Focus Areas, Service Categories and Definitions

Service Category No.*	Focus Area ☐ Service Category	Definition
	Economic Opportunity	
200, 1840	☐ Adult Education and Literacy (including ESL and GED)	Establish, expand, and revitalize adult education and literacy programs and/or services. Support adult English as a Second Language programming (ESL). Activities may include: designing adult literacy curriculum, teaching ESL or adult literacy classes. Volunteer recruitment and management should be captured under Community Volunteer Mobilization.
400, 1850	☐ Community Revitalization/Improvement	Remove trash and abandoned cars, clean up empty lots, remove graffiti, construct/renovate playgrounds, construct and repair fences, landscape, and educate communities to increase these activities.
220, 1860	☐ Computer Literacy	Provide education and training to ensure computer skills for economic success.
410, 1870	☐ Consumer Education	Develop and participate in information campaigns on consumer issues such as health and life insurance, estate counseling, and consumer protection.
415, 1880	☐ Cooperatives/Credit Unions	Establish, expand, and revitalize consumer cooperatives and credit unions and producer or marketing cooperatives.
456, 1890	☐ Employment Services	Provide services to individuals for the purpose of finding and securing employment. Activities can include resume development, job search assistance, employment training, and job placement services.
457, 1900	☐ Employment Training	Deliver occupational skill training in an institutional or classroom setting, or skill training provided in an experiential workplace setting.
458, 1910	☐ Financial Asset Development	Provide services to increase net worth. Activities can include financial education, credit management, and development of budgets and savings plans.

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Code	Service	Description
459, 1920	☐ Financial Literacy	Educate, counsel and train people in financial literacy including home economics, budgeting, financial planning, assisting with forms and bills.. Information and counseling on aspects of home ownership. Includes information on application processing, mortgages, taxes, upkeep, and maintenance.
461, 1930	☐ Foreclosure Prevention	Provide services to assist homeowners at risk of foreclosure. Activities can include education, counseling, and referrals.
605, 1940	☐ Homeless Services	Participate in programs and services for individuals and families experiencing housing crises and living in shelters, transitional housing, on the streets.
615, 1950	☐ Housing Infrastructure	Assist in the construction, repair, inspection, and housing rehabilitation.
610, 1960	☐ Housing Placement Services	Support housing referrals, including hot lines and shared housing assistance. Organize and work with housing cooperatives. Develop tenants' rights and homeowner handbooks. Assist individuals and households in obtaining home loans. Help individuals and households receive furniture.
435, 1970	☐ Microenterprise Development and Support	Organize and train small business development groups. Establish, expand, and revitalize programs to assist small businesses and for established business to mentor new businesses. Help businesses participate in incubator programs and financial cooperatives.
440, 1980	☐ Regional/State/City Planning	Plan and conduct surveys, renewal, and zoning activities.
455, 1990	☐ Tax Counseling	Assist individuals and their families in tax preparation. Train individuals to be tax counselors and/or to understand tax regulations. Support VITA (Volunteer Income Tax Assistance) programs.
640, 2000	☐ Workforce Development	Provide workforce development service. Workforce development services can take two forms: place-based strategies that attempt to address the needs of people living in a particular neighborhood, or sector-based strategies that focus on matching workers' skills to needs in an industry already present in the region, such as healthcare or manufacturing. Some contemporary workforce development programs attempt to combine elements of both approaches, linking employment training with other government programs and community resources to provide wraparound services.

