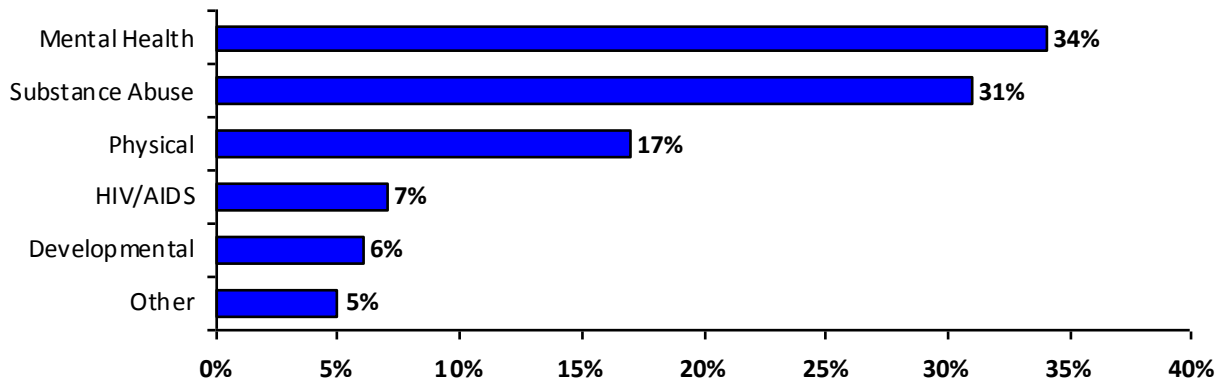
Chart 3. Homeless Respondents by Race and Ethnicity



Disability Status

The survey asked respondents to identify whether they had a disability. If they answered yes, they were then asked to identify which type of disabilities they had (Physical, Developmental, Severely Mentally Ill, Chronic Substance Abuse, HIV/AIDS, or another disability). Of all the homeless respondents, 746 persons reported having some type of disability. Chart 4 below gives detailed information on the types of disabilities respondents reported.

Chart 4. Disability Status Among Respondents Reporting a Disability

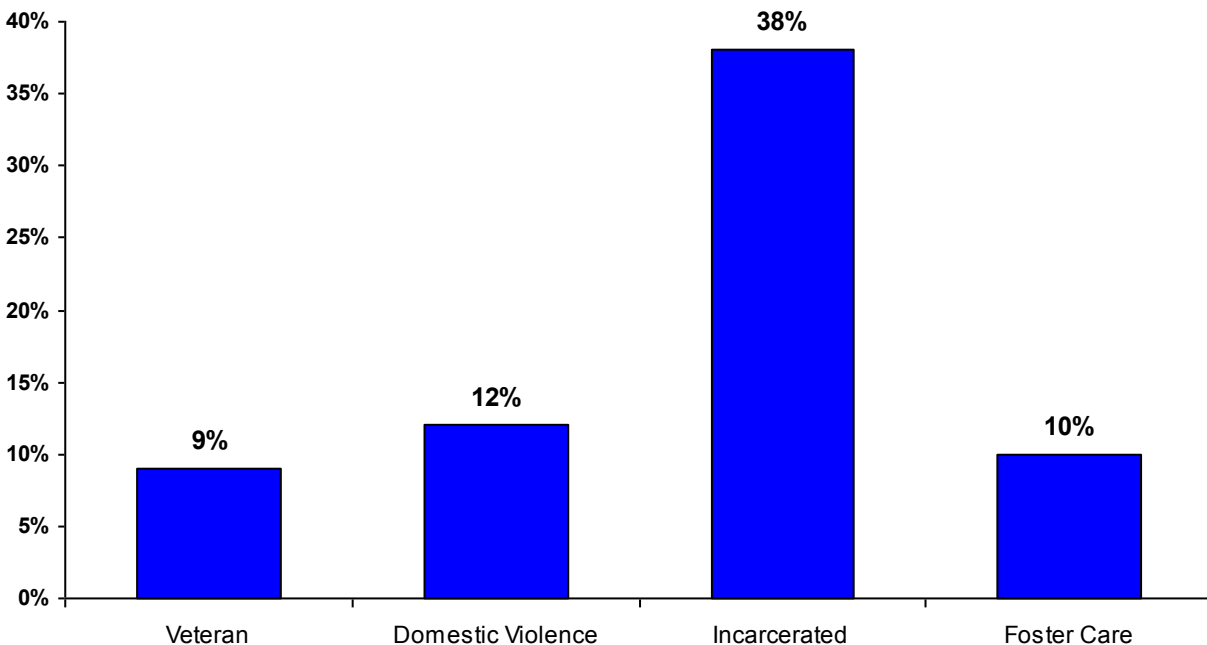


Respondent Characteristics

Respondents were asked to identify the following: 1) if they had ever served in the military, 2) if this episode of homelessness is a result of domestic violence, 3) if they have ever been incarcerated; 4) if as a child or youth they were ever in foster care. The responses to these questions are below.

Nearly forty percent reported that they have been incarcerated. About one out of 10 have spent time in foster care, are veterans, or were homeless that night as a result of domestic violence.

Chart 5. Homeless Military, Domestic Violence, Incarceration, Foster Care History

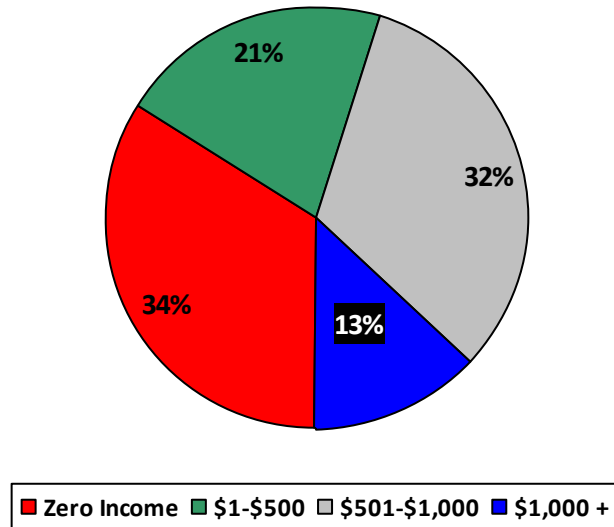


Income and Resources

Money

Respondents were asked to identify the amount of their total monthly household income. The incomes were grouped into categories (Zero Income, \$1-\$500, \$501-\$1,000, and over \$1,000). Of the adult homeless respondents, nearly 400 did not reply to this question. Chart 6 (on page 14) shows the breakdowns of the adult homeless respondents' incomes.

