

Solano Bed & Unit Inventory (BUI) Form

It's important your agency maintain up-to-date and accurate data on one of the most fundamental elements: Bed & Unit Inventory. Changes over time should be documented such that a historical record of inventory is retained.

Minor day-to-day fluctuations need not be recorded, but differences due to significant changes in project operations should be entered as they occur to ensure the inventory record in HMIS is as accurate as possible, we encourage agency leads to make updates if there is a significant change in project operations. If there are no changes in inventory, you need only to confirm your inventory ahead of official HIC reporting. If you do that, the inventory will also be fine for LSA purposes.

Projects that provide housing rental assistance and have a fixed number of vouchers should determine the number of beds and units based on the number of vouchers currently funded and available for use.

Projects that provide emergency shelter or housing rental assistance vouchers and without a fixed number of units or vouchers (e.g., Emergency Shelter-hotel/motel project, Rapid Re-Housing, some scattered site PH-Permanent Supportive Housing) should determine the number of beds (and units) based on the maximum number of persons (and households) who can be housed on a given night.

If you have questions about how to fill-in this form, please reach out to the Help Desk [at support@bitfocus.com](mailto:support@bitfocus.com) for further assistance.

Please provide PAL Email	
Name of PAL making the request	
Agency Name	
Program Name	
Updated Inventory Start Date	
Updated Inventory End Date <i>Please note an end date is not required if you are unsure when the BUI will end. However, if this does change, please submit a BUI change form to capture this revision.</i>	
Household Type to be updated 1. Households without children (AO) 2. Households with at least one adult and one child (AC) 3. Households with only children	
Total Bed Inventory <i>(Please specify AO, AC, or C household type, i.e., BEDS AO 115)</i>	
Total Unit Inventory <i>(Please specify AO, AC, OR C household type, i.e., UNITS 230)</i>	