

### Selected Definitions and Explanations

**A.1. Tax Exempt Status:** Applicants must be not-for-profit corporations as defined under Section 501 (c) (3) of the federal tax code, or government entities, in order to receive funding. Organizations that don't meet these criteria can apply in partnership with another non-profit entity or local government agency. A non-profit agency may serve as a fiscal sponsor for another agency and may also apply on behalf of an organization that does not yet have 501 (c)(3) status.

**A.4. In-kind contribution:** The current market value of any service or asset provided by another source free of charge.

**A.9. Limited English Proficiency:** "LEP" is a term created by the US Department of Housing and Urban Development to comply with Executive Order 13166: Improving Access to Services for People with Limited English Proficiency. According to the 2010 Census, the primary language spoken in almost one-quarter of Berkeley households is a language other than English. Five percent of Berkeley residents are linguistically isolated, meaning they live in a household where no one over the age of 14 speaks English fluently. Primary languages of the linguistically isolated are Asian-Pacific languages (61%), Spanish (21%), Other Indo-European languages (16%), and other languages (2%).

**A. 10. Culturally Responsive Services:** By tailoring services and being respectful or and responsive to an individual's beliefs, practices, culture, and language preference, providers can help bring about positive outcomes for diverse populations.

**B.2. Type of Service:**

Type of Service	Explanation
Disability Services	Services for the disabled.
Disability Services – Measure E	Emergency services for Berkeley residents who have severe physical disabilities.
Fair Housing Services	Services that promote the Federal Fair Housing Act of 1968. The act prohibits housing discrimination based on protected classes.
Health Care Services	All programs providing health-related services.
Homeless* Emergency Shelter	Winter and Year-round shelters for homeless people.
Homeless* Other Services	Services for the homeless including drug and alcohol treatment, benefits advocacy, domestic violence services, drop-in centers, workforce services, and other undefined services.
Homeless* Basic Needs Services (includes meals and showers)	Programs providing free meals or showers to low-income people.
Homeless* Case Management Tied to Permanent Housing	Programs providing ongoing supportive services to formerly literally homeless clients currently residing in permanent housing. This includes Shelter Plus Care.
Homeless* Coordinated Entry System (CES)	Center or single location where homeless clients in Berkeley access shelter, housing and other

	services.
Homeless* Transitional Housing	Site-based or scattered site and subsidy-based programs offering stays of 2 years or less.
Single Family Housing Rehabilitation	Programs for the rehabilitation of single family homes, multi-family dwellings, or ongoing volunteer driven programs for the renovation of community facilities.
Housing Services	Services related to affordable housing development.
Legal / Advocacy / Mediation Services	Programs providing legal, mediation or advocacy services.
Other Services	Other services not described.
Senior Services	Any services primarily targeted at people over the age of 62.
Volunteer Stipend Program	Program to supplement income by providing opportunities for “extremely low” households to earn vouchers by volunteering with participating Berkeley non-profits and community service groups
Workforce Development	Employment training and other employment related services for a general population.
Youth Early Childhood Care & Education Programs and Services	<p>Programs focused on activities that increase Kindergarten Readiness by meeting the social-emotional, cognitive and early literacy needs of infants and children from low-income Berkeley families. Priority areas include:</p> <ul style="list-style-type: none"> <li>• Childcare subsidies or tuition assistance for low-income Berkeley families.</li> <li>• Quality Rating and Improvement Services (QRIS)-related services, including assessment and coaching for City-funded childcare providers that do not already receive QRIS support from other sources.</li> <li>• Development of a cohort of child care providers, (e.g. private/independent child care centers, state subsidized child care centers, family day cares or kin care) and provision of QRIS-related services, including assessment and coaching, for those providers.</li> </ul> <p>Support for family outreach and engagement to supports parents and guardians in making the best early care decisions based on personal and cultural priorities and information on high quality early learning opportunities.</p>
Youth Out-of-School Time Programs and Services	Programs for students in transitional kindergarten – eighth grade focused on improving equity in student academic outcomes through extended

	<p>day, enrichment, tutoring, or other academic support for Berkeley public school students. Priority areas include programs focused on the following areas:</p> <ul style="list-style-type: none"> <li>Increasing literacy and math skills and achievement.</li> </ul> <p>Improving school attendance and engagement through skill-building and youth leadership activities.</p>
<p>Youth Mental Health / Counseling</p>	<p>Programs and services that provide vital behavioral health services to support the success and increase the social-emotional well being of Berkeley children and youth. Priority areas include:</p> <ul style="list-style-type: none"> <li>School-based services integrated into Berkeley Unified School District's Response to Intervention (RTI) and <i>Positive Behavioral Intervention and Support</i> (PBIS) strategies and social-emotional development curricula.</li> </ul> <p>Other research-based strategies to address youth at risk of academic underperformance and/or school suspensions and/or police contact. These services may include training for youth or education service providers in research-based activities such as mindfulness, restorative justice, and trauma-informed care.</p>
<p>Youth College &amp; Career Readiness and Success</p>	<p>Improve equity in college-career outcomes through academic interventions, vocational training, internships or other supports for Berkeley students and transitional-aged youth. Priority funding for these areas are for programs that provide support for students most statistically at risk of not achieving college-career readiness and success (including socio-economically disadvantaged, African-American, Hispanic-Latino, English Learners) and programs providing:</p> <ul style="list-style-type: none"> <li>College readiness and success through academic intervention, college-planning information, and other research-based supports such as parent education, application workshops, tutorials, and mentorships.</li> </ul> <p>Career training that incorporates planning, information, skill building, and mentorships.</p>
<p>Other Children and Youth Serving Programs</p>	<p>Other types of research-based programs that address needs of children and youth, particularly those at risk of academic underperformance, higher rates of suspensions, or police contact.</p>

**\* Homeless Services:** The program may qualify as a Homeless Service if all of the clients projected to be served are literally homeless as defined below.

