

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: 11-1-2019	Completed by: Dana Hart/Tetyana Wynter
Vendor Name, Address, Contact: New Horizons 15725 Parthenia Street North Hills, CA 91343	
Vendor Number: This application is submitted on behalf of New Horizons' Community Day Services and 4 Group homes, vendor numbers: HL0515; H17549; HL0265; H32812.	
Service Type and Code: Community Day Services, Service Code 510 and Adult Residential Facilities Service Code 915	

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<p><u>Federal Requirement #1:</u> <i>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.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • 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?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please explain: Individual choice in community day services and home program activities is limited due to several factors including adequate staffing, number of vehicles, and availability of timely public transportation.</p>	
<p><u>Federal Requirement #2:</u> <i>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.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • 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?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please explain: Residential homes do not offer private units. All residents and day program participants have IPPs and programming based upon individual preferences.</p>	
<p><u>Federal Requirement #3:</u> <i>Ensures an individual's rights of privacy, dignity and respect, and freedom from coercion and restraint.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • 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

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	<p>that ensures privacy and confidentiality?</p> <ul style="list-style-type: none"> • 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.)?
<p>Does the service and/or program meet this requirement? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please explain: Click or tap here to enter text.</p>	
<p><u>Federal Requirement #4:</u> <i>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.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • 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?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please explain: Residential homes and day activities may be limited due to staffing ratios, availability of transportation, behavioral issues of some participants.</p>	
<p><u>Federal Requirement #5:</u> <i>Facilitates individual choice regarding services and supports, and who provides them.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • 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?
<p>Does the service and/or program meet this requirement? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please explain: Click or tap here to enter text.</p>	

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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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please explain: Click or tap here to enter text.</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 checked="" type="checkbox"/> No</p> <p>Please explain: Units do not have entrance doors that are lockable as it is not permissible by Community Care Licensing.</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 checked="" type="checkbox"/> No Please explain: Again, staffing ratio and availability of transportation limit choices in schedules and activities.</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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please explain: Click or tap here to enter text.</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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please explain: Click or tap here to enter text.</p>	

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CONTACT INFORMATION

Contact Name:	<u>John C. Brauer, M.A., President & CEO</u>
Contact Phone Number:	<u>818-8949302</u>
Email Address:	<u>jbrauer@newhorizons-sfv.org</u>

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.

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

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Vendor name	New Horizons
Vendor number(s)	This application is submitted on behalf of New Horizons' Community Day Services, vendor number HL0515 and 4 Group homes, vendor numbers: H17549; HL0265; H32812.
Primary regional center	North L.A. County Regional Center
Service type(s)	Community Day Services and Adult Residential Facilities
Service code(s)	Community Day Services, Service Code 510; Adult Residential Facilities Service Code 915
Number of consumers currently served	24 in residential facilities and 266 in Community Day Services, totaling 290 consumers
Current staff to consumer ratio	1:6 in group homes: 1:4 in community day services
<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>New Horizons provides a range of services to over 750 individuals with intellectual and developmental disabilities, including employment services, community day services, residential group homes, supported living, independent living, travel training and home-based activity programming. A typical day for Residential clients is to prepare for M-F day activity or work program at NH or other provider, travel to site in NH vehicle or other transportation, return home at day's end, dinner, evening activity, and prepare for next day or weekend activities. The Community Day Services participants arrive at New Horizons by 9:30 and in groups with staff (1:4 ratio), travel by public transportation or NH vehicle to off-campus sites for over half the day to volunteer activities, recreational classes, educational events/classes, then return to New Horizons where they choose activities, which may include art, music, cooking, computers, etc. and finish their day by 4:00 p.m. and travel home. For both Residential and Day Services programs, travel to activities, community sites, educational or arts events is dependent upon: availability of a vehicle, staff ability to drive vehicle, weather, access to public transportation, public transportation routes, time considerations to travel by public transportation to destinations. At this time, New Horizons has 4 vehicles available for the 4 Residential homes' 24 clients and 12 vehicles for 266 Day Services consumers. Between the two programs, on average, each vehicle is used four times per week to travel to/from activities.</p>	
Project Narrative Description:	
<p>2. Please provide a brief summary narrative of the concept for which you are requesting funding, including justification for the funding.</p>	

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We are applying for funding for a Transportation Coordinator to oversee the scheduling of New Horizons' vehicles to efficiently transport clients and staff to their day, evening and weekend programs and activities. This position would develop pick up/drop off routes for client transportation, investigate public transportation routes, schedule efficient use of each vehicle, assure safety training for drivers, and track needed maintenance on each vehicle. Funds are also requested for purchase of 3 mid-size vehicles to transport smaller groups/individuals to activities, to facilitate individualized choice in programming during the week and weekends.

