

## Key Terms Definitions and Explanations

### A.1. Agency Information and Contacts

- **501(c)(3) 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.
- **Fiscal Sponsor** is an established nonprofit organization that provides administrative and financial support to a project or initiative that doesn't have its own nonprofit status. This allows the sponsored project to receive grants and tax-deductible donations. 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.2. Agency Mission and Services

- **Agency Mission** is a concise statement that defines the core purpose and goals of an organization or government entity. It outlines the reason for its existence and the broad objectives it seeks to achieve in serving its stakeholders or the public.

### A.3. Agency Revenue and Expense

- **Agency Revenue and Expense:** Agency revenue refers to the income generated by a government agency or organization through various sources, such as grants, contracts, taxes, fees, fines, grants, or other forms of financial inflow. Agency expense refers to the costs incurred by a government agency or organization in carrying out its operations, programs, and services. These expenses encompass salaries, supplies, equipment, overhead, and other expenditures necessary for the agency to function effectively
- **In-Kind Contributions** refers to non-monetary donations or contributions of goods, services, or assets, rather than cash or financial support.
- **Funding/Organizational Changes** refers to recent or anticipated changes in revenue and other significant organization changes or challenges that may impact an agency's budget, operations, programs, activities, or staffing.
- **Diversification of Funding** means obtaining financial support or resources from a variety of different sources rather than relying on a single, limited, or small number of funding streams. Agencies with diversified funding are likely to be more stable and less vulnerable to changes in donor priorities and funding availability.

#### A.4. Agency Leadership

- **Agency Leadership** refers to the individuals or teams responsible for guiding and overseeing the operations, policies, and strategic direction of an agency or organization.

#### A.5. Cultural Competency

- **Cultural Competency** is the ability to understand, respect, and effectively interact with individuals and groups from diverse cultural backgrounds. It involves recognizing and valuing differences in beliefs, customs, languages, and behaviors, and adapting one's communication and practices to promote inclusivity, equity, and effective cross-cultural engagement.
- **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.6. Staff List

- **Annualized Salary** refers to the total amount of money an employee earns in a year based on their regular compensation, including wages or salary, and any additional compensation like bonuses or commissions.

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

Type of Service	Explanation
<p>Berkeley Youth Equity Partnership (YEP): Kindergarten Ready</p>	<p>A Berkeley YEP objective that supports fundamental early education and learning opportunities for African American/Black and Latinx children, ages 0 – 5, to ensure a smooth transition to kindergarten and pave the way toward lifelong school success.</p> <p><i>Funding areas:</i> (1) increasing access to affordable child care for children; (2) ensuring high quality child care for children; and (3) educating and building mutual support among parents/guardians to promote healthy child development and a successful transition to Transitional Kindergarten (TK)/Kindergarten (K).</p>
<p>Berkeley Youth Equity Partnership (YEP): Successful in School</p>	<p>A Berkeley YEP objective that strives for equitable academic outcomes for African American/Black and Latinx students enrolled in BUSD (TK through 8<sup>th</sup> grade) by offering educational support activities during the school day, extended day and/or summer.</p> <p><i>Funding area:</i> Provide tutoring, mentoring, and/or other academic support focused on increasing literacy and/or math skills and achievement in, after, and out of school.</p>
<p>Berkeley Youth Equity Partnership (YEP): College and Career Ready</p>	<p>A Berkeley YEP objective that strives for equitable college and career outcomes for African American/Black and Latinx BUSD students helping them to envision and prepare for a future that includes success in college and/or a career of their choosing.</p> <p><i>Funding areas:</i> Provide cohort-based and/or one-on-one academic programs and social supports to prepare middle or high school students for college and/or career; provide college preparedness and transition support to high school students and/or families, such as college planning and advising,</p>

