

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: 11/19/19	Completed by: Jacqueline M. Santos
Vendor Name, Address, Contact: Parkway Village Carehome, Inc.	
Vendor Number: HB0421	
Service Type and 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: Parkway Village Carehome provides its consumers the opportunity to make informed choices. Our program provides weekly outings in the community. The program uses a 5-passenger vehicle to transport consumers to and from community outings. Therefore, any outings consist of two trips, thus limits the places of which consumers choose to go due to distance and time needed to each preferred community setting. The home is not in compliance because currently the home is regimenting community outing due to limited time and distance.</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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please explain: Parkway Village have the current IPP for all consumers. Before and after placement, consumers are given options on how they would like their residential settings to be. This is either communicated directly or with family members.</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</p> <p>Please explain: We ensure individual right of privacy, dignity and respect and freedom from coercion and restraint. Our staff are able to communicate with our consumers based on their needs and preferences i.e, basic signs, specific gestures or using pictures, verbal and writing and in a manner that ensures privacy and confidentiality.</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: Our consumers are given choices on which daily activities they prefer either by directly asking, pictures, or through pointing and gestures. The home resides 4 non-verbal consumers and 2 verbal consumers. Our non-verbal consumers are having a more difficult time being able to maintain family and friend relationships because their communication is limited where they need to communicate in person. The home is currently wanting easier access to communicate to friends and family for our consumers through access to modern technology. With the use of iPads and apps, our clients would</p>	

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be able to video chat with their friends and family and communicate their needs easier to the staff. By navigating through the internet consumers will increase their resources in finding places of interest to them. The home is not in compliance because it is currently regimenting community outings.

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: Our consumers always have 2 staff available who can support them and of who they can choose for assistance. The consumers are able to voice their opinions or needs to owners or administrator.

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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: Our consumers currently have admission agreements. If needed to relocate, the consumer and/or authorized representative is given a 30 day written notice and verbally informed.</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>	

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Please explain: The home currently has wall heaters in the living and dining room. Each room does not have their own vent. In order to get heat or cooling, they would need to open their door which limits their privacy in their own bedrooms.

Federal Requirement #8:

Individuals have the freedom and support to control their own schedules and activities and have access to food at any time.

Guidance:

- 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?

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

Please explain: Our consumers are able to access the food at any time in the kitchen. The house is set in an open floor where they have access to all areas of the home (backyard, kitchen, living room, etc.) All consumers set their own preferred daily schedules.

Federal Requirement #9:

Individuals are able to have visitors of their choosing at any time.

Guidance:

- 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?

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

Please explain: Visitors are welcome to visit any time however are also required to give notice to the home after 6pm. Consumers are able to go out on their own, with family and friends when they choose to.

Federal Requirement #10:

The setting is physically accessible to the individual.

Guidance:

- 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

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	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 checked="" type="checkbox"/> No</p> <p>Please explain: The home is licensed as ambulatory only. Four of our consumers have been living at Parkway Village over the years. They have aged and their physical mobility are becoming more imbalance. One bathroom has a bathtub which consumers are having difficulty in stepping over the tub and currently require physical support from a staff member thus limiting their independence and privacy. The wall heating/cooling units are located in the living room and dining room. There are no vents in every room. This limits the consumers access to heating and cooling when in their bedroom. In order to get heat and cooling individuals need to open their bedroom door.</p>	

CONTACT INFORMATION

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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	Parkway Village Carehome, Inc.
Vendor number(s)	HB0421
Primary regional center	Regional Center of the East Bay
Service type(s)	Adult Residential Facility
Service code(s)	915
Number of consumers currently served	6
Current staff to consumer ratio	2:3
<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>Parkway Village Carehome is a level 3 staff operated facility. The program is currently serving developmentally disabled adults (ages 27-70). Currently the home serves 4 non-verbal and 2 verbal consumers. The program provides residential services through a homelike environment with a purpose of addressing and fulfilling individual needs. On a typical day, consumers perform daily living skills such as hygiene tasks, attend day programs, and make choices of their daily living what they want to eat, wear and preferred activities. Current activities they do are listening to music, draw/paint on paper, watch tv, and perform household chores and other activities of their own choosing. Currently the home has a vehicle that seats only 5 passengers. Consumers in Parkway Village currently live in a home that has physical accessibility to the bathroom (the bathroom tub is elevated and require consumers to step over to access the shower). The home's heating and cooling is a wall heater/cooling located in the living and dining room and not the bedroom thus consumers limited access to heating and cooling devices. Each bedroom has no vents for the heater/cooling to ventilate.</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>1) The program uses a 5-passenger vehicle to transport consumers to and from community outings. The home currently has 6 consumers; therefore, any outing consists of two trips. This limits the places of which consumers can go to due to the distance and time needed of each community setting. This setting has raised increased behavioral issues and individual inconveniences and aggression due to the wait time consumers have to take. With a van, the program would be able to accommodate all consumers and additional staff without limited time and space. The</p>	

