



Human Welfare and Community Action Commission

AGENDA

Wednesday, February 15, 2017

7:00 PM

North Berkeley Senior Center, 1901 Hearst Ave.
Berkeley, CA 94705

Preliminary Matters

1. Roll Call
2. Public Comment

Update/Action Items

The Commission may take action related to any subject listed on the agenda, except where noted.

Berkeley Community Action Agency Board Business

3. Approve Minutes from the 1/18/2017 Regular Meeting (Attachment A)
4. Election of Chair and Vice Chair
5. Review and Discuss Community Agency Applications for FY 2018-2019 Funding -- Staff
6. Update on Community Services Block Grant (CSBG) reports -- Staff
 - A. 2016 Year End Report (Attachment B)
 - B. 2016 Information Survey
7. Review City Of Berkeley Funded Agency Program And Financial Reports – Staff
 - A. Berkeley Community Gardening Collaborative (Attachment C)
 - B. Berkeley Free Clinic (Attachment D)

Other Discussion Items

8. Discuss the Closure of Alta Bates Hospital – All
9. Review Draft Communication to City Council on Berkeley Homeless Policy – Commissioner Omodele
10. Update on Air Quality in West Berkeley – Commissioner Sood
11. Discuss HWCAC Recommendations to City Council to Change BMC Section 3.78.030, 040, and 050 Related to Commission Procedures – Commissioner Sood
12. Review Latest City Council Meeting Agenda – All (Attachment E)
13. Announcements
14. Future Agenda Items

Adjournment

Attachments

- A. Draft Minutes of the 1/15/2017 Meeting
- B. 2016 CSBG Year End Report
- C. Berkeley Community Gardening Collaborative Program and Financial Reports
- D. Berkeley Free Clinic Program and Financial Reports
- E. Review City Council Meeting Agenda at City Clerk Dept. or
<http://www.cityofberkeley.info/citycouncil>

Communications

Communications to Berkeley boards, commissions or committees are public record and will become part of the City's electronic records, which are accessible through the City's website. **Please note: e-mail addresses, names, addresses, and other contact information are not required, but if included in any communication to a City board, commission or committee, will become part of the public record.** If you do not want your e-mail address or any other contact information to be made public, you may deliver communications via U.S. Postal Service or in person to the secretary of the relevant board, commission or committee. If you do not want your contact information included in the public record, please do not include that information in your communication. Please contact the secretary to the relevant board, commission or committee for further information. Any writings or documents provided to a majority of the Commission regarding any item on this agenda will be made available for public inspection at Housing and Community Services Department located at 2180 Milvia Street, 2nd Floor.

This meeting is being held in a wheelchair accessible location. To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact the Disability Services specialist at 981-6342 (V) or 981-6345 (TDD) at least three business days before the meeting date. **Please refrain from wearing scented products to this meeting.**

Secretary:

Wing Wong
Health, Housing & Community Services Department
510-981-5428
wwong@CityofBerkeley.info

Mailing Address:

Human Welfare and Community Action Commission
Wing Wong, Secretary
2180 Milvia Street, 2nd Floor
Berkeley, CA 94704



Human Welfare and Community Action Commission

Draft Minutes

Wednesday, January 18, 2017

7:00 PM

North Berkeley Senior Center, 1901 Hearst Ave.
Berkeley, CA 94705

Preliminary Matters

1. Roll Call: 7:10PM
Present: Dunner, Sood, Choi, Omodele, Browne (7:15PM)
Absent: Perez-Santiago
Quorum: 4 (Attended: 5)
Staff Present: Kristen Lee and Wing Wong
2. Public Comment: 0

Update/Action Items

The Commission may take action related to any subject listed on the agenda, except where noted.

Berkeley Community Action Agency Board Business

3. Approve Minutes from the 11/16/2016 Regular Meeting
Action: M/S/C (Dunner/Sood) to approve the 11/16/16 minutes as submitted.
Vote: Ayes – Choi, Dunner, Sood, Omodele; Noes – None; Abstain – None;
Absent – Perez-Santiago, Browne.
4. Election of Low-Income Representative
A candidate (Mr. Daniel McMullan) has been elected as the Representative of the Low-Income Individuals and Families for District Two. His appointment will be considered for confirmation by the City Council on 3/14/2017.
Action: M/S/C (Dunner/Sood) to approve the 11/16/16 minutes.
Vote: Ayes – Choi, Dunner, Sood, Omodele, Browne; Noes – None; Abstain – None; Absent – Perez-Santiago.
5. Review and Discuss Community Agency Applications for FY 2018-2019 Funding
Commissioners will review funding applications for 15 programs submitted by community agencies. Each commissioner receives user name, password, and PIN to score the applications on the City Data Services website. They will discuss funding recommendations in the next meeting. Continued to 2/15/2017 meeting.
6. Review City Of Berkeley Funded Agency Program And Financial Reports – Staff
Commissioners reviewed and discussed the reports for Bay Area Outreach & Recreation Program (BAORP).

Other Discussion Items

7. Presentation on the Closure of Alta Bates Hospital
Speakers Carolyn Bowden and Jackie Dragon, representing California Nurses Association, spoke about the closure of Alta Bates Hospital. Alta Bates is slowly

closing departments within Alta Bates hospital. The speakers noted that, while the population in the Bay Area is rising, the number of hospitals is decreasing, endangering hundreds of thousands of East Bay residents. The Association requests the commission's advocacy to keep the hospital open.
Continued to 2/15/2017 meeting.

8. Review Draft Communication to City Council on Berkeley Homeless Policy
Action: M/S/C (Sood/Browne) to authorize commissioner Dunner and Commissioner Omodele to form a subcommittee to explore possible actions on Berkeley homeless and housing issues.
Vote: Ayes – Choi, Dunner, Sood, Omodele, Browne; Noes – None; Abstain – None; Absent – Perez-Santiago.
9. Discuss Berkeley Municipal ID Program
Continued to future meetings.
10. Discuss Possible Action Regarding Bike Stations And Bikers Not Using Reflectors at Night
Continued to future meetings.
11. Review Latest City Council Meeting Agenda
Continued to 2/15/2017 meeting.

