



YHDP Reporting Guidance

For reporting in the *Sage HMIS Reporting Repository*

Version 1.2
April 2025

This document is a supplement to the [CoC APR Guidebook - for CoC Grant Funded Programs](#)

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Questions regarding reporting for YHDP may be submitted through the HUD Exchange [Ask A Question portal](#). Be sure to select “Sage” in Step 2 to have your question routed to the correct response desk.

Guidebook Changes

October 2023	V. 1 -- YHDP Guidebook updated for FY24 APR and QPR reporting.
May 2024	V. 1.1 -- Removed references to Program Income. Added references to the new Program Eligibility form. See the Program Eligibility section in the CoC APR Guidebook for information on how to complete this form. Minor edits addressing format and clarity.
April 2025	V 1.2 -- Edits to align with Presidential Administration directives

Introduction

The Youth Homeless Demonstration Program (YHDP) is a national demonstration program focused on how using a community-wide approach can significantly decrease youth homelessness.

The **Annual Performance Report (APR)** is required of all YHDP grant recipients. Each recipient must submit an APR to HUD within 90 days of the end of their operating year for each year of the grant. The APR for YHDP is the regular APR used by all Continuum of Care (CoC) funded projects. Then, in addition to the regular APR information (explained in the [CoC APR Guidebook - for CoC Grant Funded Programs](#)) there are two additional parts of the report. HUD requires YHDP to report additional information because of the demonstration nature of YHDP.

- The **YHDP - Supplemental Questions** form in the APR is a targeted series of questions designed to gather specific information on the program and the impact of the demonstration. This document will provide guidance on those questions.
- The **YHDP - Supplemental CSV** is the CSV output from the YHDP Supplemental Reporting Tool (SRT) App. All projects except Planning, HMIS, and SSO-Coordinated Entry are required to submit the Supplemental CSV elements.

Quarterly Performance Reporting (QPR) are required of all YHDP recipients beginning with Round 4 recipients, excluding Coordinated Entry, HMIS, and Planning grants. All other YHDP recipients should plan that future Quarterly Reporting will be required for their renewal projects under future NOFOs. A project's quarterly reporting will begin after it has operated for one full fiscal quarter. For example, if a project begins on November 1, 2022, its first QPR will be due April 30, 2023.

Reporting Dates

YHDP Operating Start Date	First QPR	Due
October 1, 2022	October-December	January 30, 2023
November 1, 2022	January – March	April 30, 2023
December 1, 2022	January – March	April 30, 2023
January 1, 2023	January – March	April 30, 2023
February 1, 2023	April – June	July 30, 2023

March 1, 2023	April – June	July 30, 2023
April 1, 2023	April – June	July 30, 2023
May 1, 2023	July – September	October 30, 2023
June 1, 2023	July – September	October 30, 2023
July 1, 2023	July – September	October 30, 2023
August 1, 2023	October-December	January 30, 2024
September 1, 2023	October-December	January 30, 2024
October 1, 2023	October-December	January 30, 2024

Report Schedule Rules:

- A recipient does not file a QPR for less than 3 months. Thus, the first report may be delayed and missing up to two months depending on the start date of the report.
- A recipient does not file a QPR for more than 3 months. The report will always begin with activity starting on the first day of the quarter and end on the last day of the quarter.
- QPRs are always due within 30 days of the end of each quarter.

Reporting in Sage

The [Sage HMIS Reporting Repository \(Sage\)](#) is available to all YHDP recipients for grant reporting. HUD has created a separate [Sage User Manual](#) that contains all the information needed to use the **Sage** HMIS Reporting Repository system. The User manual contains information on creating and maintaining user accounts, user levels, how to navigate **Sage**, and how to utilize the reporting functions in **Sage**. The Sage User Manual is available through the HUD Exchange or directly in **Sage** by clicking on the Guidance and Resources button on the Dashboard.

Due Dates

- QPRs are always due within 30 days of the end of each quarter.
- APRs are always due within 90 days of the end of the operating year.