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	<p>application and financial aid workshops, and support with college essays and applications; offer structured, hands-on opportunities to experience the world of work, such as internships and/or apprenticeships, to high school students; and support concurrent/dual enrollment and/or other activities that create post-secondary momentum and degree/certificate completion for middle and high school students.</p>
<p>Berkeley Youth Equity Partnership (YEP): Healthy, Connected, and Resilient</p>	<p>A Berkeley YEP objective aimed at promoting the mental health, development, wellbeing and sense of belonging of African American/Black and Latinx young people (TK – 12<sup>th</sup> Grade). <i>Funded Areas:</i> Provide developmental and behavioral health services and supports that meet children’s unique needs and promote children’s healthy development and school success; provide youth community action or peer education programs on issues that impact young people and their communities; and provide activities that promote the development of positive racial and cultural identity and build identify-affirming connection among young people.</p>
<p>Berkeley Youth Equity Partnership (YEP): Supported at School and at Home</p>	<p>A Berkeley YEP objective aimed at building and activating the capacity of parents/guardians to support the success of African American/Black and Latinx BUSD students.  <i>Funding Area:</i> Provide parents/guardians with knowledge, skills, and tools that help them partner with schools to support their child(ren)’s educational experiences and ensure that their children reach their full potential.</p>
<p>Disability Services</p>	<p>Services for the disabled.</p>
<p>Disability Services – Measure E</p>	<p>Emergency services for Berkeley residents who have severe physical disabilities.</p>
<p>Fair Housing Services</p>	<p>Services that promote the Federal Fair Housing Act of 1968. The act prohibits housing discrimination based on protected classes.</p>
<p>Health Care Services – General</p>	<p>All programs providing health-related services.</p>
<p>Health Care Services – Alcohol and Other Drug (AOD) Treatment</p>	<p>All programs providing health-related AOD services.</p>
<p>Homeless* – Emergency Shelter</p>	<p>Winter and Year-round shelters for homeless people.</p>

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Homeless* – Navigation Center	Year-round shelter for homeless people that includes housing navigation services and rapid rehousing financial assistance.
Homeless* – Transitional Housing	Site-based or scattered site and subsidy-based programs offering stays of 2 years or less.
Homeless* – Housing Navigation Services	Programs providing supportive services focused on assisting literally homeless clients to obtain housing.
Homeless* – Tenancy Sustaining Services	Programs providing supportive services focused on assisting previously homeless clients to retain housing. This includes Shelter Plus Care.
Homeless* – Alcohol and Other Drug (AOD) Treatment	Detoxification, daytime outpatient treatment and other services to homeless persons abusing alcohol or other drugs
Homeless* – Representative Payee	Representative Payee services for homeless persons and/or previously homeless persons including City of Berkeley Shelter Plus Care tenants.
Homeless* – Benefits Advocacy	Benefits advocacy for homeless persons.
Homeless* – Workforce Development	Job training and placement for homeless persons.
Homeless* – Basic Needs (Drop-In Center, showers, laundry, lockers)	Day-time Drop-in Center services, shower, laundry, locker programs.
Homeless* – Encampment Services	Mobile shower/laundry, RV waste removal.
Homeless* – Rapid Re-Housing/Flexible Subsidies	Time limited rental assistance for homeless persons and/or unstably housed persons. Includes Housing Navigation and Landlord Liaison services to support permanent housing placement and retention.
Homeless* – Street Outreach	Street Outreach focused on engaging and connecting homeless persons to the CES and to needed resources.
Homeless* – Prevention	The program is designed to help unstably housed tenants remain housed by providing financial assistance to Berkeley tenants to prevent eviction.
Homeless* – Coordinated Entry System (CES) (includes Housing Problem Solving and Street Outreach)	Housing Resource Center and street outreach staff that screens, assesses, prioritizes and refers literally homeless clients in Berkeley to shelter and other available resources. Housing Problem solving conversations and possibly one-time financial assistance that helps homeless persons living on the streets in Berkeley to remove barriers to move into permanent housing.
Housing Services	Services related to affordable housing development.
Legal / Advocacy / Mediation Services	Programs providing legal, mediation or advocacy services. Priority will be given to those programs

