

Home and Community-Based Services (HCBS) Rules DEPARTMENT FUNDING GUIDANCE

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 <https://www.dds.ca.gov/initiatives/cms-hcbs-regulations/>.

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

Date(s) of Evaluation: February 11, 2021	Completed by: Haidie Bautista
Vendor Name, Address, Contact: Angels Windsor House 2741 Hillegass Avenue Berkeley, CA 94705 510-677-6561	
Vendor Number: HB1022	
Service Type and Code: RCFE LEVEL 2 and CODE 915	

**Home and Community-Based Services (HCBS) Rules
DEPARTMENT FUNDING GUIDANCE**

<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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please explain: The consumers receive services in the community based on their needs and preferences. On a weekly basis, the home provides them with a list of activities offered by the community and gives them the opportunity to discuss and choose the activities they would like to participate in. The consumers’ relatives also have the option to manage their personal resources when needed. The home also offers supports and assistance to the consumers seeking employment by working with their IDT team and by bringing them to prospective employers for interview, etc.</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 individual’s 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 Please explain: The home meets this requirement. The home has the current regional center Individual Program Plans on file. The Annual Reviews and IPPs are reviewed and revised annually. This process created a person-centered service planning which identifies the needed services and supports for all the consumers.</p>	

**Home and Community-Based Services (HCBS) Rules
DEPARTMENT FUNDING GUIDANCE**

<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: The home communicates with the consumers and their relatives in a confidential manner both verbally and in writing regarding their medical appointments, issues, or any concerns they may have. The home also uses pictures, gestures, and role playing to communicate, explain, and get feedback from consumers and staff.</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 individual's 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: Angels Windsor House is a two-story residential house located at 2741 Hillegass Avenue, a residential community in Berkeley CA. Prior to Covid-19 restrictions, the 13 consumers attended weekday Day Program located in different areas of Alameda. They are picked up from the facility between 8AM to 9AM and</p>	

Home and Community-Based Services (HCBS) Rules DEPARTMENT FUNDING GUIDANCE

return to the facility between 2:30PM and 3:30PM. When Covid-19 restrictions are lifted, Angels Windsor House anticipates Day Program to resume as regularly scheduled. Weekend activities include community outings such as a walk in the park or mall and/or a treat for a snack at a fast food chain of their choice. This weekend activity, however, is not regularly being done as the facility does not have wheelchair accessible transportation of their own. Angels Windsor House is out of compliance with Federal Requirement #4 because community outings for our consumers only depends on the availability of an accessible transportation which the facility shares from other care homes owned and operated by the owner of Angels Windsor House. As a result, some of our consumers, being individuals will get irritated/bored when they are just confined within the facility. Such irritation/boredom sometimes escalates to explosive/aggressive behavior. An outing of at least once a week will lessen the possibility of behavior among our consumers. This will further allow our consumers, an opportunity to practice social skills. To increase community opportunities and eventually practice client social management skills, Angels Windsor House would like to purchase a wheelchair accessible lifter van to transport our consumers regularly to and from community outings. The lifter van will likewise be used for doctor's appointments. At present time, consumers' are sheltering in place due to Covid-19 Pandemic and are provided in-home day program.

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: The home meets this requirement. The home offers opportunities and supports to the consumers in making changes to their needs and services or in choosing which staff they would like to care for them. As a result, the consumers and their families have shown satisfaction for the services provided by the home as evidenced by their length of stay. The consumers and their families mentioned that "moving to a different home is not an option" because they have considered Angels Windsor House as their "home."

Federal Requirement #6:

The unit or dwelling is a specific physical place that can be owned, rented or occupied under a legally enforceable agreement by the

Guidance:

- As applicable, does each individual have a lease, residency agreement, admission agreement, or other form of written residency agreement?

**Home and Community-Based Services (HCBS) Rules
DEPARTMENT FUNDING GUIDANCE**

<p><i>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>	<ul style="list-style-type: none"> • 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: Each consumer has an admission agreement signed by all parties and are reviewed at least every five years or when any changes occur. In the event that a consumer wishes to move to a new place, the home will inform the relatives and the case manager. In most cases, the provider assists in finding a new place appropriate for the consumers and continues to help until the relocation process is completed.</p>	
<p><u>Federal Requirement #7:</u></p> <p><i>Each individual has privacy in his/her sleeping or living unit:</i></p> <ul style="list-style-type: none"> • <i>Units have entrance doors lockable by the individual, with only appropriate staff having keys to doors as needed.</i> • <i>Individuals sharing units have a choice of roommates in that setting.</i> • <i>Individuals have the freedom to furnish and decorate their sleeping or living units within the lease or other agreement.</i> 	<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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please explain: Angels Windsor House fosters a home-like environment in which the consumers are afforded to decorate their living quarters to their liking. Consumers' families are encouraged to give inputs on how the bedroom of their love-ones be decorated and well suited to their individual needs. They are also encouraged to bring family pictures of their preference to ensure the consumers feel connected with their families. The consumers' rooms also have the ability to provide them privacy as they desire.</p>	