Example – First Year QPR/APR reporting dates

Quarter/APR	Dates covered	Due Date
Q1	10-1-2022 to 12-31-2022	1-30-2023
Q2	1-1-2023 to 3-31-2023	4-30-2023
Q3	4-1-2023 to 6-30-2023	7-30-2023
Q4	7-1-2023 to 9-30-2023	10-30-2023
APR	Operating year (as set in eLOCCS with the recipient's first draw of funds)	No later than 90 days after the operating year end date.

Reporting Basics

Each HUD grant for YHDP is for one project. YHDP applicants apply for and receive funding based on “component types” to provide the “activities” that are eligible under a specific component. HUD identifies each component and its allowable activities in regulations ([CFR §578](#)). The allowable components and subcomponents for YHDP are:

1. Transitional Housing
2. Permanent Housing
 - a. Rapid ReHousing
 - b. Permanent Supportive Housing
3. Joint Component TH/RRH
4. Supportive Services Only
 - a. Coordinated Entry
 - b. Housing/Services
 - c. Street Outreach
5. Homeless Management Information System (HMIS) – Dedicated Project
6. Planning

Each project other than HMIS and Planning must collect client-level data in HMIS. The only exception to this is for Victim Service Providers (VSP) who by law may not use HMIS and must use a [comparable database](#) operated by the VSP to collect and report their data. The HMIS project types must correlate with the components/subcomponents identified in the chart below to pass validation in **Sage**.

YHDP Grant Component/Subcomponent Type	HMIS Project Type (Q4 in CSV)
Transitional Housing*	2
Rapid ReHousing*	13
Permanent Supportive Housing	3
Supportive Services Only: Coordinated Entry	14
Supportive Services Only: Housing/Services	6
Supportive Services Only: Street Outreach	4

*Joint Component TH and PH: RRH grants must have two projects set up in the HMIS, one for Transitional Housing and another for Rapid ReHousing and will report on them individually in both the APR and QPR reports.

The grant award dictates the type of project being operated and the [HMIS Data Standards](#) establish the information to be collected by each project. To ensure projects are collecting the data points that are required for each kind of project there is a [YHDP HMIS Manual](#) for use by HMIS Leads to correctly set up the HMIS.

Sage accepts uploads of aggregate data from the HMIS for all projects except Planning and HMIS. The HMIS presents all of the required elements for the user to collect on youth at intake, annual assessment, and exit. Then the user is able to generate the information in the

specific format specified by HUD. Those reports may be printed on paper from the system for review. For Sage they must be downloaded in a Comma Separated Value (CSV) format and placed in a zipped file.

What Different Projects Report

Each QPR and APR is designed to ask questions and collect aggregate client data on what happened each quarter (for the QPR) and for the entire year (APR). **Sage** gathers information on a series of topical forms and different forms are required for different submissions.

APR	TH RRH PSH JOINT	SSO: Housing/ Services	SSO: Street Outreach	SSO: Coordinated Entry	HMIS	Planning
Grant Information	X	X	X	X	X	X
Bed and Unit Inventory	X					
Contact Information	X	X	X	X	X	X
Performance Accomplishments	X	X	X	X	X	X
Financial Information	X	X	X	X	X	
Program Eligibility	X	X	X			
Additional Comments	X	X	X	X	X	X
APR CSV Upload	X	X	X			
CE APR CSV Upload				X		
YHDP Supplemental Questions Annual (narrative)	X	X	X	X		
YHDP - Supplemental CSV Upload	X	X	X			
YHDP Planning Actions and Outcomes						X
Unmet Community Need						X
Innovation						X
YHDP - HMIS Supplemental Questions					X	
Financial Resources and Information						X
Data and Evaluation Capacity						X
Sign and Submit	X	X	X	X	X	X

Please refer to the full [CoC APR Guidebook](#) for detailed information on the APR forms and upload information that are not specific to YHDP (e.g. Bed and Unit Inventory, Program Eligibility and Financial Information).

QPR	TH RRH PSH JOINT	SSO: Housing & Services	SSO: Street Outreach
Grant Information	X	X	X
Performance Accomplishments	X	X	X
APR CSV Upload (for report date range)	X	X	X
SRT CSV Upload (for report date range)	X	X	X
QPR Supplemental Questions	X	X	X
Contact Information	X	X	X
Additional Comments	X	X	X
Sign and Submit	X	X	X

Note: Coordinated Entry, HMIS, and Planning grants only submit an APR, there is not a QPR requirement for these projects.