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	Capacity Building	
1010, 2010	☐ Non-profit Infrastructure Development including Organizational Development Assistance	Assist with planning, design and operation of social service programs, proposal writing, fund raising, etc. Identify community needs, organize and work on solution of community problems. Provide retired executives, administrators, management specialists and professionals to assist private non-profit and public agencies to expand and improve their operations. Examples include: information on office management, record-keeping, accounting systems, inventory control, training of personnel, development of computer systems and programs, etc.
1020, 2020	☐ Non-profit Resource Development (Cash or In-kind)	Leveraged support for non-profit organizations in the form of cash or in-kind resources.
1030, 2030	☐ Volunteer Recruitment	Support volunteer recruitment for non-profits, government, and public entities. Activities may include: designing and conducting volunteer recruitment campaigns and outreach events.
1040, 2040	☐ Volunteer Management	Support volunteer management and retention services for non-profits, government, and public entities. Activities may include: designing and conducting recognition events, volunteer tracking systems, and managing community volunteers.
	Education	
205, 1200	☐ College Access and Success	Ensure that all students graduate from high school with the ability to enter college and successfully obtain a degree. By working with students and their families, college access programs address academic preparedness, college aspiration and knowledge, and financial barriers.
225, 1210	☐ Cultural Heritage	Support cultural preservation and enrichment programs through activities that focus on upholding the use and/or safeguard the knowledge of history, language, arts and crafts, drama, performing arts, traditional foods and recipes.
231, 1220	☐ Family Involvement	Promote and support the social, emotional, physical, academic, and occupational growth of youth. Successful family involvement relies on meaningful collaboration among youth, families, schools, employers, 2and agencies.

250, 1230	☐ Job Preparedness/School to Work/Vocational Education/Youth ESL and GED	Provide services to youth and young adults in job preparedness or school to work programs. Program activities focus on curricular approaches that bring work and career issues into the classroom and programs that get young people out of the classroom and into work and the labor market. Services can also include direct vocational skill building in the subject areas such as carpentry, masonry, electrician, dress-making, typing, graphic design, automotive industry, technology, etc.
290, 1240	☐ Leadership Development	Engage youth and young adults to develop these and other skills and characteristics: • Specific knowledge and skills related to leadership • Development of individual strengths and leadership styles • Development of ethics, values, and ethical reasoning • Awareness, understanding, and tolerance of other people, cultures, and societies • Service-Learning and Experiential Learning • Self-reflection and processing of learning both individually and cooperatively • Collaborative experiences, teamwork, and networking with peers Significant relationships with mentors, positive role models, and other nurturing adults.
236, 1250	☐ Mentoring for Educational Success	Provide guidance and leadership to children, youth and young adults for educational purposes.
241, 1260	☐ Out of School Time/and or Summer Learning	Design and conduct activities for young people that take place after school, on the weekends, and during the summer and other school breaks. Important considerations for out-of-school time environments include keeping young people safe, providing opportunities for positive relationships with adults and peers, time for physical recreation and unstructured play, development of skills and exploration of interests, enhancing positive character traits, and strengthening academic and life skills.
246, 1270	☐ Student Engagement	Student engagement is frequently used to depict students' willingness to participate in routine school activities, such as attending class,

		submitting required work, and following teachers' directions in class. The term is also increasingly used to describe meaningful student involvement throughout the learning environment, including students participating curriculum design, classroom management and school building climate.
247, 1280	☐ School Climate	School climate refers to the quality and character of school life. School climate is based on patterns of students', parents' and school personnel's experience of school life and reflects norms, goals, values, interpersonal relationships, teaching and learning practices, and organizational structures. A sustainable, positive school climate fosters youth development and learning necessary for a productive, contributing and satisfying life in a democratic society.
245, 1290	☐ School Readiness/Head Start/Early Childhood Education	Provide services to Head Start and other programs to help children of low-income families in all parts of child-development. Activities may include school readiness, cognitive, emotional, and social skills development, nutritional enrichment, etc.
270, 1300	☐ Service-Learning	Work with students to integrate community service projects with classroom curriculum. Activities are geared toward developing academic and practical skills, self-esteem, and a sense of civic responsibility while meeting community needs as well as reflecting on their service experience.
256, 1310	☐ Teacher Recruitment, Classroom Education, Teacher Training, Teacher Aides, Retention	Teacher Recruitment: refers to the recruitment, selection, training, and continued development of new teachers. Teacher Education/Training: refers to the policies and procedures designed to equip prospective teachers with the knowledge, attitudes, behaviors and skills they require to perform their tasks effectively in the classroom, school and wider community. Teacher Education is often divided into three stages: *initial teacher training / education* (a pre-service course before entering the classroom as a fully responsible teacher); • *induction* (the process of providing training and support during the

