



PIT and HIC Media Plan and Timeline

PIT and HIC Timeline 2024 to Date

- **July-September 2023:**

- Planning started
- Submit methods request to HUD
- Reestablish relationship with UW

- **October 2023:**

- Continued planning
- Learnings from UW
- Identify hub locations
- Finalize budget

- **November 2023:**

- Finalize hub locations
- Finalize methodology and staffing plan
- Submit methodology to Advisory Board
- Volunteer recruitment

- **January 2024:**

- Finalize all logistics and supplies
- Volunteer training (completed by 12th)
- Data Collection Jan 22nd – Feb 2nd
- Sheltered PIT & HIC Jan 25

- **February 2024:**

- A short break to catch our breaths
- Data validation and analysis

- **March 2024:**

- Data analysis complete (March 15th)

- **April 2024:**

- Anticipated HUD submission: April 30th

KCRHA Website

Timeline

Data Collection: January 22 – February 2, 2024

Analysis of Data: Feb 2 – April 30, 2024

- Unsheltered data is verified and cleaned
- Shelter and transitional program providers clean, review, and submit data
- Unsheltered and sheltered data is combined into one data set to be prepared for submission to HUD
- Final data is reviewed and approved by KCRHA leadership
- Final data set is submitted to HUD

Report Development: February 2 – May 31, 2024

- Volunteer feedback is collected via surveys and focus groups and is analyzed
- Final data set is analyzed and written into a report for the community
- Documents are prepared and posted for KCRHA boards and the general public
- Community feedback sessions on the PIT report results are scheduled

Boards and Committees

Board/Committee	Presenting	Date	Materials
System Performance Committee Co-Chairs	Daniel	May 1	Agenda Prep – No Data
System Performance Committee	Janelle and Daniel	May 15	Slide Deck
Advisory Board	System Performance Co-Chairs	June 5th	Slide Deck
SCA Caucus Meeting	Jeff	June 4th	Slide Deck
Seattle Caucus Meeting	Jeff	June 6th	Slide Deck
KC Caucus Meeting	Jeff	TBA	Slide Deck
Implementation Board	Jeff	June 12th	Slide Deck
Governing Committee	Jeff	July 18th	Slide Deck

Emailed Communication Audience

Product	Presenting	Date	Materials	Purpose	Audience
Elected Email notification of Data release	Lisa	May 15 - Morning	One Pager (infographics and FAQ)	Get information first and prep for what the data means.	Elected Officials and Communication information, Human Service Managers
Email to Hub Leads/Contact/Volunteer pool of Data Release	Lisa/Subregional support	May 15 - Morning	One Pager (infographics and FAQ)	Get information first and prep for what the data means.	Hub Leads/Contacts Volunteer pool.
Press Release	Lisa	May 15 - Afternoon	Email	Media	Local city and council elected officials

General Audience

Meeting	Presenting	Date	Materials	Purpose	Audience
KCRHA Internal Staff Information	Janelle and Hedda to help with agenda.	May 15 9am	Slide Deck	Data Literacy around PIT/HIC	Internal KCRHA staff
Community Meeting – Data Round table	CI and Subregional Teams	June	TBA	Data Literacy around PIT	PIT volunteers, participants, other Community members, Hub Leads
Subregional Team – Community Meetings	Subregional Teams	Late June	Slide Deck	Engagement External stakeholders and local cities	Community meetings (i.e. city staff, advocacy groups)

Materials Generated

Type	Responsible	Date	Materials Provided	Purpose	Audience
Executive Memo	Janelle/Daniel	May 3	Memo	Approve HUD submission	CEO
One Pager (infographics and FAQ)	Janelle/Lisa	May 15	PDF	Boards and Committees	Boards and Committees and Website
Press Release	Lisa	May 15	Press Release	Media	Media
Detailed Written Report	CI and Comm	June 15th	This is a full detailed report of Unsheltered Point in Time report, PDF	Complete, detailed report on full project	Typically other communities, etc. Research audiences
Subregional Slide Deck	CI and Sub	June 15th	Slide deck with the subregional information	Overview of the project with the data break out by subregion.	Subregion planners