Starting QPR Reports

While YHDP projects are expected to begin serving clients as of the operating start date established by HUD for the project, HUD understands that there may be some time needed for project start-up. If there are circumstances that prohibit the organization from serving clients at the start of the project Sage will allow recipients to document those in their first quarterly report(s). Each recipient is asked if they have begun serving clients. If the response is “yes” the QPR is opened for completion. If the response is “no” then you must completely answer the questions “In the past quarter what work have you done on this specific project?” and “What is your plan and timeline to begin to serve clients?”

YHDP Supplemental Questions

Both the APR and QPR have required supplemental questions for YHDP reporting. The APR supplemental questions are in narrative format and provide overall context for HUD to review what is working well in the demonstration and what needs improvement. The QPR questions are designed to be a quick survey of the project each quarter to identify, in the aggregate, who is being served and how. Together these questions, along with the quantitative data in the HMIS APR CSV and SRT CSV reports, paint a picture of the program that is used by HUD for national reporting.

APR Supplemental Questions

Complete the APR by responding to the questions as asked, and where narrative answers are needed, respond using no more than 2,500 characters. If the question does not apply to the project answer “no” or indicate N/A in the response option list.

Special Activities

In the grant application for YHDP in *e-snaps*, there was a “Special YHDP Activities” form that recipients could use to identify special activities for their projects from a list of options. The options selected by the recipient for the specific grant being reported on have been populated on the YHDP APR. The APR then asks the question: **During the operating year did this project make use of the special activity(s) identified in the application.** The response option is “yes” or “no”.

If “yes” then you are asked **How did the use of this activity directly affect the outcome of the project?**

Demonstration Outcomes

Respond to each question succinctly using no more than 2,500 characters.

1. Briefly describe the project you are operating.

Describe the work being done with youth through this specific grant. For example, if this is an RRH project, this section might describe how the youth access the project. Identify if the project helped them find housing and/or assisted with the lease up and if the project assisted with rent. Then explain how RRH on-going services are provided to help youth stay housed and secure income so they can pay rent when the project ends.

2. Briefly describe the needs identified in your community’s coordinated community plan that this project was designed to meet.

Describe the specific needs your coordinated community plan identified that this project fills the gap for. Cut and paste the needs from the plan as appropriate.

3. Briefly describe this project’s current level of success in meeting the needs identified above in the coordinated community plan. and in supporting youth to end their homelessness.

Describe the specific outcomes of the project as they relate to your overall coordinated community plan.

4. Briefly describe qualitative outcomes of the project.

Provide qualitative outcomes achieved. The number of persons served is evident in other responses and the CSV upload. An example of a qualitative outcome could be: This project uses housing navigators to assist youth to find and obtain housing. To increase residential stability one of the navigators’ goals is to assist in locating a rental unit with the youth in a neighborhood that has community connections the youth use or could relate to and is in an area in which they feel comfortable. The navigators asked youth to indicate how they liked their location 2 months after housing move-in. To date, 80% of the youth responded indicating they were in communities that met their needs and would like to remain housed there. The organization will over time compare the stability of the clients in the unit with their initial survey response.

5. Briefly describe challenges that you had starting up (or maintaining) your project.

Provide specifics on challenges the project had assisting youth to acquire and/or maintain housing as well as any other challenges of note. Where room permits, include any ideas for correction/change.

6. Are there supports that HUD or Technical Assistance could have provided to help you or others overcome the challenges described? If so, what are they?

Provide information to inform HUD of specifically what supports (guidance, policy, training, etc.) that HUD or TA could have provided to you to overcome the challenges you experienced.

QPR Supplemental Questions

Complete the QPR by responding succinctly to the following questions:

Project Description

1. Briefly describe the project funded under this grant (i.e., what did it do)

Concisely describe what activities the project conducts to work with youth. Be sure to identify the component that was funded (e.g. RRH, PSH, SSO) and specifically what was provided (e.g. scattered-site housing for 20 youth with site-based services and peer support; housing navigation in partnership with the coordinated entry process to assist youth to identify appropriate housing and gather all of the items necessary for application and move-in).