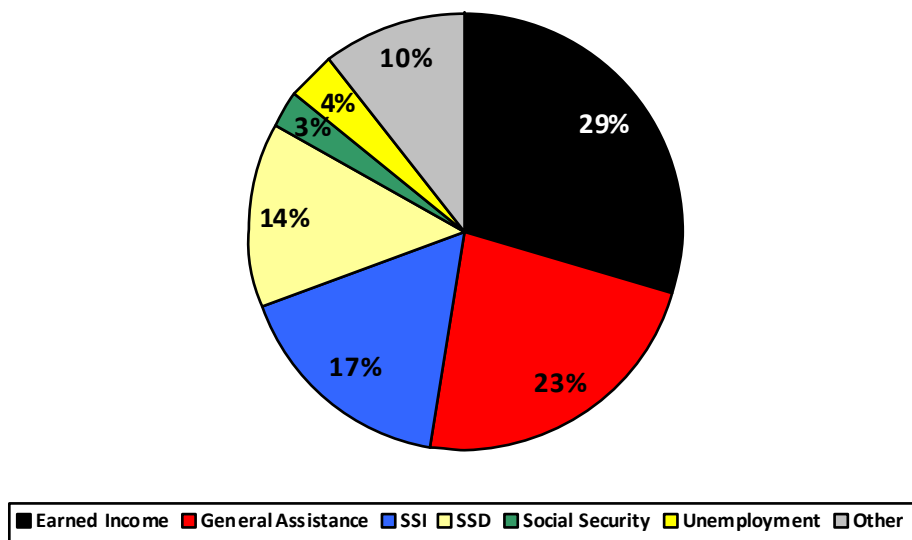
Chart 6. Homeless Respondents' Income Levels



Source of Income

Of those with income, the majority had earned income. Of those with earned income, 23% earned between \$1 and \$500 a month, 50% earned between \$501 and \$1,000 and 27% earned above \$1,000 a month. Chart 7 shows the sources of income for those homeless respondents that had income.

Chart 7. Homeless Respondents' Sources of Income



Chronically Homeless

The U.S. Department of Housing and Urban Development created a definition of those who are chronically homeless. In order to meet this definition one has to be:

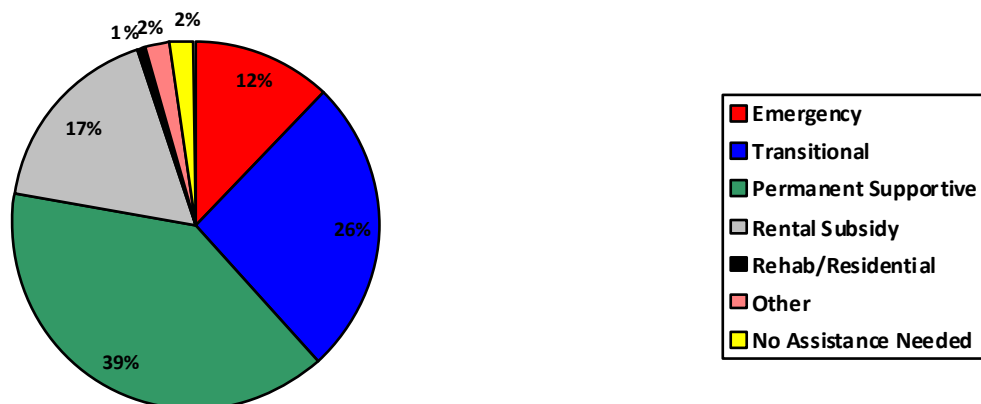
- An individual
- Have a disability of long-duration that limits their ability to live on their own, and
- Has been continuously homeless for a year or more or homeless four times in the last three years.

Of the homeless respondents, 340 (26%) met the criteria for chronically homeless. Nationally chronically homeless persons account for 18% of the homeless population (Swarns, R. L., 2008). As is evident, Delaware's population of chronically homeless is much higher than the national average.

Housing to Resolve Homelessness

In the 2009 Point-in-Time survey, the HPC added a new question for those respondents being interviewed via all survey types. The question asked respondents to choose which type of program they need to best resolve their homelessness. The answer choices were emergency shelter, transitional housing, permanent supportive housing, a unit with rental assistance, rehabilitation or residential facility, some other type of housing, or no assistance needed. The interviewers and program staff were given definitions of each type of housing program. Programs participating in HMIS were given 3 weeks to collect information on all respondents currently in their programs. However, some programs were not able to collect information for this question. Chart 8 shows the responses by the respondents as to the type of housing they feel they need in order to resolve their homelessness.

Chart 8. Housing Needed to Resolve Homelessness



Annual Projection of Delaware's Homeless Population

The Corporation for Supportive Housing produced a guide for communities to project the number of persons in their community over the course of a year who have experienced homelessness based on information gathered through the Point-in-Time count. The guide, Estimating the Need: Projecting from Point-in-Time to Annual Estimates of the Number of Homeless People in a Community and Using this Information to Plan for Permanent Supportive Housing (March 2005) outlines the process for calculating this annual estimate. The formula takes into account the number of persons who were counted, the number of homeless people who recently became homeless or recently came to Delaware, and the proportion of persons who have been homeless before. The formula is:

$$A + ((B*51) * (1-C)) = \text{Annual Estimate}$$

A = Point-in-Time count of currently homeless (CH) people – including adults and children who were in emergency shelters, transitional housing programs, hotel/motel without assistance or unsheltered

B = number of CH adults and children who 1) became homeless within the last 7 days, or 2) were already homeless, but just entered Delaware within the past 7 days

C = proportion (expressed in decimals) of CH adults and children in 'A' who have had a previous homeless episode within the past 12 months.

Using this formula and the data as outlined above, Delaware's Annual Estimate of the Number of Homeless Persons is 6,759.

$$1,053 + ((167*51) * (1-.33)) = 6,759$$

For those respondents who completed a direct survey, all of the answers needed for the formula above were captured. However, for those who had information inputted into HMIS, not all of the questions were answered. Therefore, the HMIS System Administrator used other variables to estimate the numbers above. Because of this reason, a conservative methodology was used in counting those who were homeless more than once in the past year. We believe that the 2009 count is an underestimate of Delaware's year-round homeless population.

PRECARIOUSLY HOUSED RESPONDENTS

There were a total of 291 persons who were identified as precariously housed on January 27, 2009. Someone met the definition of precariously housed if they were living with family or friends, were at immediate risk for eviction or foreclosure or were living in an apartment or

