

Home and Community-Based Services (HCBS) Rules CONCEPT FORM

The Home and Community-Based Services (HCBS) rules ensure that people with disabilities have full access to, and enjoy the benefits of, community living through long-term services and supports in the most integrated settings of their choosing. In order to assist in determining eligibility for compliance funding, providers must complete this evaluation. Both “Yes” and “No” answers require an explanation. A “No” response *could* mean a service setting is out of compliance with the HCBS rules and is potentially eligible for funding to make necessary adjustments. Once this evaluation is completed, it should act as a guide for filling out the provider compliance funding concept, which is required for any provider to be eligible for compliance funding. **Completion of this evaluation is for the sole purpose of applying for compliance funding and does not take the place of future provider assessments that the Department may require to determine provider compliance with the HCBS settings rules. Only providers requesting compliance funding need to complete this evaluation.**

Federal Requirements #1-5 apply to providers of all services, including residential and non-residential settings. Federal Requirements #6-10 are additional requirements that apply only to provider-owned or controlled residential settings.

The column labeled “Guidance” contains a series of questions intended to help identify compliance or non-compliance with each requirement as it relates to the HCBS rules. While responses to these questions can help in the determination of whether or not a particular requirement is met, these responses may not be the sole factor in this determination.

More information on the HCBS rules and this form can be found at www.dds.ca.gov/HCBS.

Questions may be directed to HCBSregs@dds.ca.gov.

Date(s) of Evaluation: 11/12/2019 11/18/2019 11/20/2019	Completed by: Caitlin Young Hermosillo
Vendor Name, Address, Contact: North Bay Industries (NBI) 649 Martin Avenue, Rohnert Park, CA 94928; (707) 585-1991	
Vendor Number: HNO138; HNO205	
Service Type and Code: Community Day Program, 510; Activity Center 505	

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Federal Requirement #1:

The setting is integrated in, and supports full access of individuals receiving Medicaid HCBS to the greater community, including opportunities to seek employment and work in competitive integrated settings, engage in community life, control personal resources, and receive services in the community, to the same degree of access as individuals not receiving Medicaid HCBS.

Guidance:

- Do individuals receive services in the community based on their needs, preferences and abilities?
- Does the individual participate in outings and activities in the community as part of his or her plan for services?
- If an individual wants to seek paid employment, does the home staff refer the individual to the appropriate community agency/resource?
- Do individuals have the option to control their personal resources, as appropriate?

Does the service and/or program meet this requirement? Yes No

Please explain: Currently at North Bay Industries clients meet at the activity center and will then go to job sites or stay at the center for the majority of the day. Opportunities are given to go out in the community but services are mostly provided at the activity center. Services center around choice, emphasis is placed on what individuals want to do. Often clients are not aware of their options and will choose activities they are familiar with. In receiving an HCBS grant from the last grant period, we have been working with clients to explore their world more. In their exploration, we have found the clients are interested in additional jobs outside of those that NBI offers. We want to offer more robust career trainings and help clients to obtain training on using the technology that our initial grant is helping us obtain. In our HCBS training, more clients have expressed interest in work. We would like to further expand our ability to help clients work in the community. We would like additional funding to host trainings for the clients to build their confidence and resumes. Clients do not receive the same degree of community access as many non-disabled individuals. Most Clients reported they are not familiar with ways to access the community outside of staff selecting them to go on an outing. Community access is still limited to larger group outings. Outing groups are larger, typically 2 staff with 5-7 individuals. NBI recently purchased a new vehicle and is working on getting smaller groups in the community, however specialized community based individual support is not yet offered to the majority of clients. NBI offers a Tailored Day Program to provide 1:1 community support, but this program is very small, serving only 4 clients. Clients in this program often come to NBI having tried to access community supports and report struggling to find resources they can access fully. NBI wants to expand it's offering of smaller ratio community supports and provided tailored services with staff that have experience working with folks with developmental disabilities. We want to breakdown the barrier clients feel when they attempt to access jobs through Job Link and find employers and the centers are not familiar with job modifications or the needs of the developmental disability community. Often clients struggle to identify and connect with community supports, NBI wants to provide a resource center as a bridge between community supports and the developmental disability community. We want to give clients the tools to be able to access resources in the community. With an emphasis on technology, the NBI

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resource center will provide simplified classes and help clients navigate and learn technology so they can better access community resources, break down job barriers and successfully integrate in their communities.