Special Activities

2. Identify each question with a yes or a no identifying which, if any, of the listed special activities your project provides:

- Did the project have new or renewed leases this quarter written with less than a one-month lease term?
- Were any youth who received services in the past quarter also employed by the recipient?
- Did the project pay for second or subsequent moving costs for a participant in the past quarter?
- Did the project provide host homes or kinship families with HUD-funded stipends in the past quarter?
- Did the project expend HUD funds on any of these housing needs in the past quarter: security deposits, damage costs, cleaning supplies, housing start-up expenditures, rental or utility arrears, or utilities?
- Did the project expend HUD funds on any of these services in the past quarter: Cell phones and service, internet, gas or mileage for participants, legal costs, driving fines or fees, car insurance, or vehicle registration?

Services/Housing Provided this Quarter

The following process provides a basis for a service-based analysis of YHDP by target population.

First – Select a target participant type.

In the past three months of this project, what was the predominant type of homelessness the youth who were served experienced.

- Literal Homelessness (living on the streets, place unfit for human habitation, shelter, or institution less than 90 days and was homeless prior to entry) – Category 1
- Imminent Risk of Homelessness – Category 2
- Fleeing Domestic Violence – Category 4

Select one type of youth (category of homeless) who was most often provided housing/services by this specific YHDP project. It will be allowed, but not required, to select one more participant type later in the form.

Second – Identify the predominant activities provided.

After selecting the type of youth served, **Sage** will present a list of activities which could be provided to youth in YHDP. A maximum of 4 activities which were provided this quarter to the target population of youth identified may be selected. It is not required to select the same activities as were provided in previous quarters. If the project was updated or service provision was shifted for better outcomes, please be sure to identify the new activity being provided. Up to 4 of the following activities may be selected (if only one was provided, only select one):

- **Care coordination/case management** (social services to support the development and implementation of a case plan)
- **Coordinated Entry housing assessment** (an assessment required by the CE process of the CoC)
- **Coordinated Entry housing placement assistance** or **Housing Navigation** assistance (support to acquire a placement into shelter or housing provided through the local CE process)
- **Direct service for disabling condition(s)** (services for: substance abuse, mental health, physical health, HIV/AIDS)
- **Diversion services - Support** (case work to prevent the youth from entering a shelter and/or problem-solving support to divert youth from shelter)
- **Diversion services – Financial** (financial assistance to access housing or other living situation instead of a shelter)
- **Drop-In center** (access to or operation of the center, site-based engagement services)
- **Education assistance** (support to access any type of continuing education)
- **Employment assistance** (support for youth employment i.e. coaching, supporting, job seeking, etc.)

- **Housing - Host Home placement** (services and/or financial support for youth placement in a Host Home as part of this project)
- **Housing - Shared Housing placement** (services and/or financial support for youth placed in a shared housing situation)
- **Housing – Short-term** (services and/or leasing for youth residing in TH/RRH)
- **Housing – Long-term** (services and/or leasing for youth residing in PSH)
- **Life skills training**
- **Mainstream Service Connections/Systems Navigation** (assistance to access mainstream income or benefits e.g. TANF, SNAP, WIC, Medicaid, etc.)
- **Peer Support** (one on one or group support by youth peers)
- **Street Outreach** (work with youth living in a place not meant for human habitation, street work, engagement services)
- **Victim Services** (individual counseling, group support, safety plan development or implementation)

Supplemental Reporting Tool Application (SRT App)

The SRT App is used to supplement the data contained in the APR CSV. The app parses the data from the hashed version of the HMIS CSV (sometimes called the RHY CSV) which is generated about the specific project. The data points include youth descriptive indicators and information regarding the elective elements for YHDP that measure exit information, education status, and income. The data once input to **Sage** can be examined cross-sectionally for program analysis.

The [App for Windows](#) and [App for MacOS](#) are available for download through the links here or from the YHDP section of **Sage**. Once open, the SRT App provides detailed instructions on how to import the hashed HMIS CSV data pulled from your HMIS and how to then upload the information to **Sage**. Detailed [Instructions](#) are also available through **Sage**. To visualize the data at any time or for any date range, users may go to www.sagehmis.info and use the “Test your report output” from the login page without logging into the system.