Adjournment

Adjourned at: 9:25 pm

Minutes approved on: _____

Commission Secretary: Wing Wong _____

CSBG/NPI Programs Report

Attachment B

Contractor Name: Berkeley Community Action Agency
 Contact Person and Title: Wing Wong, Community Servixes Specialist II
 Phone Number: 510.981.5428 Ext. Number: _____
 E-mail Address: wywong@cityofberkeley.info Fax Number: 510.981.5450

Goal 1: Low-income people become more self-sufficient.

NPI 1.1: Employment

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

National Performance Indicator 1.1 Employment The number and percentage of low-income participants who get a job or become self-employed, as a result of Community Action Assistance, as measured by <u>one or more</u> of the following:	Reporting Period	I Number of Participants Expected to Achieve Outcome in Reporting Period (#)	II Number of Participants Enrolled in Program(s) in Reporting Period (#)	III Number of Participants Achieving Outcome in Reporting Period (#)	IV Percentage Achieving Outcome in Reporting Period (III/I=IV) (%)	V Explanations Required (Report on explanation tab)
A. Unemployed and obtained a job	Annual					
B. Employed and maintained a job for a least 90 days	Annual					
C. Employed and obtained an increase in employment income and/or benefits	Annual					
D. Achieved "living wage" employment and/or benefits	Annual					
<i>In the rows below, please include any additional indicators for NPI 1.1 that were not captured above.</i>						
	Annual					

CSBG/NPI Programs Report

Goal 1: Low-income people become more self-sufficient.

NPI 1.2: Employment Supports

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

National Performance Indicator 1.2		I	II	III	IV	V
Employment Supports	Reporting Period	Number of Participants Expected to Achieve Outcome in Reporting Period (#)	Number of Participants Enrolled in Program(s) in Reporting Period (#)	Number of Participants Achieving Outcome in Reporting Period (#)	Percentage Achieving Outcome in Reporting Period (III/I=IV) (%)	Explanations Required (Report on explanation tab)
The number of low-income participants for whom barriers to initial or continuous employment are reduced or eliminated through assistance from Community Action, as measured by <u>one or more</u> of the following:						
A. Obtained skills/competencies required for employment	Annual					
B. Completed ABE/GED and received certificate or diploma	Annual					
C. Completed post-secondary education program and obtained certificate or diploma	Annual					
D. Enrolled children in "before" or "after" school programs	Annual					
E. Obtained care for child or other dependant	Annual					
F. Obtained access to reliable transportation and/or driver's license	Annual					
G. Obtained health care services for themselves and/or a family member	Annual					
H. Obtained and/or maintained safe and affordable housing	Annual					
I. Obtained food assistance	Annual					
J. Obtained non-emergency LIHEAP energy assistance	Annual					
K. Obtained non-emergency WX energy assistance	Annual					
L. Obtained other non-emergency energy assistance (State/local/private energy programs. Do Not Include LIHEAP or WX)	Annual					

In the rows below, please include any additional indicators for NPI 1.2 that were not captured above.

	Annual					
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CSBG/NPI Programs Report

Goal 1: Low-income people become more self-sufficient.

NPI 1.3: Economic Asset Enhancement and Utilization

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

National Performance Indicator 1.3		I	II	III	IV	V	VI
<p>Economic Asset Enhancement and Utilization</p> <p>The number and percentage of low-income households that achieve an increase in financial assets and/or financial skills as a result of Community Action assistance, and the aggregated amount of those assets and resources for all participants achieving the outcome, as measured by <u>one or more</u> of the following:</p>	Reporting Period	Number of Participants Expected to Achieve Outcome in Reporting Period (#)	Number of Participants Enrolled in Program(s) in Reporting Period (#)	Number of Participants Achieving Outcome in Reporting Period (#)	Percentage Achieving Outcome in Reporting Period (III/I=IV) (%)	Explanations Required (Report on explanation tab)	Aggregated Dollar Amounts (Payments, Credits or Savings) (\$) <i>If no dollars reported please explain</i>

ENHANCEMENT

<p>A. Number and percent of participants in tax preparation programs who qualified for any type of Federal or State tax credit and the expected aggregated dollar amount of credits.</p>	Annual						
<p>B. Number and percent of participants who obtained court-ordered child support payments and the expected annual aggregated dollar amount of payments.</p>	Annual						
<p>C. Number and percent of participants who were enrolled in telephone lifeline and/or energy discounts with the assistance of the agency and the expected aggregated dollar amount of savings.</p>	Annual						

CSBG/NPI Programs Report

National Performance Indicator 1.3		I	II	III	IV	V	VI
Economic Asset Enhancement and Utilization The number and percentage of low-income households that achieve an increase in financial assets and/or financial skills as a result of community action assistance, and the aggregated amount of those assets and resources for all participants achieving the outcome, as measured by <u>one or more</u> of the following:	Reporting Period	Number of Participants Expected to Achieve Outcome in Reporting Period (#)	Number of Participants Enrolled in Program(s) in Reporting Period (#)	Number of Participants Achieving Outcome in Reporting Period (#)	Percentage Achieving Outcome in Reporting Period (III/I=IV) (%)	Explanations Required (Report on explanation tab)	Aggregated Dollar Amounts (Payments, Credits or Savings) (\$) <i>If no dollars reported please explain</i>

UTILIZATION

D. Number and percent of participants demonstrating ability to complete and maintain a budget for over 90 days	Annual						N/A
E. Number and percent of participants opening an Individual Development Account (IDA) or other savings account	Annual						N/A
F. Number and percent of participants who increased their savings through IDA or other savings accounts and the aggregated amount of savings	Annual						
G. Number and percent of participants capitalizing a small business with accumulated IDA or other savings	Annual						
H. Number and percent of participants pursuing post-secondary education with accumulated IDA or other savings	Annual						
I. Number and percent of participants purchasing a home with accumulated IDA or other savings	Annual						
J. Number and percent of participants purchasing other assets with accumulated IDA or other savings	Annual						

In the rows below, please include any additional indicators for NPI 1.3 that were not captured above.