Federal Requirement #2:

The setting is selected by the individual from among setting options, including non-disability-specific settings and an option for a private unit in a residential setting. The setting options are identified and documented in the person-centered service plan and are based on the individual's needs, preferences, and, for residential settings, resources available for room and board.

Guidance:

- Does the provider have a current regional center Individual Program Plan (IPP) on file for all individuals?
- Does each individuals' IPP document the different setting options that were considered prior to selecting this setting?

Does the service and/or program meet this requirement? Yes No

Please explain: All clients that express interest in NBI complete a person centered plan, during their interview and program tour. Clients are encouraged to explore their career goals and options. Suggestions for alternative programing are offered and clients are provided with other settings for interests they express. All clients current IPPs are on file or requested once the new report is completed. The county does not have many supports outside of the developmental system but alternative options are explored as available. With additional funding NBI would like to partner with more community sustained programs to help blend services from center based to community based.

Federal Requirement #3:

Ensures an individual's rights of privacy, dignity and respect, and freedom from coercion and restraint.

Guidance:

- Does the provider inform individuals, in a manner they can understand, of their rights to privacy, dignity, respect, and freedom from coercion and restraint?
- Does the provider communicate, both verbally and in writing, in a manner that ensures privacy and confidentiality?
- Do staff communicate with individuals based on their needs and preferences, including alternative methods of communication where needed (e.g., assistive technology, Braille, large font print, sign language, participants' language, etc.)?

Does the service and/or program meet this requirement? Yes No

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Please explain: NBI strives to maintain privacy, dignity and respect for all clients. NBI offers trainings for all clients and staff to ensure everyone is aware of client rights. Clients assist in developing trainings and their rights are reviewed with them during annual meetings and throughout the course of the year. NBI is working on training all staff in Person Centered Thinking. We have 4 team members that have completed the 2-day training, with others scheduled to complete the training in the future, thanks to our HCBS grant. We realize now that while having our direct line staff trained in PCT is important, we also need to offer the training to staff that support our day programs. We are currently not able to do this. We need PCT to be a part of our everyday thinking and not just a training the direct service staff attend. In our new proposal we would like additional funding to train additional employees of NBI and funds to train a member of our team to be a certified trainer for the two-day training. In addition to person centered thinking trainings we are also planning sign language and guidance for the blind trainings. We are also working on a 055 program to help lower our ratios and offer more personalized assistance. We have been encouraging clients to choose activities of choice and work towards goals. With HCBS training being offered to clients, goals are now more robust. An issue we run into is clients setting goals but not have the skills to work on them. We want to change that by offering a specialized resource room, where clients can have a focused space to work on skills and develop a better understanding of steps to get to career goals. We want to be able to engage potential employers by offering specialized trainings, trying to meet the needs of our potential community partners.

Federal Requirement #4:

Optimizes but does not regiment individual initiative, autonomy, and independence in making life choices, including, but not limited to, daily activities, physical environment, and with whom to interact.

Guidance:

- Does the provider offer daily activities that are based on the individuals' needs and preferences?
- Does the provider structure their support so that the individual is able to interact with individuals they choose to interact with, both at home and in community settings?
- Does the provider structure their support so that the individual is able to participate in activities that interest them and correspond with their IPP goals?

Does the service and/or program meet this requirement? Yes No

Please explain: NBI offers activities mostly chosen by the clients. Some clients now have ISP goals related to helping plan the schedule and increase communication skills. Clients are encouraged to participate in activities that correspond to their IPP and ISP goals. Individuals mostly interact with peers in program and on outings, not with the community at large. The community day program work groups interact with coworkers at work sites and the opportunity to interact with the public is offered through limited volunteer opportunities. Individual contact is limited due to outings and safety concerns. Our initial HCBS awarded proposal addressed encouraging clients to be more vocal in expressing

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themselves. Our 2019 proposal adds to our first HCBS award grant, allowing for the client to have funds to explore career paths and community engagement opportunities. Often times Clients do not have the resources and funds to purchase interview clothes or front the startup costs for a position, for example nonslip shoes or needed trainings. Opportunities in the technology industry are increasing and NBI wants to help train clients in computer skills and software to make them competitive in the marketplace. In addition, NBI would like to add more diverse work opportunities to meet the growing interests of the clients served and the needs of the community. Approximately 18% of day program participants are actively working on a weekly basis. Over 80% of participants report they want to work and engage in work opportunities. Career paths the clients are interested in include cooking, mechanics, teaching, working with children/animals, amongst others. Currently NBI does not offer those opportunities and when looking to apply for community-supported employment, most clients do not have experience in jobs and they struggle to get through the initial screening for jobs.