The total number of youth in the SRT CSV should equal the total number of youth in the HMIS APR CSV as identified in Q5 and Q27. **Sage** will not accept the SRT if the deviation is greater than 5% between the two data uploads. To ensure that the numbers are the same from the live HMIS database, YHDP providers are strongly encouraged to generate both the APR and SRT CSVs on the same day.

Additional Comments

The APR and QPRs are the project’s formal report to HUD on what the project has achieved, the number of persons served, and the funds expended. The reports should be reviewed prior to submission to HUD to ensure all the information is complete and correct. Should the organization have information they want to share with HUD that they believe is important for the HUD reviewer to know about the program or report use the Additional Comments form. The reviewer will see these comments as they begin the review of the report.

YHDP HMIS APR

The YHDP HMIS APR does not require a CSV upload. Instead, the report is a series of specific narrative questions about the activities conducted using the YHDP HMIS dedicated grant to be answered in 2500 characters or less. Be sure that the responses are specific to the YHDP use of HMIS.

The questions are:

1. What did you propose to do?
2. What are you actually doing?
3. Was the HMIS activity approved by the local CoC or HMIS Committee of the CoC?
4. How does what you are doing fit in with the total HMIS effort of the CoC?
5. How does what you are doing improve the data collection/reporting efforts on youth homelessness?
6. How are you ensuring the confidentiality/privacy of all data collected for youth in this project?
7. Does this project use HMIS to create and/or calculate any youth-specific performance measures, benchmarks, or a “by-name list”? Response yes/no
 - a. If Yes – provide a brief description of what performance measures were created/used in the HMIS.

YHDP Supportive Services Only: Coordinated Entry APR

The YHDP SSO:CE APR contains all of the same forms that the regular APR for an SSO project contains. The only difference is the upload from HMIS. Coordinated entry requires that the CE APR in the CSV format is generated from the HMIS and uploaded. This is a system-wide report and because of that may require the assistance of the HMIS Lead Agency to generate the CSV file for the recipient.

The CE APR is significantly different from other APRs and there is a separate report in the HMIS and comparable database from the regular (full) APR. The CE report is generated across all projects within a CoC where the required CE elements are collected and for projects where the Participation Status is classified as an Access Point or Receives CE Referrals during the reporting date range. This may include projects operated by recipients that receive funding directly from the YHDP or CoC SSO-CE grant(s); recipients or sub-recipients of funds to carry out CE activities; or any other project where the CoC has determined it is a requirement to collect CE data elements, based on the CE system design. The CE APR will inform HUD on the entire CoC’s CE system.

YHDP Planning Grant

The YHDP Planning Grant’s APR is a unique set of forms to report on the activities related to planning for YHDP.

The **Planning Actions and Outcomes** form first has the recipient identify from a list of eligible expenses which activities were funded under this planning grant:

- Coordination Activities
- Project Evaluation
- Project Monitoring Activities
- Participation in the Consolidate Plan
- CoC Application Activities
- Determining the Geographical Area to be Served by YHDP
- Developing a Youth System and/or
- HUD Compliance Activities

After identifying the activities which were funded the following questions are to be answered in brief narratives, no more than 2500 characters each.

1. Explain how the YHDP Planning grant funds were used.
2. Describe the level of youth participation in the YHDP planning process.
3. Describe your community's progress in developing a youth homeless system.
4. Describe outcomes your community observed as a result of the YHDP Planning Grant.

The next form, **YHDP Unmet Community Need**, asks if, through the planning grant process, the community identified any unmet community needs (other than those described in the Coordinated Community Plan). If yes, then the recipient is asked to provide a brief description of each unmet need.

The **YHDP-Innovation** form asks the recipient to briefly describe any innovation that resulted from being provided with planning grant funding and resources.

The financial information form is different from the normal APR financial itemization. The YHDP Planning grant report again lists the eligible activities as selected in the Planning Action and Outcomes section (see above) and asks for a report on how the HUD funding was used on each of the activities provided under this grant.

