



The Colorado Statewide Homeless Count

Homeless People Count...

Homeless Families Count...

Homeless Children Count...

Homeless Veterans Count...



Regional Coordinator Check List

Budget

- Budget submitted to NRC
- W-9 form submitted to NRC
- \$4,000 check received
- Process for distributing funds among County Coordinators developed

Communication

- County coordinators confirmed and contacted via phone or email
- Sample introductory letter provided to county coordinators to use to introduce the count to local agencies
- Press release customized and distributed to local news media, see template: http://www.colorado.gov/cich/media_kit.htm
- Assist county coordinators in contacting local agencies

Planning and Logistics

- Visit the Statewide Count Website <http://www.colorado.gov/cich/pit.htm> for updated information on the count and for copies of all training documents
- Confirm county coordinators have developed a master list of locations to survey people who are homeless
- Confirm county coordinators have contacted survey locations/agencies and made arrangements to conduct surveys
- Confirm numbers of volunteers per location determined
- Confirm volunteers recruited
- Confirm volunteers assigned locations and provided with location contact information
- Confirm donation solicited (if applicable)
- Confirm homeless individuals consulted about the count and suggestions incorporated into plan

Training

- Attended Train the Trainer training
- Training provided to all county coordinators
- Training materials distributed to county coordinators (if applicable)
- Collect training dates and attendance from each county coordinator for submission to Deanna Hall LaFlamme, state logistics coordinator

Survey Distribution Plan Established

- ❑ Confirm county coordinators can download the survey and customize agency, program name, city/town and county
http://www.colorado.gov/cich/survey_instrument.htm
- ❑ Confirm number of surveys needed in English and Spanish
- ❑ Confirm county coordinators have recruited native language speakers as interviewers
- ❑ Confirm county coordinators understand the domestic violence program survey distribution plan
- ❑ Determine which counties need help with survey (double-sided) copies
- ❑ Determine a process for survey distribution
- ❑ Confirm *Day of the County Packets* customized
- ❑ Confirm *Day of the County Packets* distributed
- ❑ Distribute surveys

Survey Collection

- ❑ Determined a process for collection of completed surveys and Tracking Forms
- ❑ Communicated survey collection process to all county coordinators
- ❑ Collected all completed, original surveys and Tracking Forms from county coordinators by September 5
- ❑ Delivered all completed, original surveys and Tracking Forms to the State of Colorado, Division of Housing by September 13
- ❑ If surveys are mailed, remind county coordinators to make sure photo copies (stapled) are kept on file until survey delivery is confirmed by the State