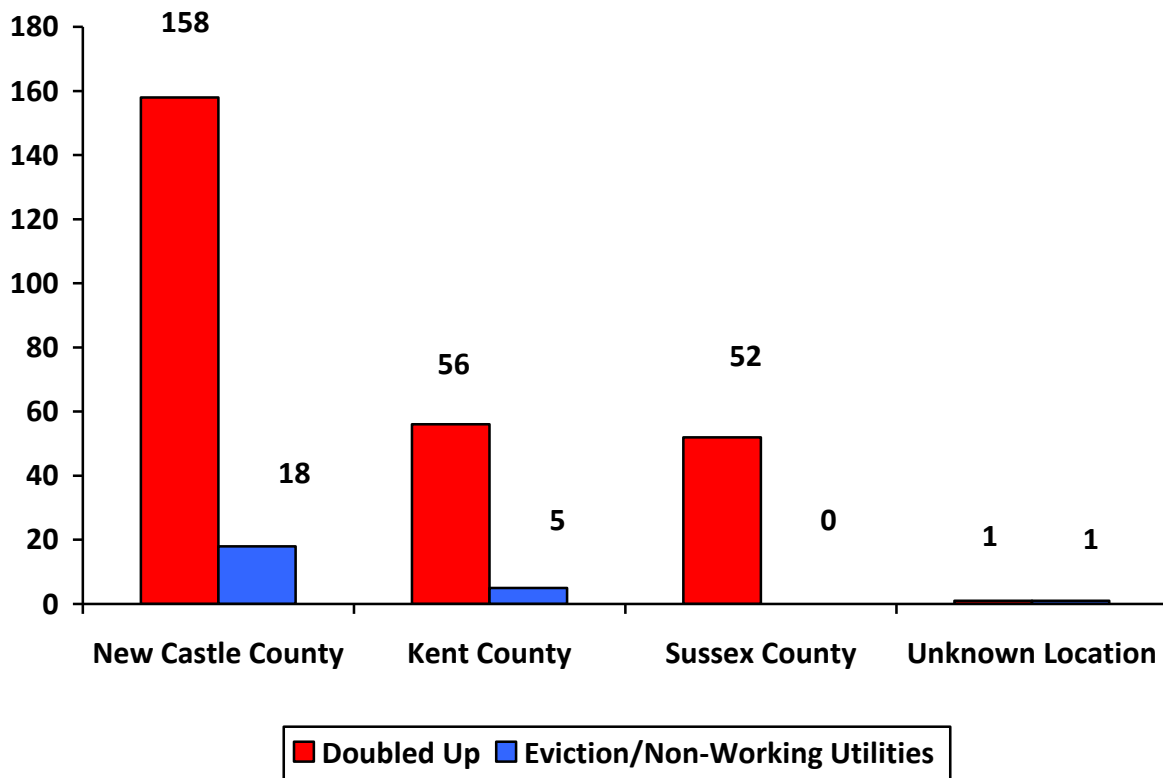
house that did not have at least one working utility. If someone was living with family or friends, they were asked to complete the entire survey. However, if they were at risk for eviction or foreclosure or did not have working utilities, they did not complete the entire survey. For these reasons some of the information below is only applicable for those who were doubled up.

Type of Situation

Of the 291 persons who were identified as precariously housed, 267 were living with family or friends (doubled up) and 24 persons were at risk for eviction or foreclosure and/or had one non-working utility.

County

Chart 9. County Breakdown of Precariously Housed by Type of Place



Family Status

Family status was only captured for persons who were doubled up/living with family or friends. The family status of an individual was based upon whether they were an individual or a member of a family. If they were a member of a family, they were then defined as a single adult mother, single adult father, single mother under 18, single father under 18, couple with child(ren), or other relative with child(ren). Of the 267 persons who were living with family or friends, 228 identified themselves as individuals and 39 identified themselves as members of a family.

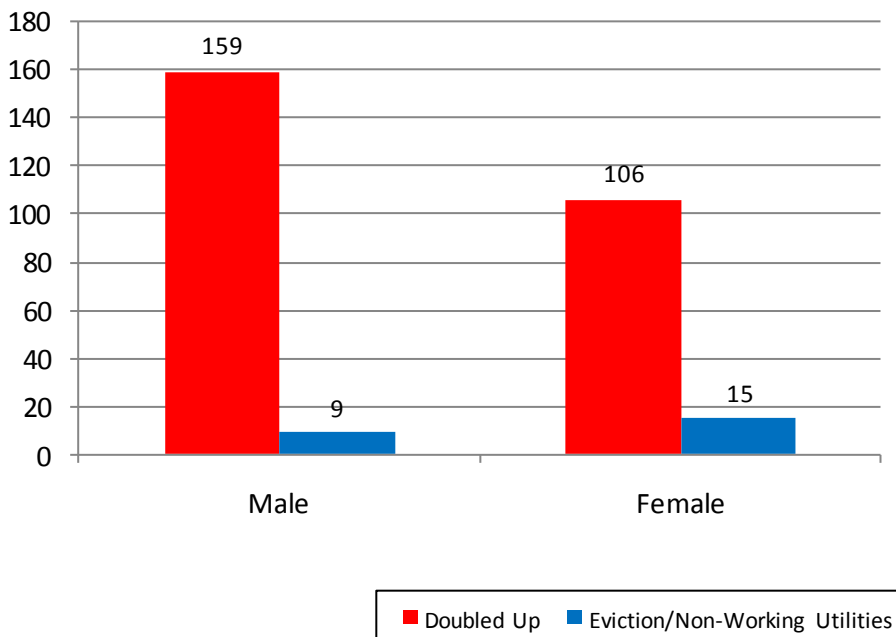
Demographics by Type of Place

Age

For those living in an apartment or house and at risk of eviction or foreclosure or having at least one non-working utility we did not ask them to complete information on their other household members. Therefore, all of those who completed the survey and were in this situation were adults. Of those who were living with family or friends, 226 were adults (age 19 and over). There were 34 children identified who were living with one of the adults mentioned above.

Gender

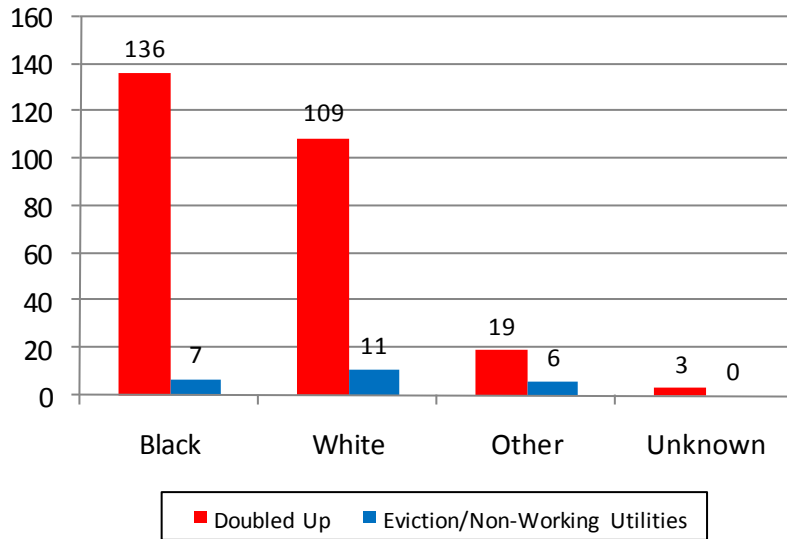
Chart 10. Gender of Precariously Housed by Type of Place



Race and Ethnicity

Of those who are doubled up, the majority (51%) were Black/African American and 41% were White. This is similar to those who are homeless in Delaware. Of those who were precariously housed, 4.5% are Hispanic.

Chart 11. Race of Precariously Housed by Type of Place



HOUSING INVENTORY SURVEY RESULTS

Bed Numbers and Capacity Rates

Emergency Shelters

Type of Beds	# of Year-Round Beds	Capacity Rate on 1/27/09
Individual Beds	319	313 persons = 98%
Family Beds	182	145 persons = 80%
Totals	501	458 persons = 91%

*1 Program (7 Family Beds) did not submit a Point-in-Time Survey Report

*Numbers do not include 35 persons who were in Code Purple Shelters or 16 persons who said they were in an emergency shelter but did not give a name of a program

Transitional Housing Programs

Type of Beds	# of Year-Round Beds	Capacity Rate on 1/27/09
Individual Beds	443	301 persons = 68%
Family Beds	282	208 persons = 74%
Totals	725	509 persons = 70%

*Note: 2 programs did not open until after 1/27/2009 (10 Individual Beds and 6 Family Beds)

*3 Programs (64 Individual Beds) did not submit a Point-in-Time Survey Report

Permanent Supportive Housing Programs

Type of Beds	# of Year-Round Beds	Capacity Rate on 1/27/09
Individual Beds	256	255 persons = 99%
Family Beds	35	35 persons = 100%
Totals	291	290 persons = 99%

COMPARISON OF 2006, 2008 AND 2009 DATA

The data charts below show the comparison in Delaware’s homeless population as identified in the 2006, 2008 and 2009 Point-in-Time studies. A decrease was seen in 2008 in all categories. This may have been due to a decrease in homelessness or it may have been due to changes in methodology from 2006 and 2008. It is difficult to determine why the actual decrease was seen because of the economic recession that began in 2008 and has continued to 2009. Anecdotally and by reviewing foreclosure and eviction rates, the numbers of homeless should have increased in 2009, therefore we would expect to see an increase in the Point-in-Time counts. This is why it is difficult to determine if 2008 numbers were low because of methodology or because there was a decrease in homelessness that year.