The report further asks for a detailed description of how specifically funds were used for each activity expenditure identified in the report

Finally, cash or in-kind match is required for planning grants. The match dollars or in-kind value of the match is reported on the financial form and is followed by the detail describing the match. For each source of match, the following must be completed:

- Identify who the funds were received from
- Identify the amount awarded (or for in-kind the value of the in-kind)
- Identify the specific amount of the award which was expended during the operating year

- Describe in detail how funds were utilized.

Please note: the financial information presented in the APR should be reviewed by the recipient's financial staff prior to submission to HUD. This submission should reflect the actual HUD expenditures and LOCCS draws along with all required match.

Appendix A – Supplemental YHDP CSV Data Points

Data Points Included in the Supplemental YHDP CSV

Demographic Information	Data Source	Notes
Total youth served in project year	3.10 and 3.03	The number of youth clients who are adults or heads of households.
All project leavers	3.11	All youth who exited the project and do not have an active enrollment in the project at the end of the reporting period
White	3.04	This field counts youth who identify only as white.
Black, African American, or African	3.04	This field counts youth who identify only as Black, African American, or African.
Asian or Asian American	3.04	This field counts youth who identify only as Asian or Asian American.
American Indian, Alaska Native, or Indigenous	3.04	This field counts youth who identify only as American Indian, Alaska Native, or Indigenous.
Middle Eastern or Northern African	3.04	This field counts youth who identify only as Middle Eastern or African
Hispanic/Latina/e/o	3.04	This field counts youth who identify only as Hispanic/Latina/e/o
Native Hawaiian or Pacific Islander	3.04	This field counts youth who identify only as Native Hawaiian or Pacific Islander.
At Least 1 Race and Hispanic/Latina/e/o	3.04	This field counts all youth who identify as Hispanic/Latina/e/o and 1 other race category.
Multi-racial (does not include Hispanic/Latina/e/o)	3.04	This field counts all youth with more than one race category selected but Hispanic/Latina/e/o was NOT selected
Minor (under 18)	3.03	All youth clients aged 12-17
Parenting	3.15	This field follows the logic in CoC-APR HMIS Programming Specifications for Q27b.
Earned Income	4.02	This field counts Yes responses to 4.02.3 for the enrollment matching the latest exit.
Other Income	4.02	This field counts any Yes response in 4.02.4 -4.02.17 for the enrollment matching the latest exit.
No Income	4.02	This field counts if all responses are no or empty for 4.02.2-4.02.17 in the enrollment matching the latest exit.
Child welfare involvement	R11	
History of Juvenile Justice Involvement	R12	
Not currently enrolled in any school or educational course	C3.2	This field counts C3.2 Not currently enrolled in any school or educational course (0) for the enrollment matching the latest exit.
Currently enrolled but NOT attending regularly	C3.2	This field counts C3.2: Currently enrolled but NOT attending regularly (1) for the enrollment matching the latest exit.
Currently enrolled and attending regularly	C3.2	This field counts C3.2: Currently enrolled and attending regularly (2) for the enrollment matching the latest exit.

Exit -Homeless Situations	3.12	This field counts all exit destinations from 100 - 199
Exit-Institutional Situations	3.12	This field counts all exit destinations from 200 - 299
Exit-Temporary Housing Situations	3.12	This field counts all exit destinations from 300 - 399
Exit-Permanent Housing situation	3.12	This field counts all exit destinations from 400 - 499
Exit- Other	3.12	This field counts all exit destinations from 0 - 99

RHY Elements	Data Source	Notes
Completed project	R17.1	This field counts if R17.1 is marked as a Completed project (1).
Voluntarily left	R17.1	This field counts if R17.1 is marked as Client voluntarily left early (2).
Expelled or discharged	R17.1	This field counts if R17.1 is marked as Client was expelled or otherwise involuntarily discharged from project (2).
Exit to permanent housing	3.12	This field counts all exit destinations from 400 - 499
Safe exit destination (by client)	R19.1	This field counts if R19.1 is marked as (2) Yes.
Safe exit destination (by worker)	R19.2	This field counts if R19.2 is marked as Yes (2).
Permanent connections at exit	R19.3, R19.4, R19.5	This field counts if any of R19.3, R19.4, or R19.5 are marked as Yes (2).

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