

HUD has released a PIT Count Planning Worksheet. It is a calendar-based planning tool. The Planning Worksheet is meant to guide CoCs through the planning process, address all elements of a comprehensive PIT count plan, and transparently document decisions that are made. It is optional for CoCs to use, but it can be helpful for a CoC to use it when planning their PIT count and developing their PIT count plan to ensure that all of the HUD requirements are incorporated.

A Collaborative Applicant staff member may take responsibility for referencing and updating the PIT Count Planning Worksheet throughout the planning, execution, and debriefing process. Your CoC may also consider sharing the worksheet throughout the PIT count process to keep the CoC governing body and membership aware of decisions as they are made.

Of course, CoCs can adapt the worksheet as needed. Keep in mind that even if this particular tool isn't used, the CoC should document their count plan each year and that plan should be approved by the CoC according to the CoC's governance charter.

Click through the videos below to walk through each section of the Planning Worksheet. Remember that this training is not intended to fully explore each area, so it's important that you thoroughly review the Methodology Guide. The timeframes discussed in the PIT Count Planning Worksheet and in these videos are recommended, but not required by HUD.