Federal Requirement #5:

Facilitates individual choice regarding services and supports, and who provides them.

Guidance:

- Does the provider support individuals in choosing which staff provide their care to the extent that alternative staff are available?
- Do individuals have opportunities to modify their services and/or voice their concerns outside of the scheduled review of services?

Does the service and/or program meet this requirement? Yes No

Please explain: NBI strives to give clients choice in as many ways as possible. Clients are encouraged to plan outings with specific staff and identify which peers they want to go with them on outings. Staffing makes it hard to go on as many outings as clients want to go on, however priority is given to work and volunteer opportunities. When personal care is required clients are given the option of which staff they want to help them, when possible. Clients complete surveys during annual meetings and the opportunity for feedback is given monthly thorough employee advisory boards. Feedback from clients is read directly by the CEO and all requests are reviewed, and discussed on a monthly basis.

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Only providers of services in **provider-owned or controlled residential settings** need to complete the remainder of this evaluation. In **provider-owned or controlled residential settings**, in addition to the above requirements, the following requirements must also be met:

<p><u>Federal Requirement #6:</u></p> <p><i>The unit or dwelling is a specific physical place that can be owned, rented or occupied under a legally enforceable agreement by the individual receiving services, and the individual has, at a minimum, the same responsibilities and protections from eviction that tenants have under the landlord/tenant law of the State, county, city or other designated entity. For settings in which landlord/tenant laws do not apply, the State must ensure that a lease, residency agreement or other form of written agreement will be in place for each participant and that the document provides protections that address eviction processes and appeals comparable to those provided under the jurisdiction's landlord tenant law.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • As applicable, does each individual have a lease, residency agreement, admission agreement, or other form of written residency agreement? • Are individuals informed about how to relocate and request new housing?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please explain:</p>	
<p><u>Federal Requirement #7:</u></p> <p><i>Each individual has privacy in his/her sleeping or living unit:</i></p> <p><i>Units have entrance doors lockable by the individual, with only appropriate staff having keys to doors as needed.</i></p> <p><i>Individuals sharing units have a choice of roommates in that setting.</i></p> <p><i>Individuals have the freedom to furnish and decorate their sleeping or living units within the lease or other agreement.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • Do individuals have a choice regarding roommates or private accommodations? • Do individuals have the option of furnishing and decorating their sleeping or living units with their own personal items, in a manner that is based on their preferences? • Do individuals have the ability to lock their bedroom doors when they choose?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please explain:</p>	

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<p><u>Federal Requirement #8:</u> <i>Individuals have the freedom and support to control their own schedules and activities, and have access to food at any time.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • Do individuals have access to food at any time? • Does the home allow individuals to set their own daily schedules? • Do individuals have full access to typical facilities in a home such as a kitchen, dining area, laundry, and comfortable seating in shared areas?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Please explain:</p>	
<p><u>Federal Requirement #9:</u> <i>Individuals are able to have visitors of their choosing at any time.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • Are visitors welcome to visit the home at any time? • Can individuals go with visitors outside the home; such as for a meal or shopping, or for a longer visit outside the home, such as for holidays or weekends?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Please explain:</p>	
<p><u>Federal Requirement #10:</u> <i>The setting is physically accessible to the individual.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • Do individuals have the freedom to move about inside and outside the home or are they primarily restricted to one room or area? • Are grab bars, seats in bathrooms, ramps for wheelchairs, etc., available so that individuals who need those supports can move about the setting as they choose? • Are appliances and furniture accessible to every individual?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Please explain:</p>	

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CONTACT INFORMATION

Contact Name: Caitlin Young Hermosillo
Contact Phone Number: (707) 585-1991 x202
Email Address: Caitlin@nbrs.org

ACKNOWLEDGEMENT

By checking the box below, I acknowledge that completion of this evaluation is for the sole purpose of applying for compliance funding and does not take the place of future provider assessments that the Department may require to determine provider compliance with the HCBS settings rules.

I AGREE

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Existing regional center vendors may receive funding to make changes to service settings and/or programs to help them come into compliance with the HCBS rules. To be considered for funding, vendors must complete and submit this form and the provider compliance evaluation form as one packet to the regional center with which it has primary vendorization.