	Annual						
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CSBG/NPI Programs Report

Contractor Name: Berkeley Community Action Agency
 Contact Person and Title: Wing Wong, Community Services Specialist II
 Phone Number: 510.981.5428 Ext. Number: _____
 E-mail Address: wywong@cityofberkeley.info Fax Number: 510.981.5450

Goal 2: The conditions in which low-income people live are improved.

NPI 2.1: Community Improvement and Revitalization

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

National Performance Indicator 2.1		I	II	III	IV	V	VI
Community Improvement and Revitalization							
Increase in, or safeguarding of, threatened opportunities and community resources or services for low-income people in the community as a result of Community Action projects/initiatives or advocacy with other public and private agencies, as measured by <u>one</u> or <u>more</u> of the following:	Reporting Period	Number of Projects or Initiatives Expected to Achieve in Reporting Period (#)	Number of Projects or Initiatives (#)	Number of Opportunities and/or Community Resources Preserved or Increased (#)	Percentage Achieving Outcome in Reporting Period (II/I=IV) (%)	Explanations Required (Report on explanation tab) (II/I=V)	Explanations Required for Projects to Opportunities Ratio (II is greater than III) (Report on explanation tab)
A. Jobs created, or saved, from reduction or elimination in the community.	Annual						
B. Accessible "living wage" jobs created, or saved, from reduction or elimination in the community.	Annual						
C. Safe and affordable housing units created in the community	Annual						
D. Safe and affordable housing units in the community preserved or improved through construction, weatherization, or rehabilitation achieved by community action activity or	Annual						
E. Accessible safe and affordable health care services/facilities for low-income people created, or saved from reduction or elimination	Annual						
F. Accessible safe and affordable child care or child development placement opportunities for low-income families created, or saved from reduction or elimination	Annual						
G. Accessible "before school" and "after school" program placement opportunities for low-income families created, or saved from reduction or elimination	Annual						
H. Accessible new or expanded transportation resources, or those that are saved from reduction or elimination, that are available to low-income people, including public or private	Annual						
I. Accessible or increased educational and training placement opportunities, or those that are saved from reduction or elimination, that are available for low-income people in the community, including vocational, literacy, and life skill training, ABE/GED, and post-secondary education	Annual						
<i>In the rows below, please include any additional indicators for NPI 2.1 that were not captured above.</i>							
	Annual						

CSBG/NPI Programs Report

Goal 2: The conditions in which low-income people live are improved.

NPI 2.2: Community Quality of Life and Assets

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

National Performance Indicator 2.2 Community Quality of Life and Assets	Reporting Period	I	II	III	IV	V	VI
The quality of life and assets in low-income neighborhoods are improved by Community Action initiative or advocacy, as measured by <u>one or more</u> of the following:		Number of Program Initiatives or Advocacy Efforts Expected to Achieve in Reporting Period (#)	Number of Projects or Initiatives or Advocacy Efforts (#)	Number of Community Assets, Services or Facilities Preserved or Increased (#)	Percentage Achieving Outcome in Reporting Period (II/I=IV) (%)	Explanations Required (Report on explanation tab)	Explanations Required for Project to Opportunity Ratio (II is greater than III) (Report on explanation tab)
A. Increases in community assets as a result of a change in law, regulation, or policy, which results in improvements in quality of life and assets	Annual						
B. Increase in the availability or preservation of community facilities	Annual						
C. Increase in the availability or preservation of community services to improve public health and safety	Annual						
D. Increase in the availability or preservation of commercial services within low-income neighborhoods	Annual						
E. Increase or preservation of neighborhood quality-of-life resources	Annual						
<i>In the rows below, please include any additional indicators for NPI 2.2 that were not captured above.</i>							
	Annual						

CSBG/NPI Programs Report

Goal 2: The conditions in which low-income people live are improved.

NPI 2.3: Community Engagement

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Community members participate in the Berkeley Community Action Agency's tri-partite board, the Human Welfare and Community Action Commission.

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

The Human Welfare and Community Action Commission holds regular meetings 10 times per year.

National Performance Indicator 2.3		I	II	III	IV
Community Engagement	Reporting Period	Number of Total Contribution by Community Expected to Achieve in Reporting Period (#)	Total Contribution by Community	Percentage Achieving Outcome in Reporting Period (II/I=III) (%)	Explanations Required (Report on explanation tab)
The number of community members working with Community Action to improve conditions in the community.					
A. Number of community members mobilized by Community Action that participate in community revitalization and anti-poverty initiatives	Annual	15	13	87%	
B. Number of volunteer hours donated to the agency (This will be All volunteer hours)	Annual	150	154	103%	

In the rows below, please include any additional indicators for NPI 2.3 that were not captured above.

	Annual				
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CSBG/NPI Programs Report

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 Contact Person and Title: Wing Wong, Community Servixes Specialist II
 Phone Number: 510.981.5428 Ext. Number: _____
 E-mail Address: wywong@cityofberkeley.info Fax Number: 510.981.5450

Goal 3: Low-income people own a stake in their community.

NPI 3.1: Community Enhancement through Maximum Feasible Participation

Problem Statement: (If additional space is needed, please attach a separate sheet.)

The Berkeley Community Action Agency's tri-partite board includes representatives who are low-income.

Program Activities and Delivery Strategies: (If additional space is needed, please attach a

Low-income people participate in up to ten regular meetings per calendar year.

National Performance <u>Indicator 3.1</u> Community Enhancement through Maximum Feasible Participation	Reporting Period	I Total Number of Volunteer Hours Expected to Achieve in Reporting Period (#)	II Total Number of Volunteer Hours (#)	III Percentage Achieving Outcome in Reporting Period (II/I=III) (%)	IV Explanations Required (Report on explanation tab)
The number of volunteer hours donated to Community Action.					
The total number of volunteer hours donated by <u>low-income</u> individuals to Community Action. (This is ONLY the number of volunteer hours from individuals who are low-income.)	Annual	80	80	100%	

In the rows below, please include any additional indicators for NPI 3.1 that were not captured above.

	Annual				
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CSBG/NPI Programs Report

Goal 3: Low-income people own a stake in their community.

NPI 3.2: Community Empowerment Through Maximum Feasible Participation

Problem Statement: (If additional space is needed, please attach a separate sheet.)

