

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: November 19, 2019	Completed by: Kevin Phipps, Grant Writer, Hope Services
Vendor Name, Address, Contact: Hope Services, 30 Las Colinas Lane, San Jose, CA 95119; Charles “Chip” Huggins, JD, President/CEO	
Vendor Number: H75572 (Diversified Networks; Tailored Day Service); H90945, HS0270 (Senior Centers); HS0271 (Mobile Work Group, Watsonville); HS0272 (Pajaro Valley Training Center, Watsonville); HS0847 (Day Training Activity Center); HS1049, HS1050, ZS0998, ZS0999, ZS1014, ZS1020, ZS1021, ZS1031 (Employment, Media and Community Connections); ZS0615 (Mtn View CAN); ZS1021 (Salinas CAN); ZS0581 (Whittier CAN); ZS0615 (Mtn View CAN, Stanford Project SEARCH CIT); ZS0581 (Whittier CAN, San Jose Project SEARCH CIT); ZS0616 (Salinas CAN, Salinas Project SEARCH CIT)	
Service Type and Code: Community Integration Training Program (Service Codes: 055, 55-04, 55-08); Activity Center (510); Adult Day Program (510); Adult Development Center (505, 510); Behavior Management Program (515)	

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

<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: All clients receiving support from Hope Services engage in Person Centered Thinking planning, which outlines their individual preferences and outlines what is important to the person and important for the person. All services offered at Hope provide an array of opportunities to participate in their communities. While Hope has a robust employment program, we still lack the staffing resources necessary for developing jobs for the individuals participating in our day programs. This limits our response time in developing individualized employment for those who are seeking paid employment in the community, and inhibits us in assisting existing clients who are currently working to improve their career paths and find alternative employment. The program seeking this grant does not support clients in the area of personal resources. If a person we support is having issues with personal resources, we assist that person by referring them to their Regional Center service coordinator and Hope's Clients Rights Advocate.</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: It is Hope Service's policy to require a current IPP for all individuals receiving support. The Regional Center is responsible to IPP development and documenting how the settings are selected.</p>	

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

<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: At intake and at the annual planning process, client rights are reviewed in an individualized manner to meet the client's understanding. Hope meets all HIPAA compliance standards and works diligently to ensure confidentiality. This includes an annual review process for HIPAA compliance, which includes updating consent documents. Our staff communicate with individuals based on language preference; for example, we have staff who speak a number of languages such as Spanish, Vietnamese, and Tagalog. We also provide written translations of several of our key client information documents. Assistive technology is also utilized per client need.</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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please explain: Utilizing a Person-Centered Planning process with each individual we support is at the heart of our all the services at Hope. Individuals are actively involved in</p>	

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

developing their schedules, including where and with whom the activity occurs. We utilize interest inventories and discovery classes to assist individuals in identifying their areas of interests, etc. In the annual planning process, Hope Services assists each individual in incorporating their activity choices based on their desires into their IPP goals.

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: We strive to honor client choice in choosing the staff who support them to the extent alternative staff are available. We encourage individuals to be in constant conversation with us about their services, and we have an "open door" policy so that individuals can discuss concerns at any time. Our Client's Rights Advocate can support an individual in voicing concerns or addressing any issues that may occur throughout the year. We also provide any assistance an individual may need to contact their service coordinator regarding service modifications or concerns.

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></p> <p><i>The unit or dwelling is a specific physical place that can be owned, rented or occupied under a legally enforceable agreement by the individual receiving services, and the individual has, at a minimum, the same responsibilities and protections from eviction that tenants have under the landlord/tenant law of the State, county, city or other designated entity. For settings in which landlord/tenant laws do not apply, the State must ensure that a lease, residency agreement or other form of written agreement will be in place for each participant and that the document provides protections that address eviction processes and appeals comparable to those provided under the jurisdiction's landlord tenant law.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • As applicable, does each individual have a lease, residency agreement, admission agreement, or other form of written residency agreement? • Are individuals informed about how to relocate and request new housing?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please explain: 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 type="checkbox"/> No</p> <p>Please explain: Click or tap here to enter text.</p>	