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__X 3__ 4__X 5__ 6__ 7__ 8__ 9__ 10__

1. The Transportation Coordinator will work across the two programs to facilitate efficient use of vehicles to better transport clients to activities of their choice. 2. NH does not offer private units. Participants do have a current regional center IPP on file. 4. Transportation Coordinator is a new and important infrastructure role to: maximize use of the vehicles that are available; develop vehicle use schedules that reflect travel to consumers' selected location and activities; develop routes to maximize number of consumers who are able to be in community at their selected activities.

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.

As noted in evaluation section, New Horizons' would like to increase the person centered planning and individual choice options related to consumers in the Residential and Day Services activities. Due to required staffing ratios and a limited number of allocated vehicles per program, options are limited. The Transportation Coordinator position is part of an organization culture change, whereby we will work across departments/silos, to share and coordinate resources to maximize client opportunities and choice. We are planning of adding new vehicles and a new use model for the vehicles we do have.

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.

When New Horizons first started the transition from sheltered workshop and campus programming to smaller groups of consumers participating in community activities, we estimated that over 120 vehicles would be needed to transport all to community sites. A more strategic approach has been developed, whereby the use and scheduling of vehicles would be coordinated over all programs, not program by program. This will allow for more client options in travel: better use of public transportation; routes developed for pick up and drop off; coordinated use of all vehicles rather than each home/classroom/program having use of a small number of vehicles. We anticipate this new practice will allow for greater client choice, more community involvement by consumers, and a more efficient and person centered plan for vehicles.

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

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The major outcome is to be able to offer consumers transportation as needed for increased participation in the community activities of their choice. Another outcome is the efficient use of limited resources through a coordinated approach to vehicle and transportation services. Objectives are: Transportation Coordinator hired by 8/2020; evaluation of current use of current vehicles in both programs by 10/2020; development of scheduling program by 12/2020; purchase of 3 5-passenger vehicles to add to resources by 12/2020; implementation of coordinated transportation program by 1/2021.

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.

New Horizons has received input from consumers in both the residential programs and the day services program regarding their desire for increased and varied choices in weekday and weekend activities, classes, programs and events. We have been limited in response due to required staffing ratios and the need for more vehicles to transport as we have an allocated number of vehicles per program.

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

Clients would like to participate in more and varied activities during day programs and at-home hours (weekend, evenings). This requires appropriate staff ratios and the vehicles or transportation to get consumers/staff to sites of interest. Day Services currently has 12 vehicles to use M-F, and most are large 6 passenger vans. The 4 Residential Homes have 4 large vans and their use is primarily in the early morning, late afternoon and weekends. Both programs COULD be using the others' vehicles and maximizing the number of clients at community activities of their choice, if a coordinated vehicle use schedule was developed. A coordinated transportation approach would also: pick up/drop off schedule is developed where appropriate for program schedules; assure a vehicle is available for use when mechanical issues arise; staff are properly trained and comfortable with driving large vehicles through a driving safety program; maintenance is timely and tracked. Purchase of three mid-sized vehicles would allow for transportation of smaller groups or individual consumers to events and activities.

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

The Transportation Coordinator position is part of the new infrastructure needed at New Horizons to become a more efficient and sustainable agency. New Horizons is evaluating its staffing structure to assure that key endeavors within the agency are handled at a professional and proficient level to grow the agency's ability to serve consumers. We anticipate that there will be many adaptations needed to create a coordinated transportation service. However, we will evaluate the progress, challenges and nuances over the FY20 and FY21 program years to create a new and more efficient plan for maximizing vehicle use and transportation support for consumers.

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

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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.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4629.7&lawCode=WIC

We are requesting a grant of \$236,350 over two years to cover the expenses of a Transportation Coordinator, 3 vehicles, licensing, gasoline and maintenance and allowable administrative costs. Year one totals \$157,175 and year two is \$79,175.

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.