The Berkeley Community Action Agency's tri-partite board includes representatives who are low-income.

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

Low-income people participate in up to ten regular meetings per calendar year.

National Performance <u>Indicator 3.2</u>		I	II	III	IV
Community Empowerment through Maximum Feasible Participation	Reporting Period	Number of Low-Income People Expected to Achieve in Reporting Period (#)	Number of Low-Income People in Reporting Period (#)	Percentage Achieving Outcome in Reporting Period (II/I=III) (%)	Explanations Required (Report on explanation tab)
The number of low-income people mobilized as a direct result of Community Action initiative to engage in activities that support and promote their own well-being and that of their community, as measured by <u>one or more</u> of the following:					
A. Number of low-income people participating in formal community organizations, government, boards, or councils that provide input to decision making and policy setting through community action efforts	Annual	5	6	120%	
B. Number of low-income people acquiring businesses in their community as a result of community action assistance	Annual				
C. Number of low-income people purchasing their own home in their community as a result of community action assistance	Annual				
D. Number of low-income people engaged in non-governance community activities or groups created or supported by community action	Annual				

In the rows below, please include any additional indicators for NPI 3.2 that were not captured above.

	Annual				
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CSBG/NPI Programs Report

Contractor Name: Berkeley Community Action Agency
 Contact Person and Title: Wing Wong, Community Services Specialist II
 Phone Number: 510.981.5428 Ext. Number: _____
 E-mail Address: wywong@cityofberkeley.info Fax Number: 510.981.5450

Goal 4: Partnerships among supporters and providers of services to low-income people are achieved.

NPI 4.1: Expanding Opportunities through Community-Wide Partnerships

Problem Statement: (If additional space is needed, please attach a separate sheet.)

The Berkeley Community Action Agency responds to the needs of low-income Berkeley residents by developing partnerships to maximize the services available to those in need of support.

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

The Berkeley Community action Agency receives federal support from the Department of Housing and Urban Development, and the Department of Health and Human Services; support from the State Department of Community Services and Development; and has developed partnerships with three non-profits (Building Opportunities for Self-Sufficiency, the Berkeley Food and Housing Project and the Women's Daytime Drop-In Center.) These partnerships support the BCAA's efforts to provide emergency services in Berkeley.

National Performance Indicator 4.1		I	II	III	IV	V	VI
Expanding Opportunities Through Community-Wide Partnerships	Reporting Period	Number of Organizations Expected to Achieve in Reporting Period (#)	Number of Partnerships Expected to Achieve in Reporting Period (#)	Number of Organizations in Reporting Period (#)	Number of Partnerships in Reporting Period (#)	Explanations Required (III/I=V) (Report on explanation tab)	Explanations Required (IV/II=VI) (Report on explanation tab)
The number of organizations, both public and private, that Community Action actively works with to expand resources and opportunities in order to achieve family and community outcomes.							
A. Non-Profit	Annual	3	3	3	3		
B. Faith Based	Annual						
C. Local Government	Annual						
D. State Government	Annual	1	1	1	1		
E. Federal Government	Annual	2	2	2	2		
F. For-Profit Business or Corporation	Annual						
G. Consortiums/Collaboration	Annual						
H. Housing Consortiums/Collaboration	Annual						
I. School Districts	Annual						
J. Institutions of postsecondary education/training	Annual						
K. Financial/Banking Institutions	Annual						
L. Health Service Institutions	Annual						
M. State wide associations or collaborations	Annual						

In the rows below, please add other types of partners with which your CAA has formed relationships that were not captured above.

	Annual						
The total number of organizations CAAs work with to promote family and community outcomes (automatically calculates)	Annual	6	6	6	6		

CSBG/NPI Programs Report

Contractor Name: Berkeley Community Action Agency
 Contact Person and Title: Wing Wong, Community Services Specialist II
 Phone Number: 510.981.5428 Ext. Number: _____
 E-mail Address: wywong@cityofberkeley.info Fax Number: 510.981.5450

Goal 5: Agencies increase their capacity to achieve results.

NPI 5.1: Agency Development

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Program Activities and Delivery Strategies: (If additional space is needed, please attach a

National Performance <u>Indicator 5.1</u> Agency Development	Reporting Period	I	II	III	IV
The number of human capital resources available to Community Action that increase agency capacity to achieve family and community outcomes, as measured by <u>one or more</u> of the following:		Number of Resources in Agency Expected to Achieve in Reporting Period (#)	Number of Resources in Agency in Reporting Period (#)	Percentage Achieving Outcome in Reporting Period (II/I=III) (%)	Explanations Required (Report on explanation tab)
A. Number of Certified Community Action Professionals	Annual				
B. Number of Nationally Certified ROMA Trainers	Annual				
C. Number of Family Development Certified Trainers	Annual				
D. Number of Child Development Certified Trainers	Annual				
E. Number of staff attending trainings	Annual		2		#DIV/0!
F. Number of Board Members attending trainings	Annual		5		#DIV/0!
G. Hours of staff in trainings	Annual		6		#DIV/0!
H. Hours of Board Members in trainings	Annual		15		#DIV/0!
<i>In the rows below, please include any additional indicators that were not captured above.</i>					
	Annual				

CSBG/NPI Programs Report

Contractor Name: Berkeley Community Action Agency
 Contact Person and Title: Wing Wong, Community Servives Specialist II
 Phone Number: 510.981.5428 Ext. Number: _____
 E-mail Address: wywong@cityofberkeley.info Fax Number: 510.981.5450

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

NPI 6.1: Independent Living

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate

National Performance Indicator 6.1		I	II	III	IV
Independent Living	Reporting Period	Number of Vulnerable Individuals Living Independently Expected to be Served in Reporting Period (#)	Number of Vulnerable Individuals Living Independently in Reporting Period (#)	Percentage Achieving Outcome in Reporting Period (II/I=III) (%)	Explanations Required (Report on explanation tab)
The number of vulnerable individuals receiving services from Community Action who maintain an independent living situation as a result of those services:					
A. Senior Citizens (<i>seniors can be reported twice, once under Senior Citizens and again, if they are disabled, under Individuals with Disabilities, ages 55-over.</i>)	Annual				
B. Individuals with Disabilities					
Ages:					
a. 0-17	Annual				
b. 18-54	Annual				
c. 55-over	Annual				
d. Age Unknown	Annual				
TOTAL Individuals with Disabilities (automatically calculates)	Annual				
<i>In the rows below, please include any additional indicators for NPI 6.1 that were not captured above.</i>					
	Annual				

CSBG/NPI Programs Report

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

NPI 6.2: Emergency Assistance

Problem Statement: (If additional space is needed, please attach a separate sheet.)