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	that support elderly and disabled participants and those supported by a Section 8 voucher.
Other Services	Other services not described.
Senior Services	Any services primarily targeted at people over the age of 62.
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.
Workforce Development – General	Employment training and other employment related services that prepare unemployed and underemployed persons for jobs that lead to economic security & provide opportunities to develop career pathways.
Workforce Development – Skills Training	High-quality training that aligns with the skill needs of industries in the economy of the state or regional economy
Workforce Development – Workforce Preparation Services	Activities, programs, or services designed to help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self-management skills, including competencies in: (A) Utilizing resources; (B) Using information; (C) Working with others; (D) Understanding systems; (E) Skills necessary for successful transition into and completion of postsecondary education or training, or employment; and (F) Other employability skills that increase an individual’s preparation for the workforce.
Workforce Development – Financial Literacy Education/Training	Activities, programs or services that helps participants make informed financial decisions & effectively manage their finances. Priority will be given to those programs that intend to include support for participants supported by a Section 8 voucher.

\* **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:

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- (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.4. Target Population

- **Unduplicated Count** refers to the actual number of individual participants served by a program in a given time period, with each individual participant counted only once.
- **Berkeley Resident** Individuals who are residents of Berkeley or homeless in Berkeley. In the case of Berkeley Youth Equity Partnership (YEP) this definition also includes individuals who live outside of Berkeley, but are enrolled in Berkeley Unified School District's (BUSD) schools.

**Berkeley Youth Equity Partnership (YEP)**, (formerly known as Berkeley's 2020 Vision) is a citywide initiative that strives to ensure that African American/Black and Latinx young people who live and/or go to school in Berkeley thrive academically, physically, and emotionally. Inadequacies and failures within and across our systems have produced persistent racial disparities in student academic performance and physical and mental health indicators. With a racial equity lens, YEP collaborates to expand and strengthen resources and systems with the objective that all African American/Black and Latinx young people in Berkeley are: kindergarten ready; successful in school; college and career ready; healthy, connected, and resilient; and supported at school and at home.

- **Low/Moderate Income** refers to a financial status or household income level that falls within a range considered to be relatively modest or moderate in comparison to the broader population.
- **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).

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FY 2024 Income Level	Household Size					
	1	2	3	4	5	6
Poverty	\$15,550	\$17,750	\$20,000	\$22,200	\$24,000	\$25,750
Extremely Low (0 to 30% AMI)	\$31,050	\$35,500	\$39,950	\$44,350	\$47,900	\$51,450
Very Low (31-50% AMI)	\$51,800	\$59,200	\$66,600	\$73,950	\$79,900	\$85,800
Low (51-80% AMI)	\$78,550	\$89,750	\$100,950	\$112,150	\$121,150	\$130,100

- **National Poverty Line:** Poverty guidelines are published by the federal Department of Health and Human Services each year to determine financial eligibility for certain programs. See the chart above for income levels.
- **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. Race refers to a social construct that categorizes people based on physical characteristics such as skin color, facial features, and hair texture. Ethnicity, on the other hand, relates to cultural factors, including shared language, customs, traditions.
  - **Hispanic/Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
  - **Black or African American** – A person having origins in any of the black racial groups of Africa.
  - **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.
  - **White** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
  - **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.
  - **Native Hawaiian or Other Pacific Islanders** – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
  - **Multi-Racial/Other** – For multi-racial combinations or other categories not included above.

**B.7. Service Measure and Outcomes**

- **Service Measures** describe the key types of services/activities/opportunities provided to program participants. Service measure data helps answer the question “*What did your program do?*” over a given reporting period. By creating general categories of services offered (such as “workshop,” “counseling session,” or “event”), service measures enable the city to collect and analyze standardized information from funded programs across agencies and over time. Programs provide this information to the City of Berkeley at set intervals as a part of required program reports **service measures capture different**



**categories of the “type of service”** selected 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. See *Required List of Service Measures and Outcomes*.

- **Units of Service (UOS).** The UOS captures the quantity of services/activities/opportunities provided to program participants. UOS data helps answer the question “*How much did your program do?*” over a given reporting period. In this application, the UOS indicates the total number of service measures your program plans on providing to all clients served over the course of one year. If your program plans 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.
- **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.
- **Outcomes:** Outcome measures capture the impact of services provided on the lives of the individuals served. Outcome data helps answer the question “*Is anyone better off?*” as a result of the services/activities/opportunities that our program provided. 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 each outcome measure for the entire year.
- **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.
- **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*.