As noted above in 9., New Horizons is in process of restricting its program delivery, agency infrastructure and business model to assure sustainability. Transportation oversight and coordination is one of the elements that will be built in to this new structure to assure we have safe, effective and available transportation to offer consumers we serve the access to activity options and choices.

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

HCBS Funding ☒ Yes. 1 grant in FY19 and 2 grants in FY18
Disparity Funding ☒ Yes. If Yes, FY(s) FY17
CPP Funding ☒ No ☐ 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.

New Horizons was awarded two HCBS grants in FY18. One helped develop 40+ new community partners for our Day Activity program where over 140+ clients would be involved in off-campus activities, volunteering, and spending time in community. The second grant assisted with the closure in October 2018 of our sheltered Workshop program and provided over 200 individuals with new opportunities for employment training, employment and group placements. The 2019 grant is providing staff training in person centered planning, customized employment and helping clients move from group employment to individualized employment placements. The Disparity award in 2017 helped us create the Success Access Team, which has partnered with over 32 community leaders and informed over 1500 underserved individuals (Hispanic, Korean, Philippine) of Regional Center services.

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.

New Horizons is appreciative of having received 3 prior HCBS grants, and 1 Disparity grant. Previous grants have supported the closure of our sheltered Workshop and created

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employment and training options for those clients, and developed community involvement site partners for those in our day service programs. The third, awarded in 2019, is providing person-centered staff training and customized employment training to help move our clients from group work training and placement to individualized placement in work settings.

This request is to benefit over 250 participants in both our Residential Program and Day Program, allowing for agency-wide coordination of vehicles and development of efficient use of vehicles to maximize use of all agency vehicles to take clients to after work/weekend activities and weekday offsite day programming. It is not a duplication of other awards.

HCBS CONCEPT BUDGET						
Vendor Name		New Horizons				
Vendor Number(s)		HL0515, H17549, HL0265, H32812				
		Year 1 Budget		Year 2 Budget		Total
		Salary and Benefits	FTE	Annual Cost	FTE	Annual Cost
						Cost
Personnel (salary + benefits)						
Transportation Coordinator		65000	1.00	\$ 65,000	1.00	\$ 65,000
Position Description				\$ -		\$ -
Position Description				\$ -		\$ -
Position Description				\$ -		\$ -
Position Description				\$ -		\$ -
Position Description				\$ -		\$ -
Position Description				\$ -		\$ -
Position Description				\$ -		\$ -
Personnel Subtotal				\$ 65,000		\$ 65,000
Operating expenses						
license, insurance, gasoline @ \$1500/vehicle				\$ 4,500		\$ 4,500
maintenance				\$ 1,000		\$ 1,000
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Operating Subtotal				\$ 5,500		\$ 4,500
Administrative Expenses						
Chief Financial Officer				\$ 9,675		\$ 9,675
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Administrative Subtotal				\$ 9,675		\$ 9,675
Capital expenses						
3 5-passenger vehicles @ \$25000 each				\$ 75,000		\$ 75,000
dispatch radio system				\$ 2,000		\$ 2,000
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Capital Subtotal				\$ 77,000		\$ -
Total Concept Cost				\$ 157,175		\$ 79,175

See Attachment F for budget details and restrictions

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

Date(s) of Evaluation: 10/28/2019	Completed by: Tetyana Wynter
Vendor Name, Address, Contact: New Horizons A and B Home 15756 A&B Parthenia Street, North Hills, CA 91343. New Horizons Discovering Horizons Odessa Home 8817 Odessa Avenue, North Hills, CA 91343. Rainbow Horizons Chase Home 15917 Chase Street, North Hills, CA 91343. Contact Tetyana Wynter 818-894-9301 ext. 339	
Vendor Number: A&B Home: H17549; Discovering Odessa Home: HL0265; Rainbow Chase Home: H32812	
Service Type and Code: Adult Residential Facility, Service Code 915	

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<p><u>Federal Requirement #1:</u> <i>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.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • 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?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please explain: As there is a ratio of 1 staff to 6 clients in each of these homes, individuals are not always able to participate in recreational activities of their choice. Often times, the majority of the clients express preference for an outing, but there is at least one client who would like to participate in a different activity or no activity. This results in them being unable to go, as there is no funded additional staff to take them. Furthermore, each facility only has one vehicle and all six clients/home are required to go on the same outings.</p>	
<p><u>Federal Requirement #2:</u> <i>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.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • 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?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please explain: These facilities do not offer private units. All residents in the homes have a current regional center IPP on file supporting their preference to reside in their current home.</p>	