Instructions:

- The concept form on the next page must be used, may not exceed four pages plus the budget worksheet and any cost back up, and must be kept in Arial 12-point font. Submit the form in Microsoft Word or PDF format. An extra half page is permitted to answer questions about prior funding, but the rest of the concept must be within the standard page requirements.
- There has been a significant change in the form and process compared to prior years. **In order to receive funding, this 2019-20 form must be used.**
- For providers that operate programs with several vendor numbers involved in one concept, one evaluation and concept form should be submitted and should list all vendor numbers for related/included programs. If multiple programs owned by the same parent company have different compliance evaluations or concepts, additional applications can be submitted but should be attached in the same document as the other owned programs so they can be reviewed together.
- The results of the evaluation should be clearly laid out in the section referring to identification of federal requirements that are currently out of compliance, which the concept will address.
- The concept form includes detailed information that describes the funding requests and supports how the requests will assist the provider to come into compliance.
- There should be a clear link between what is being requested and the federal requirement currently out of compliance.
- Concepts should demonstrate how the requested change in service delivery will impact individuals in offering more choices or opportunities in the community.

Strengths of previously funded concepts:

- Identified the need as well as proposed a plan to provide outreach and information regarding the HCBS rules to individuals served and members of their support teams.
- Discussed the need for additional funds in order to effectively support individuals served on a more individualized basis in overcoming barriers to community integration and employment, as appropriate.
- Prioritized the preferences of individuals served and utilized their feedback in the development of the concept.
- Implemented train-the-trainer certification for person-centered planning/thinking and training regarding the HCBS rules.
- Enabled residents to age in place and exercise more choice and independence.

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Vendor name	North Bay Industries
Vendor number(s)	HNO138; HNO205
Primary regional center	North Bay Regional Center
Service type(s)	Community Day Program; Activity Center
Service code(s)	510; 505
Number of consumers currently served	53
Current staff to consumer ratio	1:3; 1:6
<p>1. Please provide a brief description of the service/setting that includes what a typical day consists of and how services are currently provided. This response must include the baseline/current levels for any aspects of the program for which the concept proposes funding.</p>	
<p>In asking the clients they report the following as a typical day. "Everyone arrives and some people watch exercise videos and practice sign language, most people sit and drink coffee." "We have break time and then it changes every day." Sometimes we have groups go on outings but mostly clients stay and work on reading, writing or a craft project. Some clients that work go to their work site. All groups typically come back just before lunch. After lunch we participate in trivia, math/language skills, karaoke or dancing. Clients choose if they want to participate or not participate in activities. For those that work, our positions include assembly work, cleaning, vacuuming and taking out the trash/recycling. NBI provides optional transportation to and from the work site. Work is paid at full prevailing wage and is offered between 9-29 hours a week, depending on the job site. North Bay Industries is working on a resource center for clients to go to, allowing them to research and learn technology skills to be more competitive in the marketplace. Currently we have a few donated laptops in the space, but no formal curriculum.</p>	
<p>Project Narrative Description:</p>	
<p>2. Please provide a brief summary narrative of the concept for which you are requesting funding, including justification for the funding.</p>	
<p>North Bay Industries is proposing funding for a resource center and career closet for clients. The resource center would allow for technology training, access to building resume skills, be open to the community and allow for hosting career and employment fairs and networking events. The career closet would allow for clients to have a space to get interview outfits from as well as provide necessary items to start in their jobs. For example, specialized work shoes or serve safe training for the food industry. Our proposal includes funds for train the trainer opportunities for staff, as well as additional trainings for clients. Our proposal looks to shift our day programs to be more employment centered and put employment in all aspects of the day program. Our projects looks to</p>	

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empower clients and their supports to be more open to a fully engaged community life. We want to bring in subject matter experts to teach staff and clients. We want to empower staff and clients to then take that training and teach others to expand their resumes and achieve the goals of their choice. The center would specialize in adaptive technology and provide trainings not only for the clients but also the community at large, helping increase awareness and companies' willingness to hire those with disabilities. The center would close a gap in client's ability to break down barriers for employment, by offering specialized programs and meeting clients where they are at while helping them move forward.

3. Identify which HCBS federal requirements this concept addresses that are currently out of compliance. Could be all or a subset of those identified as out of compliance on the evaluation.