Chart 12 (on page 21) shows a comparison of homeless respondents by type of living place for 2006, 2008 and 2009 surveys. It is important to note that in 2006 and 2008, those who were living with family or friends were counted in the total homeless population instead of precariously housed as in 2009.

Chart 12. Homeless Respondents by Type of Living Place in 2006, 2008 and 2009

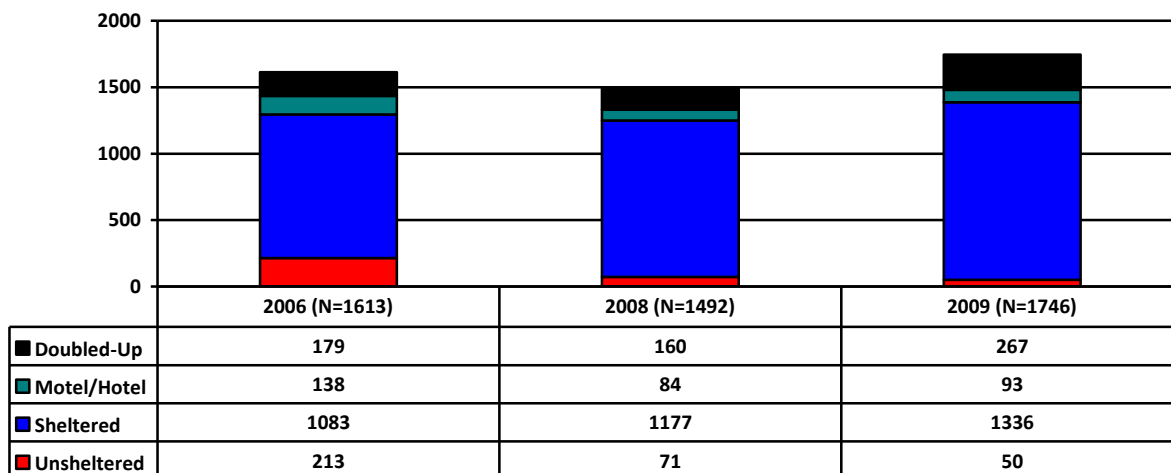
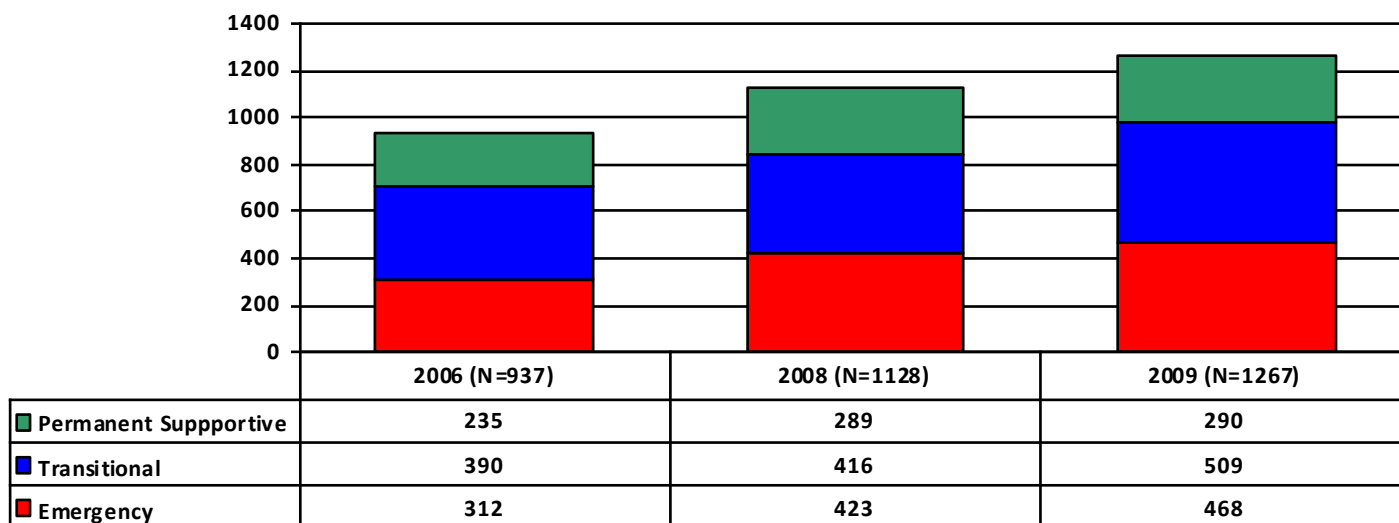


Chart 13 shows a comparison of homeless respondents by type of homeless assistance program for 2006, 2008 and 2009. It is important to note that there was an increase in the number of beds available from 2006 to 2009, which will account for some of the increases in numbers.

Chart 13. Homeless Respondents by Homeless Program for 2006, 2008 and 2009



Demographics and Sub-Population Data

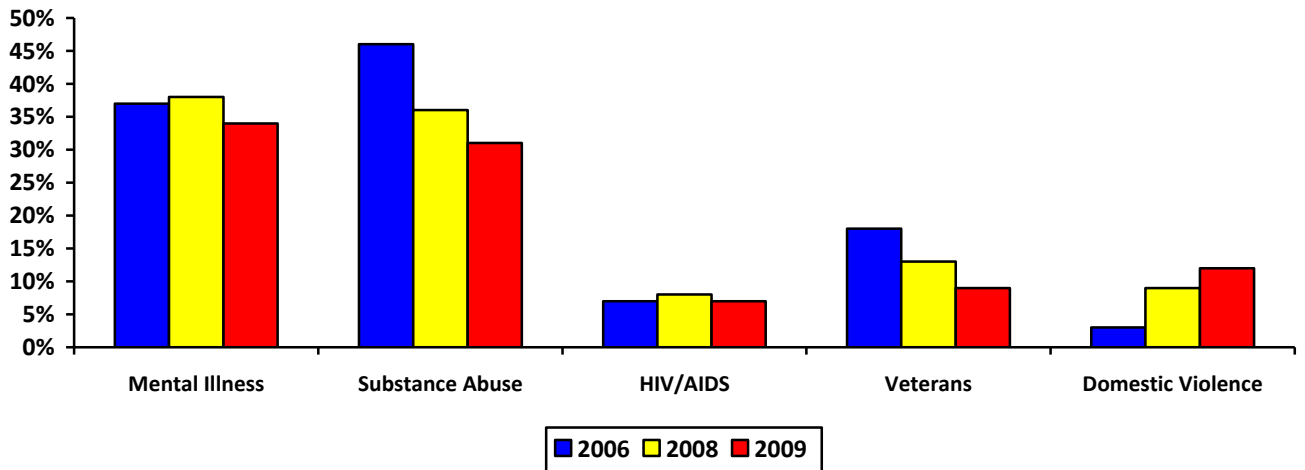
Table 4 shows the comparison of genders of homeless respondents from 2006, 2008 and 2009.