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home needs to purchase a van to support full access of individuals to greater community outings.

- 2) Parkway Village would like to purchase Ipads or tablets to enhance communication between consumers and to learn the use of modern technology. The home currently resides 4 non-verbal and 2 verbal consumers. Our non-verbal consumers currently use paper pictures or point and gestures to communicate. This makes it difficult for them to communicate with friends or family when they are not there in person. It would benefit the consumers to have a systemized system such as the iPad to use apps to further enhance their communications. Also, consumers could benefit using modern technology to communicate with family and friends through social media, video chats, play interactive games, watch live streams of tv shows, listen to music and download apps of their own choosing. With the use of Ipad our consumers will increase their resources in finding places of interest to them by navigating through internet.
- 3) The home has a bathroom that has a tub which is not easily accessible to three consumers and currently require physical support from a staff member. The home is looking to rebuild a bathroom which has an easy walk-in shower with support railings, grab bar and seating. With a walk-in shower and support railings, grab bar and seating consumers can perform their personal hygiene tasks independently and privately.
- 4) The home also needs funding on conversion of a wall heater to centralize heating and cooling system. Currently, the wall heaters located in the living room and dining room and is not accessible to individual's room. There are no vents in each individual's room. Each individual needs to open their bedroom door to let heat or cooling in their bedroom which limits their privacy.

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_x_ 8___ 9___ 10_x_

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) Inability of the home to maximize full community integration due to lack of funding to purchase a van.
- 2) Unable to give ease of access to communicate with family and friends due to lack of modern technology and limited community outings resources.
- 3) Consumer's at Parkway have continued to age and physical accessibility to bathtub have become a difficulty to being independent.
- 4) Inability of the home to convert heating/cooling to be centralized due to lack of funding. The home currently has wall heaters in the living and dining room. Each room does not have their own vent. In order to get heat or cooling, they would need to open their door which limits their privacy.

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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.

1) A van will help integrate consumers to the community and exercise more choices and accessibility.

2) Access to an iPad and apps will enhance communication between consumers and staff, family, friends, and others. They will be able to communicate and exercise more choices and independence.

3) An updated bathroom with a walk-in shower, grab bars and seating will allow safer and easier accessibility for consumers to perform their daily personal hygiene task. This will also allow consumers to be independent and private in performing their daily personal hygiene tasks.

4) A centralized heating and cooling system ensure all consumer bedrooms are equipped and accessibility with heating and cooling. Not every room has an individual heating/cooling supply (there are no vents). In order for the consumers to get heat they have to leave their door open.

Ensuring these changes will enable residents to age in place and exercise more choices and independence.

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

1) The proposed outcome of the van is to be able to go out to the community using one vehicle. This will extend the time the consumers can be out in the community and exercise more choices of where they prefer to go. The method of achieving this is to get a bigger vehicle that allows up to 10 seaters. With a bigger vehicle, the home can do 1-2 outings a week and be able to travel farther to other parts of the bay area and neighboring communities.

2) The proposed outcomes of purchasing iPads are for consumers to be able to communicate with others easier and for the others to understand the consumer's needs with not only staff but also friends and family. To track this, we are looking to see an increase in communications with friends and family to 1-2 times per week. Currently, our non-verbal consumers are only able to see their friends and family on average every other month. Through internet consumers will be able to gain more resources on the places and activities of interest to them.

3) The proposed outcome is for consumers to have safe and easy access to the bathroom to fulfill their hygiene needs. The way to fulfill this is to create a walk-in shower, which allows consumers safe and easy access to the shower and be independent in performing their daily personal hygiene task. The way this can be tracked is by seeing that our consumers would no longer need the assistance to use the bathroom and are able to privately shower or use the bathroom on their own.