The 2013 Alameda Countywide Homeless Count and Survey Report estimated that 4,264 were homeless in Alameda County on January 29, 2013. This is essentially the same number as were homeless in January 2011. Despite the fact that homeless programs are moving approximately 2,000 to permanent housing annually, just as many people are becoming homeless each year and continue to be in need of emergency assistance. The number of unsheltered persons increased 6% over 2011. The data continues to point to a continued dire need for emergency assistance. For more information see the Report: http://www.everyonehome.org/resources_homeless_count13.html

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

The Berkeley Community Action Agency will continue to contract with Building Opportunities for Self-Sufficiency, the Berkeley Food and Housing Project, and the Women's Daytime Drop-In Center to provide emergency food and shelter to homeless singles and families. Assistance is provided through drop-in centers (WDDC, BOSS MASC, and BFHP MSC), shelters (BOSS Harrison House Singles and Family Shelter, BFHP Men's and Women's shelters) and meal programs at all locations.

National Performance <u>Indicator 6.2</u>		I	II	III	IV	V
Emergency Assistance	Reporting Period	Number of Individuals Seeking Assistance Projected to be Served in Reporting Period (#)	Number of Individuals Seeking Assistance in Reporting Period (#)	Number of Individuals Receiving Assistance in Reporting Period (#)	Percentage Achieving Outcome in Reporting Period (III/I=IV) (%)	Explanations Required (Report on explanation tab)
The number of low-income individuals served by Community Action who sought emergency assistance and the number of those individuals for whom assistance was provided, including such service as:						
A. Emergency Food	Annual	1,300	3,652	836	64%	Explanation
B. Emergency fuel or utility payments funded by LIHEAP or other public and private funding sources	Annual					
C. Emergency Rent or Mortgage Assistance	Annual	10	0	0		
D. Emergency Car or Home Repair (i.e. structural appliance, heating systems, etc.)	Annual					
E. Emergency Temporary Shelter	Annual	1300	5714	1066		
F. Emergency Medical Care	Annual					
G. Emergency Protection from Violence	Annual					
H. Emergency Legal Assistance	Annual					
I. Emergency Transportation	Annual					
J. Emergency Disaster Relief	Annual					
K. Emergency Clothing	Annual					

In the rows below, please include any additional indicators for NPI 6.2 that were not captured above.

	Annual					
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CSBG/NPI Programs Report

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

NPI 6.3: Child and Family Development

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

National Performance Indicator 6.3		I	II	III	IV	V
Child and Family Development	Reporting Period	Number of Participants Expected to Achieve Outcome in Reporting Period (#)	Number of Participants Enrolled in Program(s) in Reporting Period (#)	Number of Participants Achieving Outcome in Reporting Period (#)	Percentage Achieving Outcome in Reporting Period (III/I=IV) (%)	Explanations Required (Report on explanation tab)
The number and percentage of all infants, children, youth, parents, and other adults participating in developmental or enrichment programs that achieve program goals, as measured by <u>one or more</u> of the following:						

INFANTS & CHILDREN

A. Infants and children obtain age appropriate immunizations, medical, and dental care	Annual					
B. Infant and child health and physical development are improved as a result of adequate nutrition	Annual					
C. Children participate in pre-school activities to develop school readiness skills	Annual					
D. Children who participate in pre-school activities are developmentally ready to enter Kindergarten or 1st Grade	Annual					

YOUTH

E. Youth improve health and physical	Annual					
F. Youth improve social/emotional development	Annual					
G. Youth avoid risk-taking behavior for a defined period of time	Annual					
H. Youth have reduced involvement with criminal justice system	Annual					
I. Youth increase academic, athletic, or social skills for school success	Annual					

PARENTS AND OTHER ADULTS

J. Parents and other adults learn and exhibit improved parenting skills	Annual					
K. Parents and other adults learn and exhibit improved family functioning skills	Annual					

In the rows below, please include any additional indicators for NPI 6.3 that were not captured above.

	Annual					
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CSBG/NPI Programs Report

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

NPI 6.4: Family Supports

Problem Statement: (If additional space is needed, please attach a separate sheet.)

The City of Berkeley has historically had a disproportionate percentage of chronically homeless adults as compared to national averages, with many of these disabled adults living on a fixed disability income. The Berkeley Community Action Agency has been a part of critical strategies that have reduced the incidence of chronic homelessness in Berkeley. With high cost of housing, many disabled people on fixed incomes, especially those also struggling with substance use issues, the ability to maintain stable housing is challenging.

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

For disabled adults who struggle to maintain housing on limited disability income, the Berkeley Community Action Agency provides money management payee services. These services are provided by Building Opportunities for Self Sufficiency and the Berkeley Food and Housing Project, and by becoming the legal payee for a disabled person, the agencies are able to ensure that rent is paid, and the person is able to obtain and then maintain his/her housing.

National Performance <u>Indicator 6.4</u>		I	II	III	IV	V
Family Supports (Seniors, Disabled and Caregivers)	Reporting Period	Number of Participants Expected to Achieve Outcome in Reporting Period (#)	Number of Participants Enrolled in Program(s) in Reporting Period (#)	Number of Participants Achieving Outcome in Reporting Period (#)	Percentage Achieving Outcome in Reporting Period (III/I=IV) (%)	Explanations Required (Report on explanation tab)
Low-income people who are unable to work , especially seniors, adults with disabilities, and caregivers, for whom barriers to family stability are reduced or eliminated, as measured by one or more of the following:						
A. Enrolled children in before or after school programs	Annual					
B. Obtained care for child or other dependent	Annual					
C. Obtained access to reliable transportation and/or driver's license	Annual					
D. Obtained health care services for themselves and/or family member	Annual					
E. Obtained and/or maintained safe and affordable housing	Annual	120	153	132	110%	
F. Obtained food assistance	Annual					
G. Obtained non-emergency LIHEAP energy assistance	Annual					
H. Obtained non-emergency WX energy assistance	Annual					
I. Obtained other non-emergency energy assistance. (State/local/private energy programs. Do Not Include LIHEAP or WX)	Annual					

In the rows below, please include any additional indicators for NPI 6.4 that were not captured above.

