

January 9, 2007

MEMORANDUM

TO: Emergency Shelter Providers and Transitional Housing Programs

**FROM: Katheryn Preston, Executive Director
Georgia Coalition to End Homelessness Inc.**

**RE: Update on Balance of State Shelter Bed Inventory and
Sheltered Homeless Point-In-Time Count 2007**

Many thanks to all those that have participated in the Balance of State Shelter Bed Inventory. The information we are gathering will be beneficial in determining unmet homeless needs in our suburban and rural communities. Anyone that has not been contacted by our surveyors during the month of December will be contacted during January. If you would like to contact our office with a specific time that would be more convenient for you please feel free to call our office with that information.

As promised, the following information pertains to the **Sheltered Homeless Point-In-Time Count for the Balance of State**. Please note that this information applies to all Balance of State providers and not to organizations already participating in other Continuums of Care counts. **The Georgia Sheltered Homeless Point- In-Time Count for the Balance of State is scheduled for January 24, 2007**. Attached you will find the Georgia Balance of State Sheltered Homeless Point In Time Count Form # 1001 to be used to report counts for sheltered homeless persons from Noon January 24, 2007 through Noon January 25, 2007. ***This form should be completed and returned to our office by e-mail, fax or post no later than February 5, 2007.***

Also attached is the Georgia Survey Form #1002 which will capture individual client information. We would like to encourage organizations to participate by administering this survey to all clients served by your organization during the week of February 5th through February 9th. ***These completed surveys need to be returned to our office no later than Monday, February 12, 2007.*** Agencies needing copying and shipping assistance can contact our office for support and instructions.

Please note that these survey tools are critical to show the magnitude of need in suburban and rural Georgia by actual numbers instead of only evidence from Atlanta and Georgia's metropolitan areas. GCEH will prepare a compilation report with final numbers to share with you upon completion.

Thank you in advance for your support of this vital effort. If you have any questions or need assistance please do not hesitate to contact our support staff at 770-575-5785 or toll free 1-877-243-1576.