4) With centralized heating in their sleeping units, we are looking for our consumers to gain privacy in their own bedrooms.

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.

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Observations and meetings with consumers, case managers, and family members were utilized for each consumer to discuss and report on their goals, choices, interest and needs to develop the concept needed for this process. Through observation, we have seen an increase in hitting, kicking, and non-compliance occur when our consumers need to wait for their ride when going out in community outings and limiting the time and distance on the outings and activities they preferred. The administrator and staff of Parkway Village Carehome implemented the person centered approach in the process.

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

Parkway Village Carehome person centered approach is giving every individual the best interest, choices and independence. In Parkway Village Carehome, we create an environment that establishes rights, dignity, and privacy. The concept will make our consumers more independent by allowing them to make more choices through an ipad/tablet. They will also be able to communicate with family and friends more often. A van will provide more access to different destinations and activities of the consumer's choosing. A new bathroom will give the consumers the ability to move about the setting they choose independently. A centralized heating and cooling conversion will give consumers full accessibility and privacy. The home currently has wall heaters in the living and dining room. Each room does not have their own vent. In order to get heat or cooling, they would need to open their door which limits their privacy.

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

Parkway Village Carehome will ensure consistent maintenance for the new vehicle. Staff will be encouraging the consumers to use the iPads daily for communication. Parkway Village Carehome will absorb the cost of daily/monthly maintenance and repair of bathroom and heating and cooling system. Parkway Village make sure the heating and cooling system and the grab bars and seating are in good condition. In order to make sure that outings are consistently happening, our administrator will create monthly schedule of activities a month in advance. They are responsible for ensuring the consumers are going to new places.

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

1) Purchase of 10-12 passenger van - \$50,000

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2) Purchase of iPad or tablets and AAC apps a - \$5000

3) Bathroom modifications to include stand up shower with seat, installing new fixtures, and grab bars, and non-slip flooring. \$12,000

Conversion of wall heating system to centralized heating and cooling system - \$20,000

Estimated funding for 2019 - 20 - \$93,000

Estimated timeline for the project: 12 months as soon as funding is granted

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.

Parkway Village Carehome Inc will absorb the cost for any updates needed for the use of apps.

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

HCBS Funding No Yes. If Yes,
FY(s) _____

Disparity Funding No Yes. If Yes,
FY(s) _____

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.

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.

HCBS CONCEPT BUDGET						
Vendor Name		Parkway Village Carehome Inc				
Vendor Number(s)		HB021				
	Salary and Benefits	Year 1 Budget		Year 2 Budget		Total
		FTE	Annual Cost	FTE	Annual Cost	Cost
Personnel (salary + benefits)						
			\$ -		\$ -	\$ -
			\$ -		\$ -	\$ -
			\$ -		\$ -	\$ -
			\$ -		\$ -	\$ -
			\$ -		\$ -	\$ -
			\$ -		\$ -	\$ -
			\$ -		\$ -	\$ -
			\$ -		\$ -	\$ -
			\$ -		\$ -	\$ -
Personnel Subtotal			\$ -		\$ -	\$ -
Operating expenses						
Maintenance and Repair (Van)			\$ 800		\$ -	\$ 800
Property Insurance (van)			\$ 2,800		\$ 2,800	\$ 5,600
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Operating Subtotal			\$ 3,600		\$ 2,800	\$ 6,400
Administrative Expenses						
Training (for communication device on ipad)			\$ 2,400			\$ 2,400
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Administrative Subtotal			\$ 2,400		\$ -	\$ 2,400
Capital expenses						
Cost of Van			\$ 50,000			\$ 50,000
Ipad/Tablets			\$ 3,000			\$ 3,000
communication apps			\$ 1,500			\$ 1,500
ipad case and screen protector (safety)			\$ 600			\$ 600
bathroom remodeling			\$ 12,000			\$ 12,000
heater cooling conversion			\$ 20,000			\$ 20,000
						\$ -
						\$ -
						\$ -
Capital Subtotal			\$ 87,100		\$ -	\$ 87,100
Total Concept Cost			\$ 93,100		\$ 2,800	\$ 95,900

See Attachment F for budget details and restrictions