

This workbook should **only** be used if:

- You selected “Sample of PIT interviews plus extrapolation” and “Random Sample” as your sample strategy on screen 2M. Continuum of Care (CoC) Sheltered Homeless Population and Subpopulation Data as the method your CoC used to gather and calculate subpopulation data on sheltered homeless persons.
- You are unable to gather actual (or complete) subpopulation data using your HMIS or a survey.
- You have gathered subpopulation information from a random sample of clients at each emergency shelter and transitional housing project in the CoC. ***For more information on how to determine the appropriate size of your random sample please refer to Section 4.2 of A Guide to Counting Sheltered Homeless People (Client Level Data Collection, Selecting a Random Sample of Homeless People at Each Shelter or Program).***

## Tab 1: Calculating Subpopulation Estimates from a Random Sample of Client Interviews

This workbook should be used in conjunction with Section 5.3 of HUD's [A Guide to Counting Sheltered Homeless People \(Extrapolating for Subpopulation Information from a Sample of Client Interviews\)](#).

### Purpose of the Workbook

This workbook is designed for CoCs that will gather information from a random sample of clients to produce subpopulation estimates that represent the entire homeless population in the community.

### When to Use this Workbook

This workbook should **only** be used if:

- You are unable to gather actual (or complete) subpopulation data using your HMIS or a survey.
- You have gathered subpopulation information from a random sample of clients at each emergency shelter and transitional housing project in the CoC. ***For more information on how to determine the appropriate size of your random sample please refer to Section 4.2 of A Guide to Counting Sheltered Homeless People (Client Level Data Collection, Selecting a Random Sample of Homeless People at Each Shelter or Program).***

### A Description of the Workbook

This workbook is composed of 5 tabs or worksheets (click on the labels at the bottom of the screen to switch tabs).

- **Tab 1**, the current worksheet, contains instructions that explain how to use this tool.
- **Tab 2** is the Subpopulation Inventory worksheet, where you will record subpopulation information from your random sample of clients at each project. (**Note:** *This is the only worksheet where you will enter data.*)
- **Tab 3** is the Extrapolation by Project worksheet, where the Excel tool will extrapolate data entered in "Tab 2" to create subpopulation estimates for each project.
- **Tab 4** is a replica of one part of the Homeless Population and Subpopulation Chart found in Section K Part 2 of the 2007 SuperNOFA Exhibit 1 Application.
- **Tab 5** is the Extrapolation by Program Type worksheet that sums the extrapolated subpopulation data from "Tab 3" to produce estimated totals by two program types - emergency shelter and transitional housing. This tab is provided for your information only.

**Enter data into the yellow-shaded cells in Tabs 2 only.** DO NOT enter data into any of the gray-shaded cells. This could potentially erase the formulas that have been pre-entered into the cell and will cause errors in the worksheets.

## Worksheet Instructions -- Tab 2: Subpopulation Inventory

You only need to enter data in this worksheet, the Subpopulation Inventory worksheet (Tab 2). Once you have entered information about clients in emergency shelters and transitional housing projects in your CoC, the workbook will automatically extrapolate your sample data for each project and display the results in Tab 3.

On the left hand side, enter information about each emergency shelter and transitional housing project. Each line of the worksheet represents one project. On the right hand side, enter the subpopulation information gathered from the random sample of clients residing at the corresponding project on the night of the count. For each project (either emergency shelter or transitional housing) enter the following information:

\* **Provider:** Enter the name of the provider.

\* **Facility Name:** Enter the name of the facility.

**\* Important: Provider and Facility Name can be copied from the electronic Housing Inventory Chart and pasted to the appropriate columns in Tab 2 to minimize data entry and ensure the program information in both instruments is consistent.**

**Program Type:** Identify whether each project is an emergency shelter or transitional housing facility. The workbook will use this information to calculate your subpopulation estimates by program type in Tab 5 and to complete Section K Part 2 table in Tab 4. **If you do not enter a program type the project's subpopulation counts will not be included in the calculation in Tabs 4 or 5.**

**PIT Client Population:** Enter the *total number of adult clients or unaccompanied youth* residing in the project on the night of the point-in-time count.

**Number of Surveys Completed:** Enter the *number of adult clients or unaccompanied youth* that were surveyed (i.e. number of people randomly sampled) in each project on the night of the point-in-time count.

**Subpopulation Results from Sample:** Enter the number of surveyed individuals that fit into each subpopulation category (*chronically homeless (in emergency shelters only), severely mentally ill, chronic substance abusers, veterans, persons with HIV/AIDS, victims of domestic violence, and unaccompanied youth (under 18)*). These categories are *not* mutually exclusive. That is, if an individual is chronically homeless and a chronic substance abuser you should include them in both subpopulation categories.

**IMPORTANT: YOU SHOULD ONLY REPORT SUBPOPULATION INFORMATION ON ADULTS (18 and over) AND UNACCOMPANIED YOUTH. DO NOT INCLUDE CHILDREN.**

### Worksheet Instructions -- Tab 3: Extrapolation by Project

Based on the information you entered in Tab 2, this worksheet will automatically extrapolate subpopulation estimates for each project. The estimate is calculated by applying the characteristics of the randomly sampled clients to the total population of adults and unaccompanied youth served by the project on the night of the point-in-time count. *For more information on the extrapolation process and calculation see Section 5.3 of HUD's "A Guide to Counting Sheltered Homeless People."*

### Worksheet Instructions -- Tab 4: Exhibit 1 CoC Application - Section K: Part 2

This tab is a replica of the sheltered portion of Section K: Part 2 of the 2007 SuperNOFA Exhibit 1 application, the bottom half of the Homeless Population and Subpopulation Chart. The numbers on this tab are the extrapolated figures you can use when filling in your CoC application.

### Worksheet Instructions -- Tab 5: Extrapolation by Program Type

The final worksheet, "Extrapolation by Program Type," takes the subpopulation estimates from Tab 3 and sums them by Program Type (emergency shelter and transitional housing). Tab 5 will give you the estimated total number of adult clients and unaccompanied youth served in "*All Emergency Shelters*", "*All Transitional Housing*", and the "*Total in your CoC*." These values are provided so you can see how the subpopulation is distributed by program type and should not be used to fill in the Homeless Population and Subpopulation chart (Section K).

























**Tab 4: 2007 SuperNOFA Exhibit 1 Application Chart K**

Part 2: Homeless Subpopulations (Adults only, except <b>g.</b> below)	Sheltered
a. Chronically Homeless ( <i>ES only</i> )	0
b. Severely Mentally Ill	0
c. Chronic Substance Abuse	0
d. Veterans	0
e. Persons with HIV/AIDS	0
f. Victims of Domestic Violence	0
g. Unaccompanied Youth (under 18)	0



**Extrapolated Subpopulation Counts by Program Type**

Program Type	Extrapolated Number of Clients in you CoC by Subpopulation by Program Type						
	Chronically Homeless	Severely Mentally Ill	Chronic Substance Abusers	Veterans	Persons with HIV/AIDS	Victims of Domestic Violence	Unaccompanied Youth (under 18)
<i>ALL EMERGENCY SHELTERS</i>	0	0	0	0	0	0	0
<i>ALL TRANSITIONAL HOUSING</i>		0	0	0	0	0	0
<b>TOTAL IN CoC</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>