1_X_ 2___ 3_X_ 4_X_ 5___ 6___ 7___ 8___ 9___ 10___

4. For each HCBS out-of-compliance federal requirement that is being addressed by this concept, describe the barriers to compliance and why this concept is necessary. If this information is in the evaluation section, please copy it here.

Currently we are not in compliance with regulations 1, 3 and 4. With Federal Regulation 1, NBI struggles with offering a fully integrated day from start to finish. The career center would provide an opportunity for more typical community supports, integrating those not receiving services. In looking at requirement 3, currently staff are trained in PCT however, it is not integrated into all aspects of paperwork and planning. Federal Requirement 4 allows us to take a look at the resources we offer to clients and the format that resources are provided in. As mentioned in our evaluation, approximately 18% of day program participants are actively working on a weekly basis. Over 80% of participants report they want to work and engage in work opportunities. This is a big gap, considering unemployment is at significantly lower levels in the community at large.

5. For each out-of-compliance federal requirement that is addressed in this concept, please explain how the concept will bring the vendor into compliance.

In order to get into compliance NBI needs to be more community driven and look more towards community employment and engagement opportunities. In order to get into compliance with Federal Requirement 1, NBI is looking to increase access to the community through travel training and opportunities that increase community outing opportunities. The resource center would be open to the community, allowing for presentations and job fairs to increase community awareness of an untapped employment pool. Clients would have the opportunity to network through resource center events and job fairs. For federal requirement 3, NBI looks to expand our trainings in person centered thinking. We want to have a specific PCT trainer on staff to help create more PCT thinking in all paperwork and planning meetings. NBI will develop a review board, with clients, staff and our PCT trainer, to review all forms to make them more accessible to clients. This will enable NBI to integrate PCT more into every day practice. We would also utilize funds to offer the two-day training to employees that support the day program but are not direct line staff, to have the company take a more holistic approach to person centered thinking. Requirement 4 highlights a big disparity we want to close that by offering more trainings and engagement within a resource

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center and career closet. NBI will use the proposed funds to develop career training for adults with developmental disabilities. We will purchase software for clients to take to job sites to make jobs accessible to them. We will utilize our career closet to instill confidence when they attend interviews in the proper attire, to show the community they are ready to work. The career closet/resource center will help clients budget and assist in financing for startup employment cost.

6. What are the proposed outcomes and objectives of the concept, and what are the methods of achieving and tracking them?

The proposal looks to increase community integration as well as increase employment opportunities for individuals with disabilities. The program would develop training curriculum in support clients to go into their desired field and help provide technology training so they can be competitive in the marketplace. In order to do this, NBI will create a community resource center geared to help adults with developmental disabilities be competitive in the marketplace. Outcomes and job placement success would be tracked and reported in the annual data outcomes report. This information would be shared with management and utilized to further company strategic plans.

7. Please describe how and/or what was done to include input from the individuals served in developing this concept? Discuss not only the development of the concept, but also what steps were taken to identify the interests and desires of the individuals and who was involved in that process.

In looking at the proposed concept, we reviewed client annual surveys and held discussion and small focus groups with the clients. Clients identified items that would help them be more successful in applying for and gaining employment. The concept arose from clients coming to NBI after exhausting community supports, such as local job centers. Clients and families reported the clients fell through the gaps due to job centers not being familiar with developmental disabilities and clients lacking the basic skills to access the centers. Our proposal closes the gap and allows for trainings so clients can learn skills to work towards navigating community supports. Family members and support circles also gave input into potential employment opportunities and community access the people we serve would be interested in. Clients expressed interested in a wide variety of jobs (cooking, auto mechanics, design, teaching, etc.). Support circles reported interest in working hands on with assembly work, cleaning, and customer service. There was some disconnect between the desires of the planning team and the client's goals. NBI would like to encourage support circles and clients to discuss employment opportunities more. In addition to input from current clients we also met with school transition programs and asked what skills their up and coming graduates were interested in. Our proposal was created with current clients in mind as well as future clients and their needs.

8. Please describe how the concept you propose will enable you to provide more person-centered services to your clients.

The proposal and resource center would allow for a place for more 1:1 services and planning. It would provide a focused and integrated space to work on applications and research into potential career paths. Our career closet would give clients confidence going into job interviews and provide start up items for them in new positions. In addition

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to the resource center and closet, the funds would assist in getting a person centered thinking trainer on staff.

9. Please address your plan for maintaining the benefits, value, and success of your project at the conclusion of 2019-20 HCBS Funding.

