

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: 2/2/2021	Completed by: Monica Gyulai
Vendor Name, Address, Contact: Creative Growth, 355 24th Street, Oakland, CA 94612, Monica Gyulai, Grants Associate	
Vendor Number: H03542, H84799, PB0788	
Service Type and Code: Day Program, Activity Center, 505	

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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: Individuals who want to spend hours each day making artwork may choose CG as a day program. Once in the program, there are many art-related choices available to participants, but few, if any, choices unrelated to art making. When CG programming was held in person, occasional outings were scheduled to visit museums or other art venues, but artists were rarely consulted about where they would choose to go or what they would most like to see—and they were not part of <i>planning</i> these engagements. Participation in community outings or activities is not identified in Individual Service Plans. Both outings and openings have become virtual and even when members of the public are invited to join, there is little opportunity for interaction. In addition to Studio tours, CG offers limited integrated options—an annual collage-making party with the public and exhibition openings in the Gallery, when client artists are encouraged to mingle and talk about their work. Artists receive quarterly checks based on the sales of their artwork, but CG does not offer employment options or formal financial resource planning. The work schedules of client artists who are enrolled in the program and also hold outside jobs are accommodated. Client artists who express a desire to work outside CG are referred to their regional center case managers.</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?

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

Please explain: CG has an IPP on file for every client artist and annually develops an ISP for each, but does not document different setting options that were considered. CG needs to redevelop its ISP process so that it uses an informed person-centered planning approach and includes choice of setting along with personal and professional artistic goals. CG does not offer non-disability-specific settings. Client artists choose the classes they want to attend each day, or half-day, for which they are enrolled in the program and these choices are recorded in their ISPs. A limited number of client artists can choose CG's quiet room as their workspace.

Federal Requirement #3:

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

Guidance:

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

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

Please explain: CG does inform individuals of their rights and maintains confidentiality. However, CG does not have the staff capacity required to communicate with all client artists in the languages or communication modes they use.

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<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</p> <p>Please explain: Client artists choose their classes—one for the morning and another for the afternoon. (There is a lunch break during which client artists can leave the art center, or stay and choose to eat together with peers in a lunchroom, or in the art Studio area. They can sit close to others, or on their own, as they prefer.) Client artists are not invited to choose instructors per se, but they are informed of who will be teaching each class. Classes are differentiated by media (e.g., wood, painting, weaving, digital media). However, a client artist is free to work on any project in any class, so they could base their preference on a desire for a particular instructor or group of peer client artists rather than artistic discipline. This system needs to be re-evaluated from a person-centered perspective. Client artists select their classes in advance, not on a day-to-day basis, and are generally expected to attend the classes they previously selected, or officially change their schedules. CG is preparing to launch a peer-to-peer mentoring program and has yet to determine how pairings will be made. Recently, artists have been increasingly consulted and surveyed on many topics, and classes have been added to the schedule as a result of this feedback.</p>	
<p><u>Federal Requirement #5:</u> <i>Facilitates individual choice regarding services and supports, and who provides them.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> ● Does the provider support individuals in choosing which staff provide their care to the extent that alternative staff are available? ● Do individuals have opportunities to modify their services and/or voice their concerns outside of the scheduled review of services?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please explain: There is no systematic process for choosing staff or rotating that selection. While CG wants client artists to voice concerns, make choices, and be part of decision-making, it lacks the structures to ensure this happens. No staff members have</p>	

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been trained in person-centered thinking or planning. Two important initiatives intended to increase the leadership roles of client artists began in January 2021—an Artists' Advisory Council and monthly Town Hall meetings. To ensure these are successful and help CG meet the federal requirements, they need to be informed by person-centered thinking.

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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> <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 Please explain: Click or tap here to enter text.</p>	
<p><u>Federal Requirement #7:</u> <i>Each individual has privacy in his/her sleeping or living unit: Units have entrance doors lockable by the individual, with only appropriate staff having keys to doors as needed. Individuals sharing units have a choice of roommates in that setting. Individuals have the freedom to furnish and decorate their sleeping or living units within the lease or other agreement.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> ● Do individuals have a choice regarding roommates or private accommodations? ● Do individuals have the option of furnishing and decorating their sleeping or living units with their own personal items, in a manner that is based on their preferences? ● Do individuals have the ability to lock their bedroom doors when they choose?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Please explain: Click or tap here to enter text.</p>	

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<p><u>Federal Requirement #8:</u> <i>Individuals have the freedom and support to control their own schedules and activities, and have access to food at any time.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • Do individuals have access to food at any time? • Does the home allow individuals to set their own daily schedules? • Do individuals have full access to typical facilities in a home such as a kitchen, dining area, laundry, and comfortable seating in shared areas?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Please explain: 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>	

CONTACT INFORMATION

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Contact Name: Monica Gyulai
Contact Phone Number: 510-836-2340, ext. 117
Email Address: grants@creativegrowth.org

ACKNOWLEDGEMENT

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

I AGREE

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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/>.