**Home and Community-Based Services (HCBS) Rules
DEPARTMENT FUNDING GUIDANCE**

<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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please explain: The staff supports the consumers in the activities they participate in by providing them with a list of activities in the area and giving them the opportunity to choose the activities they are interested in. Oftentimes, they help with house chores and participate in meal preparation and grocery shopping.</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: The consumers have the choice to have visitors of their preference. The home welcomes all relatives and friends to visit at any time as mentioned in the House Rules. Consumers are able to go out with their visitors for shopping, spend weekends or for longer visits with their families and friends. The consumers have the right to refuse to see any visitor as well.</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
DEPARTMENT FUNDING GUIDANCE**

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

Please explain: The staff supports the consumers in the activities they participate in by providing them with a list of activities in the area and giving them the opportunity to choose the activities they are interested in. Oftentimes, they help with house chores participate in meal preparation and grocery shopping. However, Angels Windsor House is out of compliance with Federal Requirement #10 because the setting of the bathrooms makes it more difficult for the older clients when taking showers/bath. Clients have a difficult time getting in and out of the bathtubs when showering/bathing, to safely get in and out without tripping, slipping, or bumping into fixtures. Therefore, we would like to modify/remodel the two (2) bathrooms on the 1st floor and two (2) bathrooms in the 2nd floor for easier access to all the consumers especially to those consumers using assistive devices, by removing the bathtub and remodel to a walk-in shower/bath to make it more accessible and safer for entering and exiting the bathing area. This will enable my consumers to have more choice and freedom in doing their ADL'S.

CONTACT INFORMATION

Contact Name:	Haidie Bautista
Contact Phone Number:	510-677-6561
Email Address:	awindsorhouse@gmail.com

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 DEPARTMENT FUNDING GUIDANCE

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 backup, 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.
- Using a form from previous years will negatively impact a concept score, so please ensure the current FY 20-21 form is 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 and opportunities.

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 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 a sustainable plan 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 <https://www.dds.ca.gov/initiatives/cms-hcbs-regulations/>.

Home and Community-Based Services (HCBS) Rules DEPARTMENT FUNDING GUIDANCE

Vendor name	Angels Windsor House
Vendor number(s)	HB1022
Primary regional center	Regional Center of the East Bay
Service type(s)	RCFE
Service code(s)	915
Number of consumers typically and currently served	13 Consumers (Licensed Bed Capacity is 15)
Typical and current staff-to-consumer ratio	6:1
<p>1. Please provide a brief description of the service/setting. Include what a typical day consists of during regular program as well as how services are currently being provided. This response must include the baseline/current levels for any aspects of the program for which the concept proposes funding.</p>	
<p>AWH provides care & services to 13 developmentally challenged individuals. AWH provides activities of daily living such as bathing, eating, grooming, medication administration, other basic living needs. The home also provides training with community integration. Also, the home encourages community integration to the non-disabled population. We encourage normalization in areas of training such as money management & training our consumers to make purchases at the mall or do grocery shopping tailored to their individual capabilities and needs.</p>	
<p>Project Narrative Description: While filling out this section, reflect on how services are typically provided and how that might have changed in the past year. Think about what has been learned in the past year and how that might shape services going forward. Funding awarded through this concept can span the course of up to two years which would allow time to shape services to be more person-centered and align with the HCBS federal requirements.</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>AWH is a level 2 home & due to the aging population of the home, therefore we need a wheelchair accessible van to transport consumers to & from their daily activities such as outings in the community as identified in their IPPs & doctor's appointments as part of IPP goals of the consumers.</p>	
<p>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.</p>	
<p>1___ 2___ 3___ 4_X_ 5___ 6___ 7___ 8___ 9___ 10_X_</p>	
<p>Fed Req #4 – AWH is out of compliance because community outings for our consumers are not done regularly because of the lack of a wheelchair accessible vehicle that will transport them.</p> <p>Fed Req #10 – AWH is out of compliance because the setting of the (4) bathrooms is not physically accessible to our consumers when they take showers/baths. Despite the bathroom setting having grab bars, seats in the bathroom, available for consumers that need those supports, our consumers have difficulty moving around the setting as they choose.</p>	

Home and Community-Based Services (HCBS) Rules DEPARTMENT FUNDING GUIDANCE

For example, elderly consumers have a difficult time getting in & out of the bathtubs when showering/bathing, to safely get in & out without tripping, slipping, or bumping into fixtures. Therefore, we would like to modify/remodel the (2) bathrooms on the 1st floor & the (2) bathrooms in the 2nd floor for easier access to all the consumers especially to those consumers using assistive devices and also, because of the large amount of space the bathtub takes up which additionally limits their freedom to move freely around. By removing the bathtub & remodel to a walk-in shower/bath area that does not have to be stepped over to get inside & out of it, to make it more accessible & safer for entering & exiting the bathing area, it will allow our consumers to move around more freely in the bathrooms.