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

<p><u>Federal Requirement #8:</u> <i>Individuals have the freedom and support to control their own schedules and activities, and have access to food at any time.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • Do individuals have access to food at any time? • Does the home allow individuals to set their own daily schedules? • Do individuals have full access to typical facilities in a home such as a kitchen, dining area, laundry, and comfortable seating in shared areas?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Please explain: Click or tap here to enter text.</p>	
<p><u>Federal Requirement #9:</u> <i>Individuals are able to have visitors of their choosing at any time.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • Are visitors welcome to visit the home at any time? • Can individuals go with visitors outside the home; such as for a meal or shopping, or for a longer visit outside the home, such as for holidays or weekends?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Please explain: 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 type="checkbox"/> Yes <input type="checkbox"/> No Please explain: Click or tap here to enter text.</p>	

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

CONTACT INFORMATION

Contact Name: Charles "Chip" Huggins, JD
Contact Phone Number: (408) 284-2822
Email Address: chuggins@Hopeservices.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	Hope Services
Vendor number(s)	H75572 (Diversified Networks; Tailored Day Service); H90945, HS0270 (Senior Centers); HS0271 (Mobile Work Group, Watsonville); HS0272 (Pajaro Valley Training Center, Watsonville); HS0847 (Day Training Activity Center); HS1049, HS1050, ZS0998, ZS0999, ZS1014, ZS1020, ZS1021, ZS1031 (Employment, Media and Community Connections); ZS0615 (Mtn View CAN); ZS1021 (Salinas CAN); ZS0581 (Whittier CAN); ZS0615 (Mtn View CAN, Stanford Project SEARCH CIT); ZS0581 (Whittier CAN, San Jose Project SEARCH CIT); ZS0616 (Salinas CAN, Salinas Project SEARCH CIT)
Primary regional center	San Andreas Regional Center
Service type(s)	Community Integration Training Program; Activity Center; Adult Day Program; Adult Development Center; Behavior Management Program
Service code(s)	055, 55-04, 55-08, 505, 510, 515
Number of consumers currently served	750-850
Current staff to consumer ratio	1:3 or 1:4 (Community-Based Settings); 1:8 (Site-Based Settings)
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>Services/settings include day programs, i.e., hybrid site-/community-based programs, 100% community-based programs, and community employment programs, etc. Participants perform paid work, receive work skills training, volunteer, attend outings to local sites of interest, etc., primarily in small group settings. Paid work is performed both individually and in groups. Programs are on weekdays, with schedules varying between the hours of 8:00-3:00, 5.5 to 6 hours a day. Hope Services' current job development staffing structure is as follows: Each of Hope Services' four (4) Districts (North, Central, South, and Santa Cruz) has an assigned Job Developer ("JD") position with time allocated to Hope's day programs. In South District, the staff person who does job development allocates 50% of their time serving the four (4) Employment, Media and Community Connections ("EMCC") CIT day programs there. In Central District, the staff who does job development allocates 60% of their time serving the EMCC CIT 100% community-based day program and Adult Day Program. In North and Santa Cruz Districts, the JD positions are currently vacant, due to their being unfunded.</p>	
Project Narrative Description:	

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

2. Please provide a brief summary narrative of the concept for which you are requesting funding, including justification for the funding.

On July 1, 2016, Hope Services launched its new Employment, Media and Community Connections (“EMCC”) CIT program. EMCC replaced our former work activity centers. We are requesting sufficient funding to continue to support employment of four (4) full-time JD’s for two (2) years. Each of these 4 JD’s will be assigned to a District to focus on developing community-based CIE opportunities for former work activity center/current EMCC and/or other day program participants. We also seek to build upon our job development services as part of our day and other specialized programs. After two years of grant funding for these JD’s, any adult participant in one of our programs who seeks competitive integrated employment (“CIE”) will be employed in that type of setting.

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

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

With regard to Federal Requirement #1, having to do with “employment and work in competitive integrated settings,” while Hope has a robust employment program, we still lack the staffing resources necessary for developing jobs for the individuals participating in our day programs. This limits our response time in developing individualized employment for those who are seeking paid employment in the community, and inhibits us in assisting existing clients who are currently working to improve their career paths and find and secure alternative employment. The program seeking this grant does not support clients in the area of personal resources. If a person we support is having issues with this area, we assist that person by referring them to their Regional Center service coordinator and Hope’s Clients Rights Advocate.

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.

By adding staffing resources for developing jobs for the individuals participating in our day programs, we will be more responsive to program participants who would like to find and secure individualized paid employment in the community, as well as to participants who are already working to improve their career paths, and to find and secure alternative employment.