Table 4. Homeless Respondents by Gender for 2006, 2008 and 2009

Gender	2006 Percentages	2008 Percentages	2009 Percentages
Male	69%	57%	59%
Female	31%	43%	40%

Chart 14 compares sub-population data as well as other factors for 2006, 2008 and 2009. It is important to remember that this information is self-reported by the respondent.

Chart 14. Homeless Respondents by Sub-Populations for 2006, 2008 and 2009



LIMITATIONS

There are a few limitations to the Point-in-Time methodology as well as differences between years. In terms of the Point-in-Time methodology limitations, all data is self-reported by the respondent. Therefore, if the respondent does not feel comfortable divulging personal information (i.e. disability status, birth date, etc.) then that information cannot be captured. In 2008 and 2009, interviewers reported that many persons who were asked to complete the survey refused to do so. Their reason was that for the past two years they had completed a survey and they perceived that nothing had changed. There were no additional shelter beds,

no additional services or resources for homeless persons, and nowhere else for them to go. Also, persons can only be interviewed if they are seen by an outreach worker or visit a supportive service agency that is participating in the survey. Therefore, some persons may not be counted, especially persons who are unsheltered or living in places not meant for human habitation as well as persons and families who are living with family and friends. In addition, based on discussions with the Department of Education's McKinney-Vento staff, it is difficult to capture information on one particular night for students who are homeless. The recommendation of the Department of Education is to have a survey available all year long so homeless school liaisons can ask parents to complete it once they have been identified as homeless.

Other limitations are due in part to changes over time. For example, prior to 2008 previous methodologies were not described in detail in terms of process, therefore changes in methodology occurred. In 2006, there were more outreach workers who conducted surveys with the unsheltered population, specifically in Sussex County. There were no unsheltered persons counted in Sussex County in 2009, which we realize is not a true picture for that County. Also in 2006, persons who attended a day drop-in center were counted in the total count for Delaware's homeless. However, there was not enough information gathered about those 221 persons to determine if they had already been counted elsewhere. Also, because they were seen at a day center there is no way to know exactly where they were sleeping that night. Because of these limitations, the persons who attended the day center in 2008 and 2009 were not added to the total count.

The Delaware Homeless Management Information System was used to collect data on over 700 of the respondents. Currently DE-HMIS does not capture all of the data that is gathered in the Direct Survey. As a result, some of the questions had very low response rates. For example, HMIS does not ask respondents how many times they were homeless in the past 3 years. If a client was homeless and was sheltered at an HMIS participating agency, that data can be captured. However, if they were at a non-HMIS participating agency or were unsheltered there is not enough data in HMIS to gather that information.

RECOMMENDATIONS

The Homeless Planning Council of Delaware makes the following recommendations for Point-in-Time methodology and process as well as for comprehensive community planning for homeless services.

Point-in-Time Methodology and Process

- ❖ Continue to expand participation beyond traditional homeless service providers. Include churches, prisons, probation and parole, educational institutions, other institutions, etc.
- ❖ Begin organizing and marketing the Point-in-Time Survey no later than early December, so that agencies are aware of the survey and can begin developing processes for collecting the data.
- ❖ Add additional question to DE-HMIS no later than November, so that agencies begin collecting the data for all clients at that time.
- ❖ Conduct additional training with direct survey participating agencies to explain the survey tool and who should be surveyed.
- ❖ Recruit additional volunteers, especially in Kent and Sussex Counties to help conduct direct surveys.
- ❖ Organize volunteers to help conduct surveys at direct survey participating agencies as well as conducting outreach with trained outreach workers.

Comprehensive Community Planning for Homeless Services

- ❖ Establish a statewide community planning group and process to analyze the current service delivery system, the need for services, and the gaps between the two. The planning process should make recommendations regardless of population and service type.
- ❖ Expand the role of DE-HMIS by recruiting additional participating agencies and streamlining other data collection processes as part of the Homeless Planning Council's goal of comprehensive, long-term data collection. This should include homeless prevention and rapid re-housing services.
- ❖ Reduce regulatory barriers that create a blockage in the homeless system and that make it difficult for people to access homeless services as well as other housing options. It is the goal of Delaware's homeless service delivery system to move people out of homelessness and into permanent and affordable housing options. If homeless persons cannot move from emergency shelters and transitional housing programs into more permanent and affordable housing options, a blockage will occur in the homeless system.

APPENDICES

Appendix A: Definitions

HUD Definition of HOMELESS

A homeless person is someone who is living on the street or in an emergency shelter, or who would be living on the street or in an emergency shelter without the assistance. A person is considered homeless only when he/she resides in one of the places described below:

- In places not meant for human habitation, such as cars, parks, sidewalks, abandoned buildings, on the street
- In an emergency shelter
- In transitional or supportive housing for homeless persons who originally came from the streets or emergency shelters
- In any of the above places but is spending a short time (up to 30 consecutive days) in a hospital or other institution
- Is being evicted within a week from a private dwelling unit and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing
- Is being discharged within a week from an institution, such as a mental health, substance abuse treatment facility or a jail/prison, in which the person has been a resident for more than 30 consecutive days and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing
- Is fleeing a domestic violence housing situation and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing.

Chronically Homeless – HUD’s definition of chronic homelessness includes ALL of the following components:

- An **unaccompanied** homeless individual who
 - Has a **disabling condition** (diagnosable substance abuse disorder, serious mental illness, developmental disability, or chronic physical illness or disability, including the co-occurrence of two or more of these conditions)
 - Has been **continuously homeless** for a year or more **OR** has had at least four (4) **episodes of homelessness** in the past three (3) years. (To be considered chronically homeless, persons must have been sleeping in a place not meant for human habitation and/or living on the streets.)

Precariously Housed – A person who is living with family or friends on a non-permanent basis, who is at immediate risk of eviction or foreclosure, or is living in a place that has at least one non-working utility.

Sheltered Homeless Persons – A person who meets the definition of homeless but is residing in an emergency shelter, transitional housing program, permanent supportive housing program, or hotel or motel with a voucher.

Unsheltered Homeless Persons – A person who is living in a place not meant for human habitation, such as: streets, cars, parks, abandoned buildings, etc.

Disabling Condition – 1) A disability as defined in Section 223 of the Social Security Act; 2) a physical, mental, or emotional impairment which is (a) expected to be of long-continued and indefinite duration, (b) substantially impedes an individual’s ability to live independently, and (c) of such a nature that such ability could be improved by more suitable housing conditions; 3) a developmental disability as defined in Section 102 of the Developmental Disabilities Assistance and Bill of Rights Act; 4) the disease of acquired immunodeficiency syndrome or any conditions arising from the etiological agency for acquired immunodeficiency syndrome; or 5) a diagnosable substance abuse disorder.