	Annual					
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CSBG/NPI Programs Report

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

NPI 6.5: Service Counts

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Homeless families and adults utilizing emergency shelter services are living at or below the poverty level; hunger and adequate nutrition is a serious issue that must be addressed.

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

Emergency shelter and daytime drop-in shelter providers offer meals to program participants.

National Performance <u>Indicator 6.5</u>	Reporting Period	I	II	III	IV
Service Counts		Number of Services Expected in Reporting Period (#)	Number of Services in Reporting Period (#)	Percentage Achieving Outcome in Reporting Period (II/I=III) (%)	Explanations Required (Report on explanation tab)
The number of services provided to low-income individuals and/or families, as measured by <u>one or more</u> of the following:					
A. Food Boxes	Annual	45,000	141,794	315%	Explanation
B. Pounds of Food	Annual				
C. Units of Clothing	Annual				
D. Rides Provided	Annual				
E. Information and Referral Calls	Annual				
<i>In the rows below, please include any additional indicators for NPI 6.5 that were not captured above.</i>					
	Annual				

Contractor Name: Berkeley Community Action Agency
 Contact Person and Title: Wing Wong, Community Services Specialist II
 Phone Number: 510.981.5428 Ext. Number: _____
 E-mail Address: wywong@cityofberkeley.info Fax Number: 510.981.5450

Annual NPI Explanations

This space is to record an explanation for not meeting or exceeding your projections. This information should include any program changes, achievement trends or reductions or additions in funding. In addition, this space is available to provide any significant narrative information for national goals.

NPI	Select the reason from the dropdown menu	Add a brief explanation (optional)
5.1		Board training was provided by CalCAPA in October 2016
6.2A	Other: enter what other is in the next column and explain.	Shelter residents can stay as long as it takes to obtain housing. This has resulted in longer shelter stays and fewer people
6.2C	Due to additional funding	City Council allocated additional General Funds to pay for this activity.
6.2 E	Other: enter what other is in the next column and explain.	Shelter residents can stay as long as it takes to obtain housing. This has resulted in longer shelter stays and fewer people
6.5A		

Please use the CSD 295 Client Characteristic Report Instructions and Helpful Hints to complete this form.

1 Contractor Name:	Berkeley Community Action Agency	Contract #:	16F-5001
Prepared By (name):	Wing Wong	Report Period:	1/1/2016-12/31/2016
Phone Number:	510.981.5428	Email address:	wywong@cityofberkel

Demographic data should be collected on ALL clients receiving services under any program administered by the designated Community Action Agency.

Yellow Highlighted Sections represent demographics collected on INDIVIDUALS			
2	Total unduplicated number of persons about whom one or more characteristics were obtained		832
3	Total unduplicated number of persons about whom no characteristics were obtained		0
Blue Highlighted Sections represent demographics collected on FAMILIES			
4	Total unduplicated number of families about whom one or more characteristics were obtained		647
5	Total unduplicated number of families about whom no characteristics were obtained		0
6. Gender		Number of Persons*	
a.	Male		318
b.	Female		499
	*Total		817
7. Age		Number of Persons*	
a.	0-5		78
b.	6-11		63
c.	12-17		41
d.	18-23		34
e.	24-44		279
f.	45-54	Sum of 7e thru 7h =	152
g.	55-69	599	158
h.	70+		10
	*Total		815
8. Ethnicity/Race			
<i>I. Ethnicity</i>			
a.	Hispanic, Latino or Spanish Origin		124
b.	Not Hispanic, Latino or Spanish Origin		684
	*Total		808
<i>II. Race</i>			
a.	White		153
b.	Black or African American		471
c.	American Indian and Alaskan Native		15
d.	Asian		15
e.	Native Hawaiian and Other Pacific Islander		15
f.	Other		60
g.	Multi-Race (any 2 or more of the above)		103
	*Total		832
9. Education Level of Adults		Number of Persons 24+**	
a.	0-8		12
b.	9-12/Non-Graduate		76
c.	High School Graduate/GED		150
d.	12+ Some Post Secondary		92
e.	2 or 4 yr. College Graduates		103
	** Total		433
10. Other Characteristics		Number of Persons*	
		Yes	No
a.	Health Insurance	638	187
b.	Disabled	472	307
		Total *	
		825	
		779	
11. Family Type		Number of Families***	
a.	Single Parent/Female		82
b.	Single Parent/Male		4
c.	Two-Parent Household		8
d.	Single Person		530
e.	Two Adults - No Children		
f.	Other		23
	***Total		647
12. Family Size		Number of Families ***	
a.	One		530
b.	Two		63
c.	Three		23
d.	Four		14
e.	Five		6
f.	Six		1
g.	Seven		1
h.	Eight or more		
	***Total		638
13. Source of Family Income		Number of Families	
a.	Unduplicated # of Families Reporting One or More Sources of Income***		332
b.	Unduplicated # of Families Reporting No Income		315
	Total UNDUP Families who responded as either having a source of income or having no income ***		647
Record the sources of each family income as reported in 13a above:			
c.	TANF		89
d.	SSI		193
e.	Social Security		101
f.	Pension		8
g.	General Assistance		127
h.	Unemployment Insurance		21
i.	Employment + Other Source		0
j.	Employment only		145
k.	Other:		62
	****Total (c. through k.)		746
14. Level of Family Income % of HHS guideline		Number of Families ***	
a.	Up to 50%		547
b.	51% to 75%		51
c.	76% to 100%		18
d.	101% to 125% *****		13
e.	126% to 150% *****		7
f.	151% to 175% *****		11
g.	176% to 200% *****		
h.	201% and over *****		
	***Total		647
15. Housing		Number of Families ***	
a.	Own		0
b.	Rent		64
c.	Homeless		575
d.	Other: list below what other includes		8
	***Total		647
16. Other family characteristics		Number of Families***	
a.	Farmer		unknown
b.	Migrant Farmworker		unknown
c.	Seasonal Farmworker		unknown

* The sum in this category should not exceed the value of Section 2.
 ** The sum in this category should not exceed the value of Section 7.e-h.
 *** The sum in this category should not exceed the value of Section 4.
 **** The sum in this category should be greater than or equal to Section 13.a.
 ***** Reminder, September 30, 2010 was the cutoff date for reporting CSBG clients served up to 200% of the Federal Poverty Guidelines.