		first few years of teaching or the first year in a particular school); • *teacher development* or *continuing professional development (CPD)* (an in-service process for practicing teachers). Teacher Aides: qualified students or adults that assist a teacher with one or more classes. Classroom Education: Teacher Aides or Assistants are qualified adults who may teach portions of a class, or teach lessons to small groups of students who need extra instruction. They are sometimes referred to as <u>paraprofessionals</u>. Teacher Retention programs engage teachers and school leaders in: creating a positive school climate; professional development and continuing education for effective teaching and learning; induction, mentoring, and peer support; and adequate planning and reflection.
261, 1320	☐ Tutoring	Tutor school children in grades K-12 and young adults in a variety of academic subjects. Teach reading and writing skills to children and youths. Establish, expand and revitalize tutoring and child literacy programs in schools, juvenile correctional facilities, libraries, youth and family literacy programs. Recruit and train tutors for child/youth literacy and tutoring programs.
	Healthy Futures	
705, 1510	☐ Adult Day Care	Provide supportive services to seniors in adult day care settings. Activities may include: helping them with activities of daily living, supporting client group activities, facilitating client participation in games, social activities and cognitive development activities, assisting with physical therapy, monitoring clients' safety and well being, etc.
501, 1520	☐ Benefits Assistance	Provide support to individuals so that they can access federal programs such as Medicare, Medicaid, food stamp programs, and educational assistance programs. Activities may include helping individuals identify potential benefits, determine eligibility, and apply for assistance. Services can include referrals, but cannot exclusively be referrals.
420, 1530	☐ Community Gardens	Establish, expand and revitalize acreage of community gardens and agricultural production. Participate in community garden programs and

Code	Activity	Description
		alternative crop programs. Train individuals in improved food growing methods. Does not include Food Distribution/Collection.
510, 1540	☐ Congregate Meals	Provide support to congregate meal programs. Activities may include capacity building services such as: staffing the congregate meal registration desk, planning menus, registering seniors for the program, marketing the program in the community, work as a cashier, visit with participating seniors during meal programs. Volunteer recruitment and management should be captured under Community Volunteer Management.
715, 1550	☐ Health and Mental Health Crisis Intervention	Assistance to individuals in times of health and/or mental health crisis or grief, hotlines, etc.
520, 1560	☐ Food Security	Organize and/or participate in nutrition education, community extension services and information dissemination and service programs such as gleaning surplus produce, meals on wheels, food stamps, food banks, programs relating to food preparation, nutrition and diet, school meals programs, co-ops, organizing food drives, and planning an assisting in preparation of a meal. All congregate food sites should be included in Congregate Meals. Food production should be included in Food Production/Community Gardens/Farming.
525, 1570	☐ Health Education	Provide a learning experience designed to pre-dispose, enable, and reinforce voluntary health behaviors. Activities may include engagement with individuals in-person, by phone, or through a web interface for conducting classes, workshops, and counseling sessions.
530, 1580	☐ Health Screening	Provide services to identify potential health risks/conditions. Activities may include conducting health fairs, clinics, and connecting individuals to existing screening services.
535, 1590	☐ HIV/AIDS	Provide services to prevent, diagnose, treat, and/or manage individuals with HIV/AIDS or those at risk for acquiring HIV/AIDS. Activities can include education, screening, counseling, referrals, and case management.
540, 1600	☐ Hospice/Terminally Ill	Provide services to terminally ill patients and their families at hospices, health care institutions, and in the home of patients. Includes counseling patients and family members, and bereavement counseling of family