Homeless Management Information System (HMIS) – An electronic data collection system that stores longitudinal person-level information about persons who access homeless assistance programs. In Delaware, the HMIS is administered by the Homeless Planning Council of Delaware.

HUD – U.S. Department of Housing and Urban Development

Dedicated Beds - Beds set aside specifically for a population (i.e. domestic violence). These beds cannot be filled by any other population than those that match the criteria specified by your program.

Families - A family is a household composed of two or more related persons, at least one of whom is a child accompanied by an adult or a juvenile parent.

Program Type Descriptions

Safe Haven – Supportive housing in which meets the following criteria: 1) serves hard to reach homeless persons who have severe mental illness, are on the streets, and have been unwilling to participate in supportive services; 2) provides 24-hour residence for an unspecified duration; 3) provides private or semiprivate accommodations; 4) has overnight occupancy limited to no more than 25 persons; 5) provides low-demand services and referrals; and 6) prohibits the use of illegal drugs in the facility.

Supportive Services Only - Provides services designed to address the special needs of homeless persons. Projects are classified as this only if the project sponsor is not also providing housing to the same persons who are receiving the services.

Emergency Shelter - A temporary residential shelter accepting homeless person and providing them with at least nighttime accommodations for up to 30 days.

Transitional Housing - Provides temporary housing and supportive services for up to 24 months and facilitates the movement of homeless individuals and families to permanent housing.

Permanent Supportive Housing - Community-based long-term housing with supportive services with an opportunity for unlimited stay for homeless persons with disabilities to live as independently as possible in a permanent setting.

Appendix B: Housing Providers Survey

ORGANIZATION NAME: _____ PROGRAM NAME: _____

HOMELESS INDIVIDUALS: Use this worksheet to record information about HOMELESS INDIVIDUALS who are NOT part of a family unit (SEE DEFINITIONS ON PAGE 4 OF HOUSING INVENTORY SURVEY).

- Record the following information about each person who received housing in your program on the night of **Tuesday, January 27, 2009**. Use additional pages if necessary.
- Total each column.
- If client is an unaccompanied youth, please circle their initials.
- Complete the Turned Away table.

SHELTERED – INDIVIDUALS	HPC Use Only	Initials	Date of Birth	Gender	Ethnicity	Race	Housing to Resolve Homeless	Physical Disability	Developmental Disability	Seriously Mentally Ill	Chronic Substance Abuser	Person with HIV/AIDS	Veteran	Victim of Domestic Violence	Incarcerated	As youth, in foster care?	Chronic Homeless	Monthly Income	Income Source(s)	
	Ex.	SSTA	2/25/68	M	NH	B	P				✓	✓		✓				✓	\$207	SSD
																			\$	
																			\$	
																			\$	
																			\$	
																			\$	
																			\$	
																			\$	
																			\$	

ORGANIZATION NAME: _____

PROGRAM NAME: _____

HOMELESS FAMILIES: Use this worksheet to record information about HOMELESS FAMILIES who are part of a family unit (SEE DEFINITIONS ON PAGE 4 OF HOUSING INVENTORY SURVEY).

1. Review the definition of Families on Page 2.
2. Record the following information about each family member who received housing in your program on the night of **Tuesday, January 27, 2009**.
3. **Use one page for each Family unit.**
4. Complete the Turned Away Table and Aggregated Family Types after all Family Units have been listed on separate pages.

SHELTERED – FAMILIES (ONE FAMILY UNIT PER PAGE)	HPC Use Only	HPC Use Only	Initials	Date of Birth	Gender	Ethnicity	Race	Housing to Resolve Homeless	Physical Disability	Developmental Disability	Seriously Mentally Ill	Chronic Substance Abuser	Person with HIV/AIDS	Veteran	Victim of Domestic Violence	Incarcerated	As youth, in foster care?	Monthly Income	Income Source(s)	
	Ex.	Ex.	SSTA	2/25/68	M	NH	B	P				✓	✓		✓				\$207	SSD
																			\$	
																			\$	
																			\$	
																			\$	
																			\$	
																			\$	
																			\$	
																			\$	

Only list incomes of Adults in the Household...unless a child has Earned Income.

Turned Away/Waiting List – Individuals

Persons not housed due to:	Men	Women
Lack of Space		
Lack of Funds		
Person not Eligible for Program		
Person Banned from Program		

Turned Away/Waiting List – Families

Persons not housed due to:	Men	Women	Child 0-2 Years	Child 3-4 Years	Child 5-18 Years
Lack of Space					
Lack of Funds					
Person not Eligible for Program					
Person Banned from Program					

Family Types (Turned Away/Waiting List)

Single Adult Mother	Single Adult Father	Single Mother Under 18	Single Father Under 18	Married Couple w/Child	Non-Married Couple w/Child	Other Relative w/Child	Other

Family Types Sheltered on the Night of Tuesday, January 27, 2009

Single Adult Mother	Single Adult Father	Single Mother Under 18	Single Father Under 18	Married Couple w/Child	Non-Married Couple w/Child	Other Relative w/Child	Other

Appendix C: Direct Client Survey

**Homeless Planning Council of Delaware
2009 Point-in-Time Survey**

Have you already taken this survey?

- ❖ If the client responds **Yes**, then thank them for participating in the survey and let them know that we only need one survey completed per person.
- ❖ If the client responds **No**, then continue completing the Informed Consent and the S

HPC ONLY

INFORMED CONSENT STATEMENT

To be read to each survey respondent

We are conducting a statewide survey of persons who are homeless or unstably housed. The results of this survey serve two very important purposes: to help us understand the needs of the homeless in Delaware and to help Delaware receive money to pay for homeless services.

This survey is being conducted by the Homeless Planning Council of Delaware. Participation is completely voluntary and if you don't want to take part in the survey, you do not have to answer any of the questions. You may also choose to stop your participation at any time, and you may refuse to answer any question.

Participation in this survey will NOT affect your eligibility for services.

Your responses will be confidential, and your name will NOT be recorded on the survey.

If you agree to participate, I will read the questions to you and I will write down your answers. The survey will take between five and ten minutes to complete.

Do you have any questions or concerns about the survey?

Are you willing to participate?

IF THE RESPONDENT AGREES TO PARTICIPATE, S/HE SHOULD INITIAL AND THE INTERVIEWER SHOULD SIGN BELOW.

The above statement was read to me. I understand it and agree to participate.

Initials of Interviewee

Date

I read the above consent statement to the respondent and, to the best of my knowledge, it was understood. The respondent has agreed to participate.

Signature of Interviewer

Date

Name of Agency/Volunteer

Homeless Planning Council of Delaware --- Point-in-Time Survey --- January 27, 2009

Program collecting the Survey: _____

Your survey responses are anonymous and confidential. We are only collecting the following information to make sure that we don't include your information more than once.