**Literally Homeless** is defined as:

- (1) An individual or family who lacks a fixed, regular, and adequate nighttime residence and is:
  - (i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
  - (ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including hotels and motels paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations, congregate shelters, and transitional housing); or
  - (iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in a shelter or place not meant for human habitation immediately before entering that institution;

**B.5.b. Unduplicated Count:** The actual number of clients accessing the program in a given fiscal year, counted only once.

**B.5.b Berkeley Resident:** Individuals that are residents of Berkeley, homeless in Berkeley, or enrolled in a Berkeley Unified School District school.

**B.5.b. Area Median Income:** Each year, the federal government calculates the median income for communities across the country to use as guidelines for federally funded programs. Area median incomes (AMI) are therefore set according to family size and vary region by region. The chart below shows the median income for a range of household sizes. Income categories used in federal programs, such as CDBG, are calculated based on the AMI: Moderate Income (81-120% AMI), Low Income (51 to 80% AMI) and Very Low Income (below 50% AMI).

FY 2017	Household Size					
Income Level	1	2	3	4	5	6
Poverty	\$11,770	\$15,930	\$20,090	\$24,250	\$28,410	\$32,570
Extr. Low (to 30% AMI)	\$20,500	\$23,400	\$26,350	\$29,250	\$31,600	\$33,950
Low Income (31-50% AMI)	\$34,150	\$39,000	\$43,900	\$48,750	\$52,650	\$56,550
Moderate (51-80% AMI)	\$52,650	\$60,150	\$67,650	\$75,150	\$81,200	\$87,200

**B.5.b. National Poverty Line:** Poverty guidelines are published by the federal Department of Health and Human Services each year. See chart above for income levels.

**B.5.c. Race/Ethnicity:** Report the percentage of eligible Berkeley residents served with City of Berkeley funding by Race/ethnicity. Housing Programs should report only the race/ethnicity of the head of household.

- **Hispanic/Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- **American Indian or Alaskan Native** – A person having origins in any of the original peoples of North, Central and South America, and who maintains tribal affiliation or community attachment.
- **Asian** – A person having origins in any of the peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **Black or African American** – A person having origins in any of the black racial groups of Africa.
- **Native Hawaiian or Other Pacific Islanders** – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **White** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- **Multi-Racial/Other** – For multi-racial combinations or other categories not included above.

#### **B.7. Annual Services and Outcomes**

**a. Service Measures.** The type of service you selected in question B.2. determines the service measures which automatically populate the table. Besides the required service measure, all agencies are also allowed to type in an “Other” type of service measure and describe it below the table. The service measure is intended to provide standardized information on the type of service to be delivered. Services are measured in “sessions,” “workshops,” “events,” etc. See Required list of Service Measures and Outcomes.

**b. Units of Service (UOS).** This number indicates the total number of service measures you will provide in one year to all clients served. If you plan on providing case management “sessions” to 10 people during the year once each week, the total Units of Service for the year will be 10 people x 52 weeks = 520 UOS.

**c. Average Number of Hours per Unit of Service.** This measure further defines the total volume of service you are providing, measured in hours. Indicate the average amount of time, measured in hours, for each service measure. If you hold 500 case management sessions, and half of those sessions are 30 minutes long, and the other half are 1 hour long, the average number of hours per unit of service is  $(250 \times .5) + (250 \times 1) / 500 = .75$  or 45 minutes.

**d. Outcomes:** Outcome measures are automatically populated, based on the service measure that appears in this chart. Indicate the total number of clients you expect to achieve the outcome measure for the entire year.

**e. Method for Measuring Outcome:** Indicate the kind of information you will keep to track outcomes. Examples: note in client file, database, lease, provider evaluation in client file, etc.

**B.8. Research-based or evidence based practices:** The basic principles of evidence based practice (EBP) are that all practical decisions made should 1) be based on research studies and 2) that these research studies are selected and interpreted according to some specific norms characteristic for EBP. Typically such norms disregard theoretical and qualitative studies and consider quantitative studies according to a narrow set of criteria of what counts as evidence. If such a narrow set of methodological criteria are not applied, it is better instead just to speak of *research based practice*.

**B. Program Budget: Annualized Salary:** Dollar value of an employee's wages for an entire year. For employees working less than full time, indicate the wages as if the employee worked full time. Explain the employee's working status in the description, for example, whether the employee is full time or part time.

**Optional Supporting Documentation: Summary of External or Internal Evaluation Report**  
Youth and Childcare providers should upload the Summary Evaluation report authored by Gibson and Associates.