		members.
515, 1610	☐ Hospital and Clinical Support Services including Rehabilitation	Participate in actual delivery of health services, both preventive and curative, to individuals in a health care setting. Includes para-professional, nursing, physician and allied health services, clinic and/or hospital based services, mobile health units, and dentistry. Does not include direct services counted under other service activities.
545, 1620	☐ Immunization	Provide immunization services including school immunization programs, information dissemination on the importance of immunization, immunizations for senior citizens, etc.
721, 1630	☐ Independent Living	Provide services to individuals living in a private residence (house, apartment, mobile home, etc.) and not in an assisted living facility, nursing home, or group home. Activities may include providing food, transportation, legal and medical services, nutrition information, and companionship services.
550, 1640	☐ In-Home Care	Participate in the array of health and social services required for individuals needing long term care in the home. Includes peer support, meal preparation and nutrition information, referral and service coordination, and casual or friendly visiting and telephone reassurance.
560, 1650	☐ Mental Health	Provide on-going mental health services to individuals in residential and non-residential facilities. Activities may include, but are not limited to reality orientation exercise, preventive and family counseling, information dissemination on mental health issues, out-patient planning, clinics, and special programs.
561, 1660	☐ Obesity Prevention and Nutrition Education	Obesity prevention service can include both physical education activities as well as nutrition education. Nutrition education can include classroom instruction, workshops, and counseling, however, such activities must be in addition to regular activities that would have been provided by the school or after-school program.
555, 1670	☐ Parent Support	Develop and participate in preventive health care program for families and children such as pre- and post-natal care, family planning, well-child clinic, counseling, information and referral services, waiting room aides, receptionists, etc.
562, 1680	☐ Physical and Developmental	Develop and participate in programs and services provided to

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	Disabilities	individuals with physical and developmental disabilities such as counseling, workshops, rehabilitation and other therapy, exercise, and provide assistance for the Special Olympics.
725, 1690	☐ Respite for Caregivers	Provide temporary relief from the stresses of care giving by providing short term, intermittent assistance to an adult who is the primary caregiver for a person with chronic disabilities, Alzheimer's, developmental disabilities, etc.
731, 1700	☐ Safety and Accident Prevention Services	Develop and participate in a wide range of safety related programs such as fire prevention, child and adult auto safety devices, and traffic/pedestrian control.
575, 1710	☐ Substance Abuse	Develop and participate in rehabilitation programs for alcoholics and drug abusers as well as their families. Includes prevention education and information dissemination on alcohol, prescription and illegal drugs, and over the counter medications use, misuse, and abuse. Includes serving drug or alcohol addicted infants.
740, 1720	☐ Teen Pregnancy Prevention	Provide teenagers with educational materials and presentations on teen pregnancy.
470, 1730	☐ Transportation for Independent Living	Develop and operate transportation systems, driving and escort services such as; providing rides for errands and doctors visits.
831, 1740	☐ Violence, Abuse and Neglect Prevention and Services	Provide aid, assistance and council to victims of violence and abuse and their families. Conduct training in prevention/awareness.
	Environmental Stewardship	
300, 1400	☐ Air Quality Improvement	Test and monitor air quality from pollutants such as motor vehicle emissions, ozone, sulfur dioxide, carbon dioxide, methane, and halogenated fluorocarbons emissions and plan and design efforts to improve air quality.
340, 1411	☐ At-risk Ecosystems Improvement	Develop and participate in service activities which reduce wildlife mortality due to pesticides, and other toxic chemicals, restore degraded lands, and increase the amount of land that is managed with good conservation practices that protect soil, native vegetation, and wildlife.
310, 1420	☐ Community Restoration/Clean Up	Develop and participate in service activities which improve the esthetic