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Vendor name	Creative Growth Art Center
Vendor number(s)	H03542, H84799, PB0788
Primary regional center	Regional Center of the East Bay (RCEB)
Service type(s)	Day Program, Activity Center
Service code(s)	505
Number of consumers typically and currently served	130
Typical and current staff-to-consumer ratio	1:4
<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>Creative Growth (CG) is an art studio and gallery founded in 1974 on the principles of the Lanterman Act to provide people with developmental disabilities rich opportunities to express themselves as artists. The majority of the 12,000 square-foot space in Oakland is an open-plan studio where 18 professional staff artists facilitate classes/workshops for 140 client artists—primarily in English—by providing materials, tools, technical support, and encouragement. The day is divided into 2 sessions, with a lunch break between. In each session, clients focus on painting, drawing, ceramics, weaving, rug making, woodwork, digital art, or another medium previously selected. Ideally, client artists make their own creative decisions. Staff members aim to facilitate those choices, providing peer-to-peer guidance. The gallery can be reached from the studio and from a separate street entrance. It is open to the public and provides clients with a place to exhibit and sell their artwork and, on occasion, to meet with community members. Additionally, gallery staff provide professional representation, creating opportunities for some CG client artists to show their work in galleries, museums, and art fairs locally, nationally, and globally. Proceeds from art sales are split 50-50 with artists.</p> <p>The pandemic required major changes. The studio closed to client artists March 17, 2020, and programming shifted to virtual modes. Now, daily Zoom programs mirror what was previously available in person, but staff struggle to include clients who need additional technology support. During the next 2 years, CG expects to re-open the studio for in-person classes while continuing to provide online classes, 1:1 support, and outdoor programs. This range will ensure safety standards are met while also providing clients with options. Distance-learning has allowed artists who otherwise live too far away to join CG, made it easier for those with mobility or transportation challenges to participate, and empowered some to lead their peers by giving presentations to small groups during online classes. But, it has also made classes more top-down. Staff struggle to facilitate rather than direct on Zoom. PCT will help staff develop strategies to address this trend.</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</p>	

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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.

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

This concept will enable CG to comply with requirements 1–5 by reorienting its program around person-centered thinking (PCT). All staff will be trained in PCT so that all organizational activities will be filtered through this lens. The role of a nascent Artists' Advisory Council (AAC) in identifying and reporting the preferences of client artists will be clarified and enhanced as a result. Additionally, 3 staff members who work directly with client artists to develop ISPs will be trained in person-centered planning (PCP) and will develop new ISP protocols (#2). Staff who work directly with client artists will be trained in trauma-informed care, a need made more apparent during the pandemic (#1). New staff fluent in ASL and Spanish will join CG, and translators will be contracted to support the 20+% of client artists who use Japanese, Dari, Chinese, Arabic and other non-English modes of communication (#1, #3). The new positions will provide needed additional Spanish and ASL support (required by 15% of CG's population), and coordination for all non-English speaker needs. Additional staff time will provide client artists with professional development support as well as training and support in the use of technology needed to participate in virtual programming (#1, #3). CG's web pages aimed at prospective client artists will be made more accessible through audio, alt text, and visuals, and will be translated into relevant languages (#3).

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

1 X 2 X 3 X 4 X 5 X 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.

CG is currently out of compliance with requirements 1–5 because no staff members are trained in PCT or PCP. New initiatives intended to increase community integration, expand choices, and increase client artist input enjoy broad support, but staff lack the skills to undergird these efforts in PCT. Limits on staff capacity prevent CG from communicating with client artists in their preferred modes of communication, providing technology & professional development support, and ensuring the website is both fully accessible and updated to address online participation and other COVID-related issues.

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.