2. Please tell us the First Letter of your **First** name: _____
First 3 Letters of your **Last** name: _____

3. What is your date of Birth? ____/____/____

4. What is your Gender?
1 Male 2 Female 3 Transgender

5. Are you Hispanic? 1 Yes 2 No

6. How would you describe your race? (*Choose only one*):
1 Asian 2 American Indian/Alaska Native
3 Black/African-American 4 White
5 Multiracial 6 Other _____

7. Where did you spend last **Tuesday night, January 27, 2009** (*check only one and note name of program where appropriate*)

If checked b - n, Skip to Question 9

- 1 a. House or apartment where my name is on the lease or mortgage (*answer questions 8 & 9 then STOP*)
- 2 b. On the street (under a bridge; in an abandoned building or vacant apartment; public building; car; squat; traveling on a bus; camping out, etc.)
- 3 c. Stayed with family or friends
- 4 d. Hotel/motel (paid for by emergency housing voucher or agency)
- 5 e. Hotel/motel (that I paid for myself while looking for stable housing)
- 6 f. Jail/Prison
- 7 g. Treatment center (psychiatric hospital; detox facility; medical hospital) _____
- 8 h. Youth program (foster home; group home; detention; residential treatment center) _____
- 9 i. Domestic violence shelter _____
- 10 j. Emergency shelter for homeless persons (including youth on their own) _____
- 11 k. Transitional housing program (for homeless persons) _____
- 12 l. Permanent supportive housing (for previously homeless persons) _____
- 13 m. Other _____
- 98 n. Don't know

8a. Are you facing immediate eviction or foreclosure?
1 Yes 2 No

8b. Does your house/apartment have working plumbing, electricity, heat, and kitchen? (If one of these is not working, answer **NO**)
1 Yes 2 No

9a. How many times in the **last three years** (since 2006) have you had homeless spells or episodes? (*check only one*):
0 None 1 1 time 2 2 times 3 3 times 4 4 times or more 98 Don't Know

9b. If you have been homeless before, did that occur within the past 12 months (since January 2008)?
1 Yes 2 No

If answered 'a' to Question 7,

“You are now finished with the Survey. Thank you for your time, your answers are very important.”

10. Please list the city/town, state and zip code where you spent **last Tuesday night, January 27, 2009:**

City/Town: _____
State: _____
Zip Code: _____

11a. How long has this “spell” or “episode” of homelessness lasted? (*check only one*):

- 1 One week or less
- 2 More than a week but less than a year
- 3 One year or more
- 4 Don't know

11b. Were you living in Delaware when you became homeless this time?

- 1 Yes (**SKIP** to Question 12)
- 2 No →

11c. Did you come to Delaware within the last 7 days?

- 1 Yes
- 2 No

12. What type of program do you need to best resolve your homelessness?

- 1 Emergency Shelter
- 2 Transitional Housing
- 3 Permanent Supportive Housing
- 4 Unit with Rental Assistance
- 5 Rehab/Residential Facility
- 6 Other Housing
- 7 No Assistance Needed

13a. Do you have a disability?

- 1 Yes →
- 2 No (**SKIP** to Question 14)

13b. Which of the following do you have (*check as many as apply*)?

- 1 Physical Disability
- 2 Development Disability
- 3 Severely Mentally Ill
- 4 Chronic Substance Abuse
- 6 HIV/AIDS
- 7 Other: _____

14. Are you a U.S. Military Veteran?

- 1 Yes
- 2 No

15. Is this episode of homelessness a result of Domestic Violence?

- 1 Yes
- 2 No

16. Have you ever been incarcerated?

- 1 Yes
- 2 No

17. As a child or youth were you ever in foster care?

- 1 Yes
- 2 No

18. What is your total monthly household income (*check only one*):

- 0 \$0 (**SKIP** to Question 20)
- 1 \$1 - \$500 →

2 \$501 - \$1,000 →

3 \$1,000 + →

19. Where does your household get its income (check as many as apply)?

1 Earned Income (Job) 5 TANF 9 Social Security Disability

2 Unemployment 6 General Assistance 10 SSI

3 Workers Comp 7 Pension 11

Other _____

4 Private Disability Insurance 8 Social Security 98 Don't Know

20a. On Tuesday night, January 27, 2009 were your family members staying with you **who ALSO were WITHOUT A PERMANENT PLACE TO LIVE?** (Do NOT include family members who may have stayed with you who HAVE a permanent place to live.)

1 Yes → 2 No (Thank you for completing this survey. Your answers are very important!)

If the client answered yes to 20a, please complete the following chart for the members of his/her family who were staying with them on **Tuesday night, January 27, 2009**. If there was another adult as a member of his/her family, please complete a separate survey for the adult...making sure to include the initials of this client in the chart on question 20b.

20b. How many family members are/were with you on Tuesday night, January 27th?

Initials = 1st Letter of First Name; First 3 Letters of Last Name

Person # 1 Initials	Person # 2 Initials	Person #3 Initials	Person #4 Initials	Person #5 Initials
_____	_____	_____	_____	_____
Date of Birth ____/____/____	Date of Birth ____/____/____	Date of Birth ____/____/____	Date of Birth ____/____/____	Date of Birth ____/____/____
Gender <input type="checkbox"/> 1Male <input type="checkbox"/> 2Female <input type="checkbox"/> 3Transgender	Gender <input type="checkbox"/> 1Male <input type="checkbox"/> 2Female <input type="checkbox"/> 3Transgender	Gender <input type="checkbox"/> 1Male <input type="checkbox"/> 2Female <input type="checkbox"/> 3Transgender	Gender <input type="checkbox"/> 1Male <input type="checkbox"/> 2Female <input type="checkbox"/> 3Transgender	Gender <input type="checkbox"/> 1Male <input type="checkbox"/> 2Female <input type="checkbox"/> 3Transgender
Race <input type="checkbox"/> 1 Asian <input type="checkbox"/> 2 Native American/ Alaskan Native <input type="checkbox"/> 3 Black / African- American <input type="checkbox"/> 4 White <input type="checkbox"/> 5 Multiracial <input type="checkbox"/> 6 Other _____	Race <input type="checkbox"/> 1 Asian <input type="checkbox"/> 2 Native American/ Alaskan Native <input type="checkbox"/> 3 Black / African- American <input type="checkbox"/> 4 White <input type="checkbox"/> 5 Multiracial <input type="checkbox"/> 6 Other _____	Race <input type="checkbox"/> 1 Asian <input type="checkbox"/> 2 Native American/ Alaskan Native <input type="checkbox"/> 3 Black / African- American <input type="checkbox"/> 4 White <input type="checkbox"/> 5 Multiracial <input type="checkbox"/> 6 Other _____	Race <input type="checkbox"/> 1 Asian <input type="checkbox"/> 2 Native American/ Alaskan Native <input type="checkbox"/> 3 Black / African- American <input type="checkbox"/> 4 White <input type="checkbox"/> 5 Multiracial <input type="checkbox"/> 6 Other _____	Race <input type="checkbox"/> 1 Asian <input type="checkbox"/> 2 Native American/ Alaskan Native <input type="checkbox"/> 3 Black / African- American <input type="checkbox"/> 4 White <input type="checkbox"/> 5 Multiracial <input type="checkbox"/> 6 Other _____
Hispanic <input type="checkbox"/> 1Yes <input type="checkbox"/> 2No	Hispanic <input type="checkbox"/> 1Yes <input type="checkbox"/> 2No	Hispanic <input type="checkbox"/> 1Yes <input type="checkbox"/> 2No	Hispanic <input type="checkbox"/> 1Yes <input type="checkbox"/> 2No	Hispanic <input type="checkbox"/> 1Yes <input type="checkbox"/> 2No
Relationship to you _____	Relationship to you _____	Relationship to you _____	Relationship to you _____	Relationship to you _____

Thank you for completing this survey. Your answers are very important!

