

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

- You selected “Sample of PIT interviews plus extrapolation” and “Stratified 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 selected and interviewed clients at a stratified sample of emergency shelters and transitional housing programs. ***For more information on selecting a stratified sample of programs, see Section 4.2 A Guide to Counting Sheltered Homeless People (Client Level Data Collection, Selecting a Sample of Programs and Interviewing All Clients at these Programs).***
- Your stratified sample is large enough to extrapolate from - representing at least 50% of the total emergency shelter and transitional housing populations on the night of the point-in-time count.

## Tab 1: Calculating Subpopulation Estimates from a Stratified Sample of Programs

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 want to collect subpopulation information from a stratified sample of emergency shelters and transitional housing programs and extrapolate the information to represent all sheltered homeless people 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 selected and interviewed clients at a stratified sample of emergency shelters and transitional housing programs. ***For more information on selecting a stratified sample of programs, see Section 4.2 A Guide to Counting Sheltered Homeless People (Client Level Data Collection, Selecting a Sample of Programs and Interviewing All Clients at these Programs).***
- Your stratified sample is large enough to extrapolate from - representing at least 50% of the total emergency shelter and transitional housing populations on the night of the point-in-time count.

### A Description of the Workbook

This workbook is composed of 4 tabs or worksheets.

- **Tab 1**, the current worksheet, contains instructions that explain how to use this tool.
- **Tab 2** is the Subpopulation Inventory worksheet, where you will list each emergency shelter and transitional housing program in the CoC along with subpopulation information for programs that were included in the stratified sample. (**Note:** *This is the only worksheet where you will enter data.*)
- **Tab 3** is a replica of one part of the Homeless Population and Subpopulation Chart found in Section K Part 2 of the 200 SuperNOFA Exhibit 1 Application.
- **Tab 4** is the Extrapolation by Program Type worksheet that sums the extrapolated subpopulation data from "Tab 2" to produce estimated totals by the two program types - emergency shelter and transitional housing. This tab is provided for your information only.

**Enter data into the yellow-shaded cells in Tab 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 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.

The left hand side provides space to enter program information on each emergency shelter and transitional housing project in the CoC. The right hand side provides columns to enter subpopulation data for each project included in the stratified sample. Each line of the worksheet represents one project. 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, Facility Name, and Total Number of Beds at the Project 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 uses this information to calculate subpopulation estimates for Part 2 of the Homeless Population and Subpopulation Chart in (Tab 3). If no program type is entered for a project, the project's subpopulation counts will not be included in the calculation for Tab 3.

**Included in Stratified Sample?:** Identify whether the project was included in the stratified sample.

- **'Yes'** means that you surveyed or interviewed clients living at the project on the night of the point-in-time count and;
- **'No'** means that you did not survey or interview clients living at the project on the night of the point-in-time count.

\* **Total Number of Beds at the Project:** Enter the *total number of beds available* at each project on the night of the point-in-time count. Enter this information regardless of whether the project is part of the stratified sample or not.

**Number of Surveys Completed:** Enter the *number of adult clients or unaccompanied youth* that were surveyed in each project included in the stratified sample (i.e. programs with a 'Yes' in the "Included in Stratified Sample?" column).

**Subpopulation Results from Sample:** For each program included in the stratified sample, enter the number of surveyed individuals that fit into each subpopulation category (*chronically homeless (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 to say, if an individual is chronically homeless and a chronic substance abuser you should include them in both subpopulation categories.

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

### Worksheet Instructions -- Tab 3: 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.

If your sample is not large enough for either program type, an error message in red text will appear in the Notes box on the bottom of the screen. When the sample is not large enough for a program type, the subpopulation data is not included in the chart results.

### Worksheet Instructions -- Tab 4: Extrapolation by Program Type

The final worksheet, "Extrapolation by Program Type," shows the estimated total number of adult clients and unaccompanied youth served by program type - emergency shelter and transitional housing. This information is provided for your information only.













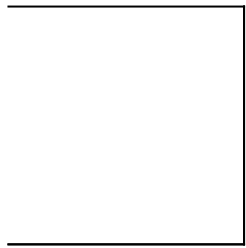
### Tab 3: 2007 SuperNOFA Exhibit 1 Application Chart K

#### Homeless Population and Subpopulation Chart

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

Notes:

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**Tab 4: Extrapolated Subpopulation Counts by Program Type**

Program Type	Sample Size Check	Extrapolated Number of Clients in your 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>	<b>SAMPLE SIZE OK</b>	0	0	0	0	0	0	0
<i>ALL TRANSITIONAL HOUSING</i>	<b>SAMPLE SIZE OK</b>		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>