After the initial cost of software and set up, NBI will utilize current budgets and fundraising to maintain the resource center. Since the center will be open to the community, we will also have fundraising drives, if necessary.

10. Write a brief narrative below explaining each major cost category and timeline. Complete the budget template at the end of the concept sheet. An excel version with formulas is available. When applicable, budgets should include personnel/benefits, operating costs such as consultants or training, administrative expenses/indirect costs, and capital costs (assets lasting more than 2 years). If project spans 2 years or occurs in phases, budget should be separated by phase/year.

Administrative costs, if any, must comply with DDS' vendor requirements, including a cap of 15% of the sum of personnel/benefits, consulting, and operating costs (must exclude capital costs).

http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4629.7&lawCode=WIC

We have three major cost categories, training, technology, and career closet. Our training category will be used to fund the costs of getting a team member certified in PCT, so they can teach the 2-day course. It will also be utilized to help clients attend trainings. Our technology section will provide funds for our software and adaptive technology. The Career Closet will fund clothes and provide for additional funds for client startup expenses for a job, for example; proper wardrobe, nonslip shoes, serve safe trainings, etc.

11. Please address sustainability of funding sources for all programs or concepts requiring any funding past the time frame of the requested grant, especially those that involve staff or other long-term costs. Please mark "not applicable" if costs will all be incurred during the program time frame.

Long term costs for the resource center and career cost will be funded by fundraising and will be incorporated into future budgets. No other costs will be incurred outside of the time frame specified.

12. Have you or the organization you work with been a past recipient of DDS funding? If yes, what fiscal year(s)?

HCBS Funding Awarded 1 time No ___ Yes X If Yes, FY(s) 2018
Disparity Funding ___ No X Yes. If Yes, FY(s) _____
CPP Funding ___ No X Yes. If Yes FY(s) _____

If yes to any question be sure to answer questions 13 and 14.

For providers who have received prior HCBS, Disparity or CPP Funding from DDS

13. If your organization has received prior funding from any of the above sources, please provide an update on the prior funding project. You may copy and paste from progress update(s) previously provided to regional centers or DDS.

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NBI was awarded a HCBS grant last fiscal year. We started out contact on June 30th 2019. Our proposal looked to increase accessibility and integration. In the 5 months since being awarded the grant, we have successfully trained 4 staff in person centered thinking. Clients have received money management training from a local bank. A new wheelchair vehicle was purchased and has allowed for more seamless community integration. We have started a new work contract with Mrs. Grossman's sticker factory doing production work. We received laptops for the clients to use, through a grant, and are planning on purchasing additional laptops with our additional grant funds. In working with the clients we notice they do not have the skills to use the technology and are very interested in learning more.

14. If your organization received prior funding, please explain how the current funding request is not redundant with any prior funding received and/or builds on the prior funding but was not part of the original funding.

This project would add additional support to our transition to HCBS compliance and make our day programs truly employment first centers for community access. Our initial approved project focused on getting the clients more comfortable in the community and expressing themselves. We want to build upon this to transition to be employment first for everyone in our day program. Our HCBS grant is allowing us to purchase technology, a new vehicle and provide additional training to staff and clients. Our 2019 proposal will allow us to continue to help the clients explore technology and provide a growth platform for our first grant. It will propel our programs forward so they can not only meet current needs but help us prepare for meeting the needs of future clients.

HCBS CONCEPT BUDGET						\$55,000
Vendor Name	North Bay Industries					
Vendor Number(s)	HNO138 HNO205					
	Salary and Benefits	Year 1 Budget		Year 2 Budget		Total
		FTE	Annual Cost	FTE	Annual Cost	Cost
Personnel (salary + benefits)						
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Personnel Subtotal			\$ -		\$ -	\$ -
Operating expenses						
Staff Trainings			\$ 15,000		\$ 10,000	\$ 25,000
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Operating Subtotal			\$ 15,000		\$ 10,000	\$ 25,000
Administrative Expenses						
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Administrative Subtotal			\$ -		\$ -	\$ -
Capital expenses						
Technology/Software			\$ 5,000		\$ 10,000	\$ 15,000
Career Closet			\$ 2,500		\$ 2,500	\$ 5,000
Resource Room Furniture			\$ 10,000			\$ 10,000
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Capital Subtotal			\$ 17,500		\$ 12,500	\$ 30,000
Total Concept Cost			\$ 32,500		\$ 22,500	\$ 55,000

See Attachment F for budget details and restrictions