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.

Fed Req #4 – AWH is out of compliance because community outings for our consumers are not done regularly because of the lack of a reliable functional wheelchair accessible vehicle that will transport them. This compromises weekly outings which our consumers always look forward to, as they consider this activity as a day of recreation and leisure. The absence of this weekly activity increases the likelihood of the occurrence of maladaptive behaviors of our consumers. Increased outings of at least twice a week for each consumer will allow our consumers to enhance their behavior management skills and thus give them an opportunity to practice these skills in the community. Community outings will give our consumers the opportunity to interact with other individuals & peers whom they encounter in the different places they go to. Likewise, having snacks/meals in food chains of their choice or meals out in their favorite restaurant will give them the opportunity to pick the food they wish to eat. Our present consumers are both ambulatory & non-ambulatory, therefore a new small wheelchair accessible van to transport consumers to & from community outings would increase individual choice, community access & involvement, employment opportunities, and job transportation. The small van would also provide comfortability & safety for our consumer while simultaneously honoring their individual needs, preferences, and freedom of choice.

Fed Req #10 – AWH is out of compliance because the bathroom settings of the shower/bathing area is not physically accessible to AWH consumers, the setting of the bathrooms makes it more difficult for the older clients when taking showers/baths. Clients have a difficult time getting in and out of the bathtubs when showering/bathing, to safely get in and out without tripping, slipping, or bumping into fixtures. Therefore, we would like to modify/remodel the two (2) bathrooms on the 1st floor & two (2) bathrooms in the 2nd floor for easier access to all the consumers especially to those consumers using assistive devices, by removing the bathtub and remodel to a walk-in shower/bath to make it more accessible & safer for entering & exiting the bathing area. This will enable my consumers to have more choice & freedom in doing their ADL's & to move around more freely in the bathrooms.

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 March 2023.

In order to comply with Fed Req #4, on occasions where consumers wish to go shopping for their basic needs such as clothing, groceries, food, toiletries, a lifter

Home and Community-Based Services (HCBS) Rules DEPARTMENT FUNDING GUIDANCE

van will allow the facility to more frequently offer rides for consumers who have limited mobility during reasonable times to their preference. AWH does not have a wheelchair accessible vehicle that will transport its consumers to & from community outings. Having a wheelchair accessible van to accommodate also those consumers having difficulty in walking & need wheelchair for mobility. Furthermore, a wheelchair accessible vehicle will also assist the facility in structuring their support to correspond with consumers' IPP goals such as community integration so that consumers can participate in activities that interest them such as going to the park, shopping at the mall/retail stores, and/or going out to eat.

In order to comply with Fed Req #10, the remodeling of the 4 bathrooms to a walk-in shower/bath would allow our consumers easier access the shower areas.

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

Once the barriers mentioned above are addressed, AWH can improve our assistance to our consumers and completely comply with HCBS requirements. In regards to Fed Req # 4, as stated above, our consumers always look forward to weekly community outings as they consider this activity as a day of recreation and leisure. Outings make a significant difference in our consumers' daily life. An additional wheelchair accessible van will encourage consumers' IPPs of community integration so that consumers will have the opportunity to enhance & develop their life skills by allowing them to practice these skills amongst the community. In regards to Fed Req #10, once remodeled, the consumers at this home will improve & be able to accessible the shower area more easily & safely.

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.

The IDT team of each consumer which include the consumer, family members, case manager, and the provider meet annually to review and revise the IPPs. In addition to the annual meeting, we have quarterly meetings to assess consumers' well-being by ensuring that IPPs goals are on target. During these meetings held via zoom or facetime for the time being, the consumers & their family members have expressed the need for consumers to receive more access to the community in order to fulfill their IPP plans of community integration and social development as well as addressing consumers' medical needs. Currently, the home has collaborated with its consumers & their families to reimagine how this goal of increased community access can be achieved considering Covid-19 limitations.