CG will integrate PCT into all aspects of programming, increasing compliance with requirements 1–5. After staff receive PCT training, client services will be evaluated and redesigned through this lens, empowering clients to make more choices and integrate meaningfully with other artists, their audiences, and the public. After receiving PCP training, staff will revamp the ISP process to reflect PCT—conducting meetings in clients' primary languages, including a series of regular contacts, addressing setting choices, and better identifying preferences. Non-English support will also be available in classes, for document translation, and on the website. CG's newly launched Artists'

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<p>Advisory Council will evolve so it is increasingly led by clients and systematically guides decisions. CG will meet the developing needs of its aging population (26% are over 60).</p>
<p>6. What are the proposed outcomes and objectives of the concept, and what are the methods of achieving and tracking them?</p>
<ul style="list-style-type: none"> • Institute dashboard to track HCBS Concept goals and measure progress quarterly. • Client artists surveyed 2/year to measure CG’s progress, and redirect goals if needed. • Hire two new part-time staff members, one fluent in Spanish and the other in ASL, which are CG’s biggest non-English needs, especially among new clients • 100% of staff trained in PCT; 10% trained in PCP; 70% trained in trauma-informed care. • CG staff develop a PCT-based decision-making framework—a filter to check that organizational decisions align with Final Rule requirements, move CG toward full compliance, and are rooted in person-centered thinking. • CG client service staff redesign the ISP process to focus on PCP and mitigate barriers. All relevant documents will be translated. Slide presentations will be added. • AAC will meet monthly and provide organizational direction. CG will consult with sister organizations Creativity Explored (GGRC) and NIAD (RCEB) to develop this model. • Monthly Town Hall meetings will bring together artists, staff, and board members to increase transparency and garner input from multiple stakeholders in an open forum. • Artists will attend exhibitions of their work whenever possible. CG will increase opportunities for artists to participate in local arts community events, curate shows, and speak directly about their art practices both online and in person, while retaining their rights to privacy. ISP planning will address these avenues for professional development. • Workshops will be offered to client artists (6/year) on professional development topics (e.g. using social media for promotion, leading CG studio tours, and talking to the press.) • Artists who lead studio tours and provide workshops for peers will receive stipends. • Artists who use languages other than English will receive support in their preferred languages and this will be tracked by the Client Care Language Aide, a new position.
<p>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.</p>
<p>As part of developing a 2021-23 strategic plan, CG’s client artists were surveyed by staff 1:1 and in small groups. A subset participated in 2 in-depth focus group sessions. Artists were asked about decision-making, equity, artistic interests, goals, and changes needed at CG. This concept is the result of that input and addresses specific, identified areas. Additionally, Spanish-speaking artists were asked in November how CG could better meet their needs. Clients are also asked for feedback informally, resulting in program shifts. “Tea times” were created to provide opportunities to discuss emotional needs; a “deaf social chat” was scheduled in response to requests from ASL users; and ceramics, comics, and weaving were added to fulfill artistic requests.</p>
<p>8. Please describe how the concept you propose will enable you to provide more person-centered services to your clients.</p>
<p>Most importantly, staff will learn what “person-centered” really means and then shift, enhance, and expand offerings so they align with the philosophy. CG has been at the</p>