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

The primary goal of this concept is to increase community-based CIE opportunities for adults with developmental disabilities participating in Hope’s day programs. We estimate being able to serve at least 150 program participants seeking employment opportunities with job development services through the requested grant, with a goal of securing competitive integrated employment (CIE) for at least 75% of those served.

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

Objective # 1: Secure CIE for a minimum of 75% of participants in Hope Services' day programs who want CIE, or who seek alternative employment, within 24 months. Employment secured must be at minimum wage or higher and on the employer's payroll. JD's will assist clients in identifying CIE opportunities from private employers in the community, as well as assisting program participants with many of the steps involved in securing an offer of CIE from a private employer.

Objective # 2: Maintain participant satisfaction with programs and services rendered. 90% of surveys will have a 100% rating. We measure satisfaction through annual surveys.

The method of achieving this goal and these objectives is to have staff working in four (4) JD positions throughout Hope Services' four (4) Districts for the duration of the 24-month grant period, or as close to that full time frame as possible. These staff will provide job development services to at least 150 Hope Services' day program participants in order to achieve the goal and objectives stated above.

We will track progress toward achievement of this goal and these objectives as follows:

1. Hope will track total participants placed in community-based CIE quarterly, including hourly wage and hours worked.
2. Hope will conduct participant annual satisfaction surveys and track results quarterly.

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.

Each client has an IPP that includes his/her preferences and choices for the types of programming in which he/she desires to participate, and the types of services that he or she desires to receive. Participants in EMCC and other day and specialized programs listed above have identified in their IPP's a desire to participate in those programs.

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

Job development services are one of the most individualized, person-centered types of currently available services for adults with developmental disabilities, due to JD's' assisting them in finding and securing CIE that aligns with their individual interests, aspirations, skills, and abilities, and their potential to acquire and master additional skills. Most new day program client referrals would like part-time or full-time jobs based on their initial Individualized Service Plan that is developed using Person Centered Planning.

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

At the conclusion of 2019-20 HCBS Funding, we will have provided job development services for an additional two years beyond our current level of experience as an agency in providing these services. We will be more knowledgeable about how to provide these services according to person-centered planning/person-centered thinking policies and practices, as these will continue to be a primary focus and emphasis of our service delivery. We will be more responsive to our program participants' needs and

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

desires with regard to seeking and securing CIE, which is aligned with their individual interests, aspirations, skills, abilities, and potential for further skill development.

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

Of the total request of \$677,756 (\$338,878 per year for two years), we are requesting \$589,354 (\$294,677 per year for two years) for Personnel costs (gross wages & benefits) for: a) one 1.0 FTE Senior Job Developer (JD) (annual gross wages: \$62,451.60 + benefits @35% (\$21,889.56) = \$84,431.16) x 2 years = \$168,862; and b) three 1.0 FTE JD's (annual gross wages: \$51,912.00 + benefits @35% (\$18,169.20) = \$70,081.20 each JD) x 3 JD's x 2 years = \$420,492. The Senior JD and 3 JD's will be hired through funding from the grant as soon as possible upon starting the 2-year grant period, and will continue their employment at 1.0 FTE each through its completion. The \$88,402 (\$44,201 per year for 2 years) in total of Administrative Expenses (@15% of the Direct Personnel Expenses listed above) will be sub-categorized as follows: Facility/Occupancy costs (\$22,093 per year x 2 years = \$44,186 total); Maintenance and repairs (\$1,497 per year x 2 years = \$2,994 total); Contract and procurement activities (\$313 per year x 2 years = \$626 total); Travel (\$10,595 per year x 2 years = \$21,190 total); Insurance (\$1,393 per year x 2 years = \$2,786 total); Depreciation (\$4,670 per year x 2 years = \$9,340 total); and General expenses (\$3,640 per year x 2 years = \$7,280 total). Admin costs will be spread evenly over 2 years.

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.

Hope will continue to actively seek external funding from private sources (individual, corporate, and foundation) to cover any unmet costs, including staff and other long-term costs, associated with delivery of job development services after the time frame of the requested grant. We will also continue to develop cooperative partnerships with local area employers of our clients to generate additional revenue and business contracts that will fund a significant portion of the unmet costs of future job development services.

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) 17-18, 18-19, 19-20
 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.

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

The JD's and management teams in Hope's expanded programs have been introducing community-based employment services and CIE as defined by DDS to program participants and direct service staff. What employment means for each person, interest surveys, and career exploration are in progress. Programs included: EMCC, Silicon Valley Diversified Network, DTAC, and Pajaro Valley Community Access program.