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**City of Berkeley
Community Agency
CLIENT CHARACTERISTICS REPORT**

Contract No: 9989A

Agency:	Berkeley Community Gardening Collab. (Ecology Ctr) (Com.Gardens)	Period of:	FY 2016
Program:	Urban Agriculture & Healthy Food	Report Prepared By:	Corinne Haskins
Phone:	510-883-9096	E-mail:	corinnehaskins@yahoo.com

ANNUAL ACCOMPLISHMENTS:

Provide a short summary of your FY annual accomplishments:

Each garden site continues to add to their waiting list. Some sites were able to welcome a new participant. Coordinators have encouraged some members to share large plots. Three sites that have been inactive (W. Berkeley SR, Ctr. and Peoples Park, Strong Roots) are in the process of returning to active status. A new community garden partner is the McGee Ave. Baptist Church, a very socially active community organization in South Berkeley. The Parks dept. provided maintenance support (fencing replaced) for the Northside garden. The youth project (BYA) received support with beehive frames purchases. We now have an account with Hertz truck rental with discount status. We are all looking forward to participating in the City's Harvest festival. This event is seen as an opportunity to share and educate the public. I am working with other community agencies to standardize gardening parameters within city limits. First two hurdles before city council were positive responses (acceptance for study and then hearing to be followed by council approval as final objective. Working on funding for the Santa Fe Right Of Way, so that that land can become a green space utilized by the community. This South Berkeley space could well be used to feed the residents through gardening and a fruit orchard. Which is what they wanted when queried. Purposed in this manner this space could well reduce the negative carbon impact on a community, whose physical and mental health are compromised as reflected in the 2013 Berkeley Statistical Health report (Asthma) is higher in this area along with Diabetes, High Blood Pressure. This area is large enough to also be a green way, providing a walking and cycling path for the neighborhood.

List below any fiscal year programmatic and administrative problems encountered and status:

The cumbersome requirement to pay Hertz and then submit receipt to fiscal agent has been eliminated, now that we have an account with Hertz. The ecology center will receive statement and pay vendor.

Date Signed	07/22/2016
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Approved By	Jonathan Torres
Date Signed	07/25/2016

Initially submitted: Jul 22, 2016 - 16:35:08

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**CITY OF BERKELEY
COMMUNITY AGENCY STATEMENT OF EXPENSE
07/01/2016 TO 09/30/2016**

Note: Any variation from the Approved Budget exceeding ten percent (10%) requires a Budget Modification Form.

Agency Name: [Berkeley Community Gardening Collab. \(Ecology Ctr\) \(Com.Gardens\)](#) Contract #: [9989A](#)
 Program Name: [Urban Agriculture & Healthy Food](#) PO #: [105587](#)
 Funding Source : General Fund

Expenditure Category	Staff Name	Approved Budget	Jul-Sep 2016	Oct-Dec 2016	Jan-Mar 2017	Apr-Jun 2017	Total Expenditure	Budget Balance
Project Director	Ms. Corinne Haskins	\$10,000.00	\$2,500.00				\$2,500.00	\$7,500.00
TOTAL		\$10,000.00	\$2,500.00				\$2,500.00	\$7,500.00

Advances Received \$2,500.00
 Underspent/(Overspent) \$0.00

Explain any staffing changes and/or spending anomalies that do not required a budget modification at this time:

- Expenditures reported in this statement are in accordance with our contract agreement and are taken from our books of account which are supported by source documentation.
- All federal and state taxes withheld from employees for this reporting period were remitted to the appropriate government agencies. Furthermore, the employer's share or contributions for Social Security, Medica Unemployment and State Disability insurance, and any related government contribution required we remitted as well.

Prepared By: [Deborah Bayea](#) Email: Deborah@ecologycenter.org Date: [11/14/2016](#)
 Authorized By: [Corinne Haskins](#) Email: corinnehaskins@yahoo.com
 Name of Authorized Signatory with Signature on File

Approved By: Jonathan Torres 11/17/2016 Project Manager Date	Examined By: _____ CSA Fiscal Unit Date	Approved By: _____ CSA Fiscal Unit Date
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Initially submitted: Nov 14, 2016 - 07:45:25

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**City of Berkeley
Community Agency
CLIENT CHARACTERISTICS REPORT**

Contract No: 9991A

Agency:	Berkeley Free Clinic	Period of:	2nd Half 2016
Program:	Funding for free women and transgender health care services at the Berkeley Free Clinic	Report Prepared By:	Jill Buckey
Phone:	510-548-2570	E-mail:	funding@berkeleyfreeclinic.org

1. CLIENT SUMMARY - 2nd Half

	2nd Half	YTD
A. Total New Clients Served by the Program (Berkeley and Non-Berkeley)	150	338
B. Total New Berkeley Clients Served for Whom You Were Able to Gather Statistics on Age, Race/Ethnicity, and Income:	52	166
C. Total New Berkeley Clients Served for Whom You Were NOT Able to Gather Statistics on Age, Race/Ethnicity, and Income:	21	69
D. Total New Berkeley Clients Served:	73	235

