

How to Determine Bed & Unit Inventory (BUI)

“ HOW TO CALCULATE & MONITOR A PROGRAM'S BUI TO
ENSURE ACCURATE OCCUPANCY & RESOURCE UTILIZATION ”

1. Defining Beds & Units

*BEDS: The total number of beds
available for occupancy.*

*UNITS: The total number of units
available for occupancy. Projects
that do not have a fixed number of
units (e.g., a congregate shelter
program) may record the bed
inventory, the number of residential
facilities operated by the program, or
the number of rooms used for
overnight accommodation.*



2. How to Determine BUI

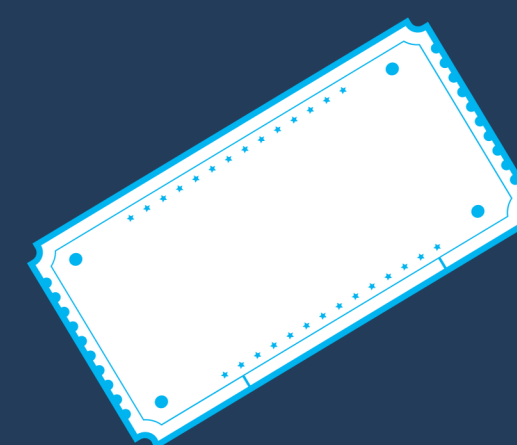
OPTION 1: COUNT THE BEDS

The number of beds is generally equivalent to the number of persons a project can house on a given night. For emergency shelter projects this can be a direct count of the available beds.



Option 2: Count the Units/Vouchers

Projects that only have units and no fixed number of beds can estimate the number of beds based on average household size (e.g., a project with 30 family units and an average family size of 3 would record 90 beds).



Option 3: Additional Methods

Projects that provide housing rental assistance and do not have a fixed number of beds and units can use one of the following methods:

- Determine the number of beds and units based on the number of vouchers currently funded and available for use.
- Projects that provide shelter or rental assistance vouchers without a fixed number of units (e.g. Rapid Re-Housing) should determine the number of beds (and units) based on the maximum number of people (and households) who can be housed on a given night.

RRH Special Instructions

Unlike the rest of the project types, RRH projects will list inventory based on the number of people who were enrolled in their project AND also in permanent housing (with or without rental assistance) on the night of the PIT count. This is because RRH projects have participants who may be enrolled in the project currently, but who are still homeless (e.g., staying in an emergency shelter) and seeking permanent housing AND participants who have located and are residing in permanent housing while still enrolled in the project.



RESOURCES
Need more?

[Solano HMIS Website](#)

[Detailed BUI Job Aid](#)

[Bed & Unit Inventory Update Form](#)

[Help Desk: solano-admin@bitfocus.com](mailto:solano-admin@bitfocus.com)