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<p><u>Federal Requirement #3:</u> <i>Ensures an individual's rights of privacy, dignity and respect, and freedom from coercion and restraint.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • 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.)?
<p>Does the service and/or program meet this requirement? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please explain: Click or tap here to enter text.</p>	
<p><u>Federal Requirement #4:</u> <i>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.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • 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?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please explain: Providing the structure to support a client in more individualized activities is often limited by the number of clients who want to participate in the social activity, and the staff available to provide 1:1 support. As the home is funded to provide staffing support at a 1:6 staffing to client ratio, if a client is unable to independently travel and attend a community outing, then they often must wait until the group is available to go together.</p>	

**Home and Community-Based Services (HCBS) Rules
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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: [Click or tap here to enter text.](#)

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

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> <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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please explain: Click or tap here to enter text.</p>	
<p><u>Federal Requirement #7:</u> <i>Each individual has privacy in his/her sleeping or living unit: Units have entrance doors lockable by the individual, with only appropriate staff having keys to doors as needed. Individuals sharing units have a choice of roommates in that setting. 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 checked="" type="checkbox"/> No Please explain: Units do not have entrance doors that are lockable as it is not permissible by Community Care Licensing.</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 checked="" type="checkbox"/> No Please explain: Individuals have full access to kitchen, dining area, laundry, and have comfortable seating in shared areas. Clients have access to food and full access to typical facilities in the home. However, clients are limited in setting their own schedule due to the licensing staffing ratio of 1 staff to 6 clients. If a client is not completely independent, then their schedules are coordinated with other clients' schedules living in the home. Clients often have to travel as a group to maintain staffing and licensing compliance.</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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please explain: Click or tap here to enter text.</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?

**Home and Community-Based Services (HCBS) Rules
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Does the service and/or program meet this requirement? ☒ Yes ☐ No

Please explain: [Click or tap here to enter text.](#)

CONTACT INFORMATION

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Contact Phone Number: 818-894-9301

Email Address: jbrauer@newhorizons-sfv.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

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

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.

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

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

Vendor name	New Horizons A and B Home; New Horizons Discovering Horizons Odessa Home; Rainbow Horizons Chase Home.
Vendor number(s)	A&B Home: H17549; Discovering Odessa Home: HL0265; Rainbow Chase Home: H32812
Primary regional center	North L.A. County Regional Center
Service type(s)	Adult Residential Facilities
Service code(s)	915
Number of consumers currently served	24
Current staff to consumer ratio	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>The 24 clients of the four New Horizons homes enjoy the comforts of home in residential neighborhoods in North Hills, CA. Monday-Friday consists of a "work week" where each resident travels to work, work training or day programming. Evening usually consist of dinner together, and either a group activity, chores, or personal preference activity. Weekend activities may include bowling, shopping, movies, community events, community volunteer project, family visits or relaxing at home. A Home Manager and residential staff are on hand to facilitate a safe and happy home. However, as a group residence, sometimes consumer individual choice/preference is not possible and group activities are the norm. Barriers to compliance and full personal choice of activity are due to licensing, vendorization requirements and lack of funding for additional staff. Current licensing and funding allows for a 1:6 ratio. This results in all or most members of the home must decide on and travel together to a group-selected activity instead of having the opportunity to participate in their personal preferred activity. We would like to see a 50% increase of activities being conducted at 3:1 ratio over the course of the 2 year grant program timetable.</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>New Horizons homes are dedicated to community inclusion through expanding choice and activity options for residents. However, we are unable to afford or sustain funding for 1:1 staffing support needed to provide full individualized choice. We believe it is possible to increase options and choice through hiring an Activity Coordinator who will</p>	

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

facilitate participation in evening and weekend activities for the residents of the four homes, and through increased involvement of staff and community volunteers as additional help at those events and activities. Funding would be utilized for: the hiring of an Activity Coordinator; staff training to advance understanding of the requirements/benefits of volunteer participation with community activity programs; additional staffing for weekend and evening activities; agency Volunteer Coordinator to provide increased training and recruitment of community volunteers.

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__ 4_X_ 5__ 6__ 7__ 8_X_ 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.