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

Fed Req #4 - Funding for a wheelchair accessible van will allow consumers to choose when & where they would like to go during their outings. They will have more individual choice to pick food they wish to eat by grocery shopping & getting food at their favorite restaurants. In addition, consumers will have more opportunities to choose the times when they wish to shop for clothes, toiletries, and other basic living needs as well. Fed Req #10 - Funding for bathroom reconfiguration facility will allow consumers to have the freedom to move about

Home and Community-Based Services (HCBS) Rules DEPARTMENT FUNDING GUIDANCE

<p>inside the bathroom more freely to perform their daily ADL's. They will also have the option to keep their personal items in the bathroom if more space is created through renovations. They will also have more accessibility to the shower area so that they can freely move in & out of the bathing area without little risk of falling.</p>
<p>9. Please address your plan for maintaining the benefits, value, and success of your project at the conclusion of 2020-21 HCBS Funding.</p>
<p>We are in need of assistance for the purchase of a wheelchair accessible lifter van. If granted funding, we will absorb the ongoing maintenance costs for this new vehicle. We have maintenance employees that will assist in maintaining the van and scheduling basic maintenance appointments. In addition, we also have staff who are scheduled to take the van into the shop for routine cleaning and basic maintenance. Furthermore, our plan will require the facility to continue to utilize a tracking system (such as a calendar to schedule outing, a data tracking sheet to track outings, comments/details about the outings, staff signature) to monitor the frequency of recreational & community integration, which simultaneously addresses the success of less maladaptive behavioral occurrences. This will be done by data collection through caregiver observation of consumer emotional & behavioral well-being & also feedback from consumers & their families. Furthermore, the facility will ensure that the remodeling of the bathrooms to a walk-in shower/bath will make it more accessible & safer for entering & exiting the bathing area. This will enable my consumers to have more choice & freedom in doing their ADL's on a daily basis for safe & comfortable consumer access & use.</p>
<p>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). This information can be found at this link.</p>
<p>Wheelchair accessible van, (including registration, and insurance) - \$60,000 Timeline: Start Date: JAN 2022; End Date/HCBS Compliance: FEB 2022 Renovation of the 4 bathrooms (new bathrooms, an architectural plan drawing to be obtained, and approval from building department) - \$80,000 Timeline: Start Date: DECEMBER 2021; End Date/HCBS Compliance: MAY 2022</p>
<p>11. Please address sustainability of funding sources for all programs or concepts requiring any funding past the timeframe of the requested funding, especially those that involve staff or other long-term costs. Please mark "not applicable" if costs will all be incurred during the program timeframe; up to two years.</p>
<p>The provider will continue to keep the van in good repair, as it is in always in compliance with the requirements of all the agencies monitoring the facility to ensure safety of the consumers. Likewise, the facility will ensure that the 4 bathrooms renovated will always be kept clean and maintained on daily basis for safe & comfortable consumer use & access.</p>

**Home and Community-Based Services (HCBS) Rules
DEPARTMENT FUNDING GUIDANCE**

<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 <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes. If Yes, FY(s) _____ Disparity Funding <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes. If Yes, FY(s) _____ CPP Funding <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes. If Yes, FY(s) _____ CRDP Funding <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes. If Yes, FY(s) _____</p> <p>If yes to any question be sure to answer questions 13 and 14.</p>
<p>For providers who have received prior HCBS, Disparity, CPP or CRDP 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>Angels Windsor House has not received any funding.</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>N/A</p>	

HCBS CONCEPT BUDGET	\$	140,000				
Vendor Name	ANGELS WINDSOR HOUSE					
Vendor Number(s)	HB1022					
	Wage and Benefits	Year 1 Budget		Year 2 Budget		Total
		FTE	Annual Cost	FTE	Annual Cost	Cost
Personnel (wage + benefits)						
			\$ -		\$ -	\$ -
			\$ -		\$ -	\$ -
			\$ -		\$ -	\$ -
			\$ -		\$ -	\$ -
			\$ -		\$ -	\$ -
			\$ -		\$ -	\$ -
			\$ -		\$ -	\$ -
			\$ -		\$ -	\$ -
			\$ -		\$ -	\$ -
Personnel Subtotal			\$ -		\$ -	\$ -
Operating expenses						
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Operating Subtotal			\$ -		\$ -	\$ -
Administrative Expenses						
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Administrative Subtotal			\$ -		\$ -	\$ -
Capital expenses						
Wheelchair accessible van (including insurance & re			\$ 60,000			\$ 60,000
Renovations for 4 bathrooms (new bathrooms, architectural plan drawing to be obtained and approved from building department)			\$ 80,000			\$ 80,000
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Capital Subtotal			\$ 140,000		\$ -	\$ 140,000
Total Concept Cost			\$ 140,000		\$ -	\$ 140,000

See Attachment F for budget details and restrictions