2. DEMOGRAPHIC DATA

RACE - Unduplicated Count	Previous Periods		Report Period		Year-To-Date	
	Non-Hispanic	Hispanic Ethnicity	Non-Hispanic	Hispanic Ethnicity?	Non-Hispanic	Hispanic Ethnicity
Single Race Categories						
American Indian/Alaskan Native	2	0	0		2	0
Asian	11	0	7		18	0
Black/African American	25	5	11		36	5
Native Hawaiian/Pacific Islander	0	0	0		0	0
White	42	26	21	6	63	32
Combined Race Categories						
American Indian/Alaskan Native & White	0	0	1		1	0
Asian & White	1	0	3		4	0
Black/African American & White	2	0	0		2	0
American Indian/Alaskan Native & Black/African American	0	0	0		0	0
Other Combined Race Categories	0	0	3		3	0
TOTALS	83	31	46	6	129	37
TOTAL SERVED	114		52		166	

3. INCOME LEVEL

Income Level - Unduplicated Count	Previous Periods	This Period	YTD
Poverty	54	15	69
Poverty to 30% of AMI (Ex. Low)	29	10	39
31-50% of AMI (Low)	24	12	36
51-80% of AMI (Moderate)	5	14	19
Above 80% of AMI	2	1	3
TOTALS	114	52	166

4. AGE

Age - Unduplicated Count	Previous Periods	This Period	YTD
0-5	0	0	0
6-11	0	0	0
12-17	0	0	0
18-24	40	22	62

25-44	44	26	70
45-54	19	3	22
55-61	11	1	12
62 and Over	0	0	0
Unknown	0	0	0
TOTALS	114	52	166

5. OTHER CHARACTERISTICS

Other Characteristics - Unduplicated Count	Previous Periods	This Period	YTD
Female	95	51	146
Male	8	1	9
Disabled	6	2	8
Homeless	31	6	37
Chronically Homeless	14	2	16
Female Head of Household	22	9	31

6. SERVICE MEASURES

Service Measures	Annual Goal		1st Half		2nd Half		Served YTD		% Served	
	UOS	New Clients	UOS	New Clients	UOS	New Clients	UOS	New Clients	UOS	New Clients
***** Health Care Services *****										
1 Healthcare Detection/Screening Services	421	360	188	188	155	73	343	261	81%	72%

1st Half Narrative

During the first quarter of FY 2016, we were met with an increasing number of clients who had specific gynecological concerns, due to various symptoms. We responded by conducting an updated training for our community health workers on how to provide counseling for symptomatic gynecological appointments and increased the volume of shift professionals available for these types of appointments each Saturday.

2nd Half Narrative

In the first half of the year, some of our community health workers received updated training that enabled them to conduct gynecological appointments (pelvic exams and pap tests). As a result, the clinic served an increased number of clients seeking these services. The gynecological appointments, while widely appreciated by our clients (based on our clinic surveys), take significantly more time to complete. As a result, we were able to serve fewer clients than anticipated. To address this issue, we recruited and began training fourteen new community health workers, in order to bring our service capacity back up to overall service goals moving forward.

7. OUTCOMES

Outcomes	Annual Goal	1st Half Achieved Outcome	2nd Half Achieved Outcome	Achieved Outcome YTD	% Achieved Outcome of Annual Goal	% Achieved Outcome of Total Served
1 Participants enrolled in necessary treatment	360	188	73	261	72%	111%
1 Participants exhibited improved health	360	188	73	261	72%	111%

1st Half Narrative

By expanding the knowledge of our community health workers through increased trainings and extended shift professional support, we have been able to increase the number of gynecological exams that we can perform in addition to our STI, HIV, or Hepatitis appointments. Our increased services have led to significantly less clients

being referred out each shift and has positively impacted our client feedback. Far more clients have expressed satisfaction that we have fully met their needs and a majority would recommend us to a friend or family member for sexual and reproductive health services.

2nd Half Narrative

Clients continue to express high levels of satisfaction with the clinic in our feedback surveys. About ninety percent of our clients indicate that they 'know a lot' about their particular health concern after receiving counseling services from our staff, as opposed to about fifty percent before their appointment.

Date Signed	08/09/2016
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Approved By	Rhianna Babka
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Date Signed	08/17/2016
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Initially submitted: Jul 31, 2016 - 16:03:39

Returned to Draft 08-04-2016

Reason: Hi Jill,

Your program report has both 73 and 150 new clients served. Can you clarify? These numbers should be consistent. If it ends up being low in the service measures or outcomes please add an narrative explanation. Thank you, Rhianna (510) 981-5410

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**CITY OF BERKELEY
COMMUNITY AGENCY STATEMENT OF EXPENSE
07/01/2016 TO 09/30/2016**

Note: Any variation from the Approved Budget exceeding ten percent (10%) requires a Budget Modification Form.

Agency Name: [Berkeley Free Clinic](#) Contract #: [9991A](#)
 Program Name: [Funding for free women and transgender health care services at the Berkeley Free Clinic](#) PO #: [105580](#)
 Funding Source : General Fund

Expenditure Category	Approved Budget	Jul-Sep 2016	Oct-Dec 2016	Jan-Mar 2017	Apr-Jun 2017	Total Expenditure	Budget Balance
Program Expense	\$13,500.00	\$3,375.00				\$3,375.00	\$10,125.00
TOTAL	\$13,500.00	\$3,375.00				\$3,375.00	\$10,125.00

Advances Received [\\$3,375.00](#)
 Underspent/(Overspent) [\\$0.00](#)

Explain any staffing changes and/or spending anomalies that do not required a budget modification at this time:

- Expenditures reported in this statement are in accordance with our contract agreement and are taken from our books of account which are supported by source documentation.
- All federal and state taxes withheld from employees for this reporting period government agencies. Furthermore, the employer's share or Unemployment and State Disability insurance, and any related government contributions remitted as well.

Prepared By: [Cynthia Cox](#) Email: cynthia@kff.org Date: [12/19/2016](#)
 Authorized By: [Jessica Bielenberg](#) Email: jessica.bielenberg@gmail.com
 Name of Authorized Signatory with Signature on File

Approved By:	Examined By:	Approved By:
Rhianna Babka 01/24/2017 Project Manager Date	_____ CSA Fiscal Unit Date	_____ CSA Fiscal Unit Date

Initially submitted: Dec 19, 2016 - 18:46:19