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<p>vanguard of promoting the full inclusion of people with disabilities in the art world for more than four decades. Its success has been phenomenal, with work by CG artists now included in the collections of major museums and sought by art collectors worldwide. CG's goal has been to provide people with disabilities the tools and space to express themselves through art and amplify their visions by sharing their work with wide and diverse audiences. This outward focus allowed CG's artists to lead a revolution and today their work is not relegated to a special category, but appreciated alongside the work of artists of all backgrounds and abilities. However, it's time for CG to focus inward and learn how we need to change our own practices to empower the client artists who make CG their workspace so they can forge their own paths and represent themselves.</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>PCT will be embedded in all CG initiatives. PCP will inform all ISP procedures and a PCT-based decision-making tool will be employed. Procedures that strengthen and reinforce a feedback loop including client artists, staff, and board members will become standard practice along with artist-curated shows, professional development for client artists, and meaningful opportunities for community integration built on respect.</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>Year One: Staff receive PCT, PCP, and trauma-informed care training; new staff with Spanish and ASL fluency hired; ISP procedures reviewed with person-centered lens; professional development and technology support (workshops and 1:1 training) provided for client artists; translation/interpretation available; artists begin receiving stipends; bulk of website enhancement/accessibility completed.</p> <p>Year Two: Client-centered ISP procedures established; person-centered decision-making framework adopted; systems for providing translation/interpretation established; professional development training improves base on client input; more client artists earn stipends; peer-to-peer mentor program developed; client section of website enhanced further if needed; AAC role clearly defined.</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>Initial PCT and PCP training will be one-time costs incurred during the funding period. CG's management team will create a dashboard to track HCBS concept goals, review progress quarterly, and develop a sustainability plan to transition after the grant period, assuring that new staff positions and person-centered initiatives are absorbed into CG's operating budget.</p>																						
<p>12. Have you or the organization you work with been a past recipient</p>	<table> <tr> <td>HCBS Funding</td> <td>X</td> <td>No</td> <td>___</td> <td>Yes.</td> <td>If Yes, FY(s)</td> <td>_____</td> </tr> <tr> <td>Disparity Funding</td> <td>X</td> <td>No</td> <td>___</td> <td>Yes.</td> <td>If Yes, FY(s)</td> <td>_____</td> </tr> <tr> <td>CPP Funding</td> <td>X</td> <td>No</td> <td>___</td> <td>Yes.</td> <td>If Yes, FY(s)</td> <td>_____</td> </tr> </table>	HCBS Funding	X	No	___	Yes.	If Yes, FY(s)	_____	Disparity Funding	X	No	___	Yes.	If Yes, FY(s)	_____	CPP Funding	X	No	___	Yes.	If Yes, FY(s)	_____
HCBS Funding	X	No	___	Yes.	If Yes, FY(s)	_____																
Disparity Funding	X	No	___	Yes.	If Yes, FY(s)	_____																
CPP Funding	X	No	___	Yes.	If Yes, FY(s)	_____																

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of DDS funding? If yes, what fiscal year(s)?	CRDP Funding X 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, CPP or CRDP 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.	

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CONCEPT FORM

HCBS CONCEPT BUDGET						
Vendor Name		Creative Growth Art Center				
Vendor Number(s)		Full Day H03542, Half Day H84799				
	Wage and Benefits	Year 1 Budget		Year 2 Budget		Total
		FTE	Annual Cost	FTE	Annual Cost	Cost
Personnel (wage + benefits)						
All Staff (PCT training)			\$ 22,010		\$ -	\$ 22,010
Direct Service Staff (PCP training)			\$ 4,800		\$ -	\$ 4,800
Studio and Direct Service Staff (Trauma-Informed training)			\$ 5,662			
P/T Client Care Language Aide (ASL or Spanish fluent)	24,375	1.00	\$ 24,375	1.00	\$ 24,375	\$ 48,750
P/T Studio Language Specialist (ASL or Spanish fluent)	39,000	1.00	\$ 39,000	1.00	\$ 39,000	\$ 78,000
Studio Instructors (tech use training and support)			\$ 7,625		\$ 3,750	\$ 11,375
Staff (professional development for artists)			\$ 5,250		\$ 5,250	\$ 10,500
Client Services Manager	77,500	0.25	\$ 19,375	0.25	\$ 19,375	\$ 38,750
Studio Director	88,751	0.05	\$ 4,438	0.05	\$ 4,438	\$ 8,875
Gallery Director	90,561	0.05	\$ 4,528	0.05	\$ 4,528	\$ 9,056
Personnel Subtotal			\$ 137,063		\$ 100,716	\$ 232,117
Operating expenses						
Person Centered Thinking Consultant(s)			\$ 10,000			\$ 10,000
Person Centered Planning Consultant(s)			\$ 14,000			\$ 14,000
Trauma-Informed Care Consultant(s)			\$ 5,000			
Translation Services (documents, oral, website, ASL)			\$ 5,000		\$ 7,480	\$ 12,480
Website enhancement (accessibility, distance-learning)			\$ 5,000		\$ 1,500	\$ 6,500
Client Artist stipends (tours, workshops)			\$ 600		\$ 1,200	\$ 1,800
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Operating Subtotal			\$ 39,600		\$ 10,180	\$ 44,780
Administrative Expenses						
Administrative overhead (10%)			\$ 10,863		\$ 10,651	\$ 21,514
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Administrative Subtotal			\$ 10,863		\$ 10,651	\$ 21,514
Capital expenses						
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Capital Subtotal			\$ -		\$ -	\$ -
Total Concept Cost			\$ 187,526		\$ 121,547	\$ 298,411

See Attachment F for budget details and restrictions