## C.2. Definitions for Homeless Supplemental Question Section

- **Housing First** is a homeless assistance approach that prioritizes providing permanent housing to people experiencing homelessness, thus ending their homelessness and

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serving as a platform from which they can pursue personal goals and improve their quality of life. This approach is guided by the belief that people need basic necessities like food and a place to live before attending to anything less critical, such as getting a job, budgeting properly, or attending to substance use issues. Additionally, Housing First is based on the understanding that client choice is valuable in housing selection and supportive service participation, and that exercising that choice is likely to make a client more successful in remaining housed and improving their life.

- **Housing Navigators** serve as the homeless individual's advocate throughout the housing process and provide a range of housing services that include tenant screening, assessment, and presenting housing options to the client; developing a housing support plan (using a countywide standardized plan template) to identify preferences and barriers to housing; searching for housing and assisting with applications and gathering required documentation; non-medical transportation to ensure access to housing options; identifying and securing resources for one-time move-in expenses; ensuring living environment is safe and ready for move-in; coordination of the move; establishing procedures and contacts to support housing retention in the community; and, for those unlikely to receive permanent supportive housing in Alameda County, honest conversations, resource planning, and/or relocation assistance to support the transition to self-sufficient permanent housing. Navigation services also includes helping the client access mainstream system resources (i.e., health care services, support applying for public benefits; etc.). Housing navigation shall follow a Critical Time Intervention (CTI) approach with an emphasis on developing community supports that can be sustained after the navigation services end. Housing navigation shall also include ensuring connections to health care services as part of the client's support plan for housing stability. Community supports include reunification with family and/or friends, coordinating In-Home Support Services (IHSS) if needed, addressing housing barriers through a housing retention plan, and working with Housing Resource Center staff to ensure clients have access to additional resources for which they are eligible. Contractor will work with clients for up to 6 months after permanently housed to ensure housing stability.
- **Tenancy Sustaining Services** include identification and intervention for behaviors that may jeopardize housing; coaching on relationships with landlords; dispute resolution assistance; advocating and linking to eviction-prevention community resources; assistance with housing recertification; updating housing support and crisis response plans; support in household management skills; and providing support and education related to the psychological and practical transition into housing, addressing the change of 'home' and familiar location, the potential for isolation, how to pay bills, manage visitors and relationships, etc. Services are offered using housing-first evidence-based practices, and should support individuals to maintain housing and ensure they have the necessary tools to integrate into their communities, focusing on the core values of health, home, purpose, and community. In addition, Housing Care Managers will work closely with regional health care partners linked with these clients to meet their ongoing health care needs.

## **Coordinated Entry System:**

### **1. Coordinated Entry System – Client Services Section**

- A. Administer flexible funding to remove housing barriers and assist unhoused participants in moving into permanent housing;
- B. Conduct Street outreach and support to unsheltered homeless individuals and households during the hours of 7 a.m. to 7 p.m., as needed, and in coordination with City staff and other City funded outreach staff.

### **2. Coordinated Entry System - Partnerships/Service Referrals Section**

- A. Agency agrees to participate in weekly Berkeley encampment case conference meetings, with attendance by street outreach and staff responsible for shelter referrals, as needed;
- B. Agency agrees to coordinate resources with street outreach teams, key regional health, housing, and human service partners, and warm transfers from 2-1-1; as needed;
- C. Agency agrees to make daily referrals into year-round shelter beds and transitional housing units in Berkeley to ensure that interim housing resources are utilized to the greatest extent possible.

### **3. Coordinated Entry System - Data Collection and Reporting Section**

- A. Timely (within 3 business days) data entry in Clarity of assessments, program enrollment and exits to HRC services and management of the Crisis and Housing queue assessment status for participants;
- B. Monthly rental assistance projections in excel by and for all sources (if applicable) with the below data:
  - i. HMIS #;
  - ii. Client name;
  - iii. Move in date;
  - iv. Rent Amount;
  - v. Monthly projection through expected subsidy timeline.

#### **E.13.**

- **Emergency Action Plan (EAP)** is a document that describes how you will ensure the safety of your staff and clients in the event of a local emergency and/or disaster.