1. As there is a ratio of 1 staff to 6 clients in each of these homes, individuals are not always able to participate in recreational activities of their choice. Often times, the majority of the clients express preference for an outing, but there is at least one client who would like to participate in a different activity or no activity. This results in the group being unable to go, as there is no funded additional staff to take them and stay with the one. Furthermore, each facility only has one vehicle and all six clients/home are required to go on the same outings. 4. Providing the structure to support a client in more individualized activities is often limited by the number of clients who want to participate in the social activity, and the staff available to provide 1:1 since the home is funded to provide staffing support at a 1:6 staffing to client ratio. If a client is unable to independently travel and attend a community outing, then they often must wait until the group is available to go together. 8. Individuals have full access to kitchen, dining area, laundry, and have comfortable seating in shared areas. Clients have access to food and full access to typical facilities in the home. However, clients are limited in setting their own schedule due to the licensing staffing ratio of 1 staff to 6 clients. If a client is not completely independent, then their schedules are coordinated with other clients' schedules living in the home. Clients often must travel as a group to maintain staffing and licensing compliance.

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.

New Horizons will be able to offer residents increased choice and participation in community activities of interest during evening and weekend hours by having a dedicated Activity Coordinator. This person will work across/between the group homes to bring those clients together from different homes who would like to participate in similar activities/events and then coordinate the vehicles, staffing and volunteer support

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

for those activities. As an example, if 3 clients from Discovering Home and 3 from Chase Home want to attend a concert, the Activity Coordinator would arrange for those 6 to be able to go together with a staff (keeping the mandated 1:6 ratio) and secure assistance from a trained, qualified volunteer as extra help. This will also advance meaningful interaction between clients and non-disabled community volunteers. We will be increasing choice of activities for residents of group homes, increasing client resident participation and inclusion in the community and advancing meaningful interaction between clients and non-disabled volunteers. Please note, volunteers are NOT taking the place of trained/licensed staff.

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

The primary outcome is increased personal choice and options in activities for the 24 residents of the 4 homes. The secondary outcome is to create a new culture at our agency, where we work across departments/silos/homes to develop efficient procedures and maximize resources to advance person centered planning, programs and mission. Objectives include: hiring/training of activity coordinator by 9/2020; interview residents of home regarding activity interests by 10/2020; develop process for communication and coordination of scheduling for staffing/client activities by 11/2020; training regarding volunteer relations and regulations by 11/2020; recruitment/screening of volunteers for weekend and evening activity support by 11/2020; staff hiring or reallocation to activity support positions by 12/2020; implementation by 1/2021; evaluate and adapt 6/2021, explore expansion of program to additional residents, 6/22. As a pilot program, this initiative will be advanced through a Plan of Action (with objectives, who is responsible, date) that will be developed and conducted by a staff team of Activity Coordinator, residential home staff, Volunteer Coordinator and residential clients, overseen by the Residential Director, and reported on quarterly to the Program Committee of the Board of Directors.

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.

New Horizon's Residential Director, who works directly with 72 residents of the agency's 12 group homes has gathered input from the 4 group home residents and home staff regarding the limited choices of evening and weekend activities due to having to go along with the group's decision. Discussions were held at the group homes with residents and additional meetings were held within the Board's Program Committee. The findings and concept was further discussed at a team meeting of our finance director, CEO, Residential Director, Volunteer Coordinator and Development Director. Additional conversations with clients in the agency's other homes will take place by 6/21 to determine expansion of this concept to other residents.

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

The concepts of an Activity Coordinator, working across/between homes, additional staffing for evening/weekends, volunteer participation in evening and weekend activities, and thereby increasing activity options based on preferences, was developed to advance person-centered choices and individualized preference and individualize services in our residential homes.

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

New Horizons is advancing a new philosophy in agency staffing to cross-train staff, work across departments, and utilize of a new software scheduling system to increase staffing options and client support while reducing overhead. We believe this pilot concept will provide: new opportunities for activities and choice for our clients; a new model for efficient staffing across programs and career growth; and increase volunteer involvement with our agency. Perhaps most important, we are anticipating an increased financial efficiency that will help sustain this concept going forward. We are planning regular meetings of an implementation team to review progress, financial impact, challenges and successes, and adapt the initiative as needed.

9. 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.