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.

The current request builds upon the prior funding received because the need for job development services among our clients has increased. Most new day program client referrals want part- or full-time jobs based on their initial Individualized Service Plan, developed using Person-Centered Planning/Thinking. To meet this need, we must have dedicated JD's. Our JD positions are unfunded and not covered by the day program design or reimbursement rate. We are now asking for funding that will impact at least 150 additional Hope day program participants who do not have access to job development services.

HCBS CONCEPT BUDGET							
Vendor Name		Hope Services					
Vendor Number(s)		S1049, HS1050, ZS0998, ZS0999, ZS1014, ZS1020, ZS1021, ZS1022					
	Salary and Benefits	Year 1 Budget		Year 2 Budget		Total	
		FTE	Annual Cost	FTE	Annual Cost	Cost	
Personnel (salary + benefits)							
Senior job Developer	84431	1.00	\$ 84,431	1.00	\$ 84,431	\$ 168,862	
Job Developers (3)	70082	3.00	\$ 210,246	3.00	\$ 210,246	\$ 420,492	
			\$ -		\$ -	\$ -	
			\$ -		\$ -	\$ -	
			\$ -		\$ -	\$ -	
			\$ -		\$ -	\$ -	
			\$ -		\$ -	\$ -	
			\$ -		\$ -	\$ -	
			\$ -		\$ -	\$ -	
Personnel Subtotal			\$ 294,677		\$ 294,677	\$ 589,354	
Operating expenses							
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
Operating Subtotal			\$ -		\$ -	\$ -	
Administrative Expenses							
Facility/Occupancy costs			\$ 22,093		\$ 22,093	\$ 44,186	
Maintenance and repairs			\$ 1,497		\$ 1,497	\$ 2,994	
Contract and procurement activities			\$ 313		\$ 313	\$ 626	
Travel			\$ 10,595		\$ 10,595	\$ 21,190	
Insurance			\$ 1,393		\$ 1,393	\$ 2,786	
Depreciation			\$ 4,670		\$ 4,670	\$ 9,340	
General expenses			\$ 3,640		\$ 3,640	\$ 7,280	
						\$ -	
Administrative Subtotal			\$ 44,201		\$ 44,201	\$ 88,402	
Capital expenses							
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
Capital Subtotal			\$ -		\$ -	\$ -	
Total Concept Cost			\$ 338,878		\$ 338,878	\$ 677,756	

See Attachment F for budget details and restrictions

	annual				revised gross		total salary
	salary	cell reimb	gross wages	3% inc	wages	35% bene	+ benefits
Steve	60,000.00	720.00	60,720.00	1,821.60	62,541.60	21,889.56	84,431.16
David	49,920.00	480.00	50,400.00	1,512.00	51,912.00	18,169.20	70,081.20

Total personnel	294,677.00	5% of total EMCC salaries & benefits	
allowable Admin%	15%		
	<u>44,201.55</u>		

Facility/Occupancy costs	22,092.95
Maintenance and repairs	1,496.89
Contract and procurement activities	312.77
Travel	10,595.46
Insurance	1,393.01
Depreciation	4,670.07
General expenses	3,640.41
	<u>44,201.55</u>

Please Note:

All Cost Calculations shown are for 1 year (annual) only, and were multiplied by 2 to include 2nd funding year.

Hope Services Cost Back-Up Sheet for Budget 11.22.19

EXPENSES	FY20 Budget	
Salaries & Wages	4,347,510.66	
Benefits	<u>1,715,801.38</u>	
	6,063,312.04	
Occupancy	1,346,345.17	46%
Operating Supplies	214,887.12	7%
Outside services	20,769.43	1%
Communications	120,711.38	4%
Interest	-	0%
Depreciation	310,110.28	11%
Travel & transportation	703,579.22	24%
Equip rental & maintenance	99,399.05	3%
Advertising & publications	24,668.46	1%
Bad debt	-	0%
Insurance	92,501.08	3%
Special Event Expenses	-	0%
Other	2,181.73	0%
In-Kind expenses	772,663.20	
Allocated expenses(credits)	<u>727,647.32</u>	
	10,498,775.48	100%
G&A Allocation	<u>946,683.35</u>	
Total expenses	<u>11,445,458.83</u>	
w/o sal,ben,allocations,in-kind	2,935,152.92	