Appendix D: Housing Inventory Survey

PART I: Organization Information

Organization Name: _____

Contact Person: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Do you know about Delaware’s Homeless Management Information System (DE-HMIS)?

- Yes
- No

Do you currently participate in DE-HMIS?

- Yes
- No, but we plan to join the system by _____.
- No, but we would like to learn more about the system.
- No. We do not have plans to join the system.

Do you have any programs or new inventory under development?

- Yes
- No (Skip to Part II on Page 2)

If yes, please complete the charts below. In the first chart, fill in the number of beds for each category. Please include only one new program in each chart. If you have more than one program under development, please copy this page and complete the charts for each new program.

Program Name:

# of beds	Year-Round		Seasonal		Voucher	
	<i>Individual</i>	<i>Family</i>	<i>Individual</i>	<i>Family</i>	<i>Individual</i>	<i>Family</i>
Emergency						
Transitional						
Permanent						

How many beds will be designated for Chronically Homeless individuals?

Identify the amount of funds from each funding sources for the development and operations of the new **Chronically Homeless beds** created between February 1, 2008 and January 31, 2009?

Cost Type	HUD McKinney- Vento	Other Federal	State	Local	Private
Development					
Operations					
Total					

PART II: Program Information (See Definitions of Programs on Page 4)

Please make additional copies of Part II and complete a separate page for every homeless housing program that your organization operates.

Program Name: _____

Program Service Area: *Please Check All That Apply*

- | | |
|---|---|
| <input type="checkbox"/> New Castle County, outside of Wilmington | <input type="checkbox"/> City of Wilmington |
| <input type="checkbox"/> Kent County, outside of Dover | <input type="checkbox"/> City of Dover |
| <input type="checkbox"/> Sussex County | |
| <input type="checkbox"/> Statewide | |

Program Type:

- | | |
|---|---|
| <input type="checkbox"/> Emergency Shelter | <input type="checkbox"/> Motel Vouchers |
| <input type="checkbox"/> Transitional Housing | <input type="checkbox"/> Supportive Services Only |
| <input type="checkbox"/> Permanent Supportive Housing | <input type="checkbox"/> Safe Haven |

Household Types This Program Can Serve (check all that apply):

- Single Men
- Single Women
- Households with Children (includes 2 adult-headed households)
- Single Male Headed Households with Children
- Single Female Headed Households with Children
- Children Only
- Male Youth
- Female Youth
- Other (Please describe _____)

Populations This Program TARGETS:

- | | |
|---|---|
| <input type="checkbox"/> Substance Abusers | <input type="checkbox"/> Veterans |
| <input type="checkbox"/> Seriously Mentally Ill | <input type="checkbox"/> Victims of Domestic Violence |
| <input type="checkbox"/> Dually-Diagnosed (SA and MI) | <input type="checkbox"/> Developmentally Disabled |
| <input type="checkbox"/> Persons with HIV/AIDS | <input type="checkbox"/> Other _____ |

Total Bed Capacity:

Please complete the following steps:

1st - **Check the box** next to the type of beds your program operates.

2nd - **Fill in** the total number of beds available for that bed type.

3rd - **Fill in** the number of beds set aside for individuals and families or an N/A if your program does not set aside beds for that population.

*Note: For programs that have Family Beds

a) Please complete the number of Family Units available. This could be the number of rooms, apartments, or houses available.

b) Please complete the number of Overflow Beds available. For example, if you have cribs that move from room to room based upon family make-up, they would be counted as Overflow Beds.

- Year-Round:
 - Total # of beds: _____
 - Number of beds: Individuals ____ Families ____ Family Units _____
 - Number of Overflow beds: _____
- Seasonally (Effective Dates: _____)
 - Total # of beds: _____
 - Number of beds: Individuals ____ Families ____ Family Units ____
 - Number of Overflow beds: _____
- Dedicated Beds (**See Definition on Page 4**)
 - Population Served: _____
 - Total # of beds: _____
 - Number of beds: Individuals ____ Families ____ Family Units _____
 - Number of Overflow beds: _____

Beds Available on Tuesday, January 27, 2009: *(all beds that were available for use)*

PART III: DEFINITIONS

HUD Definition of HOMELESS

A homeless person is someone who is living on the street or in an emergency shelter, or who would be living on the street or in an emergency shelter without the assistance. A person is considered homeless only when he/she resides in one of the places described below:

- In places not meant for human habitation, such as cars, parks, sidewalks, abandoned buildings, on the street
- In an emergency shelter
- In transitional or supportive housing for homeless persons who originally came from the streets or emergency shelters
- In any of the above places but is spending a short time (up to 30 consecutive days) in a hospital or other institution
- Is being evicted within a week from a private dwelling unit and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing
- Is being discharged within a week from an institution, such as a mental health, substance abuse treatment facility or a jail/prison, in which the person has been a resident for more than 30 consecutive days and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing
- Is fleeing a domestic violence housing situation and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing.

HUD Definition of CHRONIC HOMELESS

HUD's definition of chronic homelessness includes ALL of the following components:

- An unaccompanied homeless individual who
 - Has a disabling condition (diagnosable substance abuse disorder, serious mental illness, developmental disability, or chronic physical illness or disability, including the co-occurrence of two or more of these conditions)
 - Has been continuously homeless for a year or more OR has had at least four (4) episodes of homelessness in the past three (3) years. (To be considered chronically homeless, persons must have been sleeping in a place not meant for human habitation and/or living on the streets.)

Program Type Descriptions

Safe Haven: Supportive housing in which meets the following criteria: 1) serves hard to reach homeless persons who have severe mental illness, are on the streets, and have been unwilling to participate in supportive services; 2) provides 24-hour residence for an unspecified duration; 3) provides private or semiprivate accommodations; 4) has overnight occupancy limited to no

more than 25 persons; 5) provides low-demand services and referrals; and 6) prohibits the use of illegal drugs in the facility.

Supportive Services Only: Provides services designed to address the special needs of homeless persons. Projects are classified as this only if the project sponsor is not also providing housing to the same persons who are receiving the services.

Emergency Shelter: A temporary residential shelter accepting homeless person and providing them with at least nighttime accommodations for up to 30 days.

Transitional Housing: Provides temporary housing and supportive services for up to 24 months and facilitates the movement of homeless individuals and families to permanent housing.

Permanent Supportive Housing: Community-based long-term housing with supportive services with an opportunity for unlimited stay for homeless persons with disabilities to live as independently as possible in a permanent setting.

***Other Definitions**

Dedicated Beds: Beds set aside specifically for a population (i.e. domestic violence). These beds cannot be filled by any other population than those that match the criteria specified by your program.

Families: A family is a household composed of two or more related persons, at least one of whom is a child accompanied by an adult or a juvenile parent.

****NEW QUESTION****

Housing Needed to Resolve Homelessness: Ask the client what type of housing they feel they need in order to resolve this episode of homelessness. Example: If they just need a 30-day stay until their next paycheck – then they would check Emergency Shelter. If they need a housing program with intense support services – check Permanent Supportive Housing. Use the definitions above for each program type.

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