Two year budget request (\$115,000/year) is for a full-time Activity Coordinator (hiring by 9/2020), three additional/reallocated direct care staff to work with residents during evening and weekend hours (hiring or reallocation of positions by 11/2020), 25% FTE of the agency's Volunteer Coordinator (by 10/2020), and administrative expenses at rate allowed for this grant (at start of award, est. 9/2020).

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.

As noted in 9. above, the agency is launching a new staff scheduling model and cross training of staff across departments to maximize staff resources, minimize OT and provide for career growth. We see this as a sustainability initiative which will help control expenses and optimize staffing. In addition, utilizing volunteers in activities and outings will allow for enhanced community inclusion at minimal expense to the agency.

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<p>12. Have you or the organization you work with been a past recipient of DDS funding? If yes, what fiscal year(s)?</p>	<p>HCBS Funding: Yes :1 grant in FY19 and 2 grants in FY18 Disparity Funding Yes. FY17 CPP Funding <u> X </u> No <u> </u> Yes. If Yes FY(s) <u> </u> If yes to any question be sure to answer questions 13 and 14.</p>
<p>For providers who have received prior HCBS, Disparity or CPP Funding from DDS</p>	
<p>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.</p>	
<p>New Horizons was awarded two HCBS grants in FY18. One helped develop 40+ new community partners for our Day Activity program where over 140+ clients would be involved in off- campus activities, volunteering, and spending time in community. The second grant assisted with the closure in October 2018 of our sheltered Workshop program and provided over 200 individuals with new opportunities for employment training, employment and group placements. The 2019 grant is providing staff training in person centered planning, customized employment and helping clients move from group employment to individualized employment placements. The Disparity award in 2017 helped us create the Success Access Team, which has partnered with over 32 community leaders and informed over 1500 underserved consumers (Hispanic, Korean, Philippine) of Regional Center services.</p>	
<p>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.</p>	
<p>New Horizons is appreciative of having received 3 prior HCBS grants, and 1 Disparity grant. Previous grants have supported the closure of our sheltered Workshop and created employment and training options for those clients, and developed community involvement site partners for those in our day service programs. The third, awarded in 2019, is providing person-centered staff training and customized employment training to help move our clients from group work training and placement to individualized placement in work settings.</p> <p>This current request is for our Residential Program, allowing Residential Home clients broader choices and involvement in non-work hours recreational activities through the efforts of an Activity Coordinator, additional staffing, and volunteer engagement is not redundant with previously awarded funding.</p>	

HCBS CONCEPT BUDGET	New Horizons						
Vendor Name	ns Group Homes: Rainbow Chase, A&B Homes; Discovering O						
Vendor Number(s)	H32812; H17549; HL0265						
	Salary and Benefits	Year 1 Budget		Year 2 Budget		Total	
		FTE	Annual Cost	FTE	Annual Cost	FTE	Cost
Personnel (salary + benefits)							
Activity Coordinator (FTE)	55000	1.00	\$ 55,000	1.00	\$ 55,000	\$	110,000
Volunteer Coordinator .25 FTE	60000	0.25	\$ 15,000	0.25	\$ 15,000	\$	30,000
Direct Care Staff	40000	0.25	\$ 10,000	0.25	\$ 10,000	\$	20,000
Direct Care Staff	40000	0.25	\$ 10,000	0.25	\$ 10,000	\$	20,000
Direct Care Staff	40000	0.25	\$ 10,000	0.25	\$ 10,000	\$	20,000
			\$ -		\$ -	\$	-
			\$ -		\$ -	\$	-
			\$ -		\$ -	\$	-
			\$ -		\$ -	\$	-
Personnel Subtotal			\$ 100,000		\$ 100,000	\$	200,000
Operating expenses							
						\$	-
						\$	-
						\$	-
						\$	-
						\$	-
						\$	-
						\$	-
						\$	-
Operating Subtotal			\$ -		\$ -	\$	-
Administrative Expenses							
Residential Director			\$ 15,000		\$ 15,000	\$	30,000
						\$	-
						\$	-
						\$	-
						\$	-
						\$	-
						\$	-
Administrative Subtotal			\$ 15,000		\$ 15,000	\$	30,000
Capital expenses							
						\$	-
						\$	-
						\$	-
						\$	-
						\$	-
						\$	-
						\$	-
Capital Subtotal			\$ -		\$ -	\$	-
Total Concept Cost			\$ 115,000		\$ 115,000	\$	230,000

See Attachment F for budget details and restrictions