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		condition of a community through activities such as the removal of trash, weeds, graffiti; adding or improving landscaping.
315, 1430	☐ Energy Use Reduction	Winterize and weatherize housing units to save energy; conduct information campaigns on energy saving devices.
320, 1440	☐ Environmental Awareness-building and Education	Develop and participate in environmental education and information programs, such as a public awareness campaigns, hold an environmental fair, speak to groups and classes, develop a directory of local efforts/ groups involved in environmental issues for use in an awareness campaign, promote community greening (e.g., green roofs, water harvesting, abandoned rail track renovation), and lead nature walks, etc.
325, 1450	☐ Indoor Environment Improvement	Test buildings/homes for pollutants such as lead, radon, smoke, and asbestos; clean up contaminated housing units.
326, 1460	☐ Park Facilities/Trail Improvement	Create parks; improve access to and sustainable use of public land for recreation, including building or repairing park facilities, campground maintenance, landscaping, building or repairing trails and surrounding areas to provide safe access to remote or natural areas and on-site interpretation of natural resources.
327, 1470	☐ Renewable Energy	Promote or develop low/no-carbon and/or renewable energy sources such as wind, solar, geothermal, hydro and biomass; promote reduced vehicle miles traveled through methods such as promoting public transportation, walking, cycling and ride sharing.
330, 1480	☐ Toxic Waste Management	Work with communities to increase compliance and/or monitoring of industrial facilities to reduce the levels of toxic chemicals; create household hazardous waste or computer and electronics collection and recycling programs.
335, 1490	☐ Waste Reduction, Management, and Recycling	Conserve, store, treat, recycle, and dispose of wastes in ways that are environmentally safe. Create or staff a recycling center or neighborhood pick-up program of recycled items. Includes yard and other waste composting and deconstruction of buildings to reclaim materials.
305, 1500	☐ Drinking Water Quality and Availability Improvement	Set up ground water and surface protection programs; monitor tap water, clean up natural water sources to support healthy and diverse aquatic species, participate in Adopt a Beach/Stream programs, inventory and test wells/streams/water tanks.

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	Disaster Recovery/Relief	
105, 1800	☐ Disaster Mitigation including Fire Prevention and Firefighting	Reduce the loss of life and property from natural and/or manmade disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.
110, 1810	☐ Disaster Response	Perform actions to save lives, protect property and the environment, and meet basic human needs. Response also includes the execution of emergency plans and actions to support short-term recovery.
100, 1820	☐ Disaster Preparation	Provide a combination of planning, resources, training, exercising, and organizing to build, sustain, and improve operational capabilities. Preparedness is the process of identifying the personnel, training, and equipment needed for a wide range of potential incidents, and developing jurisdiction-specific plans for delivering capabilities when needed for an incident.
115, 1830	☐ Disaster Recovery	Develop, coordinate, and execute service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.
	Veterans and Military Families: Focus Area only.	**Applicants that select this Focus Area will also be able to choose from the complete list of service categories by using the second number listed next to each service category**
	Other	
815, 2050	☐ Community Policing/Community Patrol	Develop and participate an existing police mini-station and/or citizen patrol. Work with local police and community organizations to help

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		insure a safer neighborhood.
820, 2060	☐ Conflict Resolution/Mediation	
840, 2070	☐ Household Safety and Security	Conduct household security audits and surveys and distribute self-administered security check lists/report cards to assess home security. Install new window/door locks as well as new window and bars. Conduct workshops on household safety.
1050, 2080	☐ Justice System	Develop and provide services to improve the justice system or assist those involved in the justice system.
850, 2090	☐ Legal Services	Provide legal services and assist legal professionals to the legally underserved.
255, 3000	☐ Library Support Services	Provide support services to libraries and their programs. Activities may include: staffing or operating book mobile, lending library , story telling programs, overseeing the computer stations, etc. Volunteer recruitment and management should be captured under Community Volunteer Management.
1060, 3010	☐ Mentoring for Purposes Other than Educational Success	Provide guidance and leadership to children, youth and young adults for purpose other than educational success.
465, 3020	☐ Thrift Store/Reuse Retail	Organize, develop and/or work with a store that sells used clothing, house wares, furniture, etc. Activities may include: receiving clothing and household donations, sorting and displaying items, maintaining records of clients served and donations received, providing donation receipts to clients as requested, and referring clients for other services as needed. Volunteer recruitment and management should be captured under Community Volunteer Management.
1070, 3030	☐ None of the Above/Other	

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