

## 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](mailto:HCBSregs@dds.ca.gov).

Date(s) of Evaluation: 2/10/2020	Completed by: Dr. Alvin Teodoro (Licensee) & Pam Sloan (Administrator)
Vendor Name, Address, Contact: Villa Glen Homes, Inc. P.O. Box 730785, San Jose, CA 95173 [Contact: Dr. Alvin Teodoro Cell: (415-336-5277)]	
Vendor Number: HS1232; HS1233	
Service Type and Code: Two (2) Adult Residential Facilities - Villa Glen Home One (Code 915) & Villa Glen Home Two (Code 915)	

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<p><b><u>Federal Requirement #1:</u></b> <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><b><u>Guidance:</u></b></p> <ul style="list-style-type: none"> <li>● Do individuals receive services in the community based on their needs, preferences and abilities?</li> <li>● Does the individual participate in outings and activities in the community as part of his or her plan for services?</li> <li>● If an individual wants to seek paid employment, does the home staff refer the individual to the appropriate community agency/resource?</li> <li>● Do individuals have the option to control their personal resources, as appropriate?</li> </ul>
<p><b>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</b> Please explain: At this time, services that were once accessible by transportation and through in-person contact have been severely limited due to the COVID-19 pandemic. Now that services have been increasingly more available through virtual or online platforms, we request funding for new and updated technology to fully integrate our individuals to enjoy these virtual community services. The individuals will have the autonomy to operate and store these devices and use it as they see fit.</p>	
<p><b><u>Federal Requirement #2:</u></b> <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><b><u>Guidance:</u></b></p> <ul style="list-style-type: none"> <li>● Does the provider have a current regional center Individual Program Plan (IPP) on file for all individuals?</li> <li>● Does each individual's IPP document the different setting options that were considered prior to selecting this setting?</li> </ul>
<p><b>Does the service and/or program meet this requirement? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</b> Please explain: Our administrators are currently enrolled in Person-Centered-Planning training (that will also be taught to our direct support professionals), which will ensure that individualized plans are HCBS-compliant and allow for the engagement of in person-centered planning/reporting/data-collection.</p>	

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<p><b><u>Federal Requirement #3:</u></b> <i>Ensures an individual's rights of privacy, dignity and respect, and freedom from coercion and restraint.</i></p>	<p><b><u>Guidance:</u></b></p> <ul style="list-style-type: none"> <li>● Does the provider inform individuals, in a manner they can understand, of their rights to privacy, dignity, respect, and freedom from coercion and restraint?</li> <li>● Does the provider communicate, both verbally and in writing, in a manner that ensures privacy and confidentiality?</li> <li>● 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.)?</li> </ul>
<p><b>Does the service and/or program meet this requirement?    <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No</b></p> <p>Please explain: Villa Glen Homes One and Two ensure every individual's right to privacy, dignity and respect, and freedom from coercion and restraint by having every individual be made aware of their rights whether it be through verbal or visual methods. Their rights are reviewed upon move-in and annually. All verbal, visual, and written methods of communication are held with privacy and confidentiality and are offered in the language of their preference. The individual has the option to include members of their support circle such as team members, service coordinators, family members, friends, conservators etc.</p>	
<p><b><u>Federal Requirement #4:</u></b> <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><b><u>Guidance:</u></b></p> <ul style="list-style-type: none"> <li>● Does the provider offer daily activities that are based on the individual's needs and preferences?</li> <li>● 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?</li> <li>● 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?</li> </ul>
<p><b>Does the service and/or program meet this requirement?    <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</b></p> <p>Please explain: We are requesting one wheelchair accessible van for Villa Glen Home One, one small gas efficient hatchback for Villa Glen Home One, and another one small</p>	

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gas efficient hatchback for Villa Glen Home Two. Some clients in Villa Glen Home One have limitations in mobility and have expressed that traveling can emit feelings of embarrassment when having to be physically assisted into the car and reluctance in going out into their community. Therefore, a wheelchair accessible van will allow for them to feel a sense of dignity and autonomy when traveling. Other clients in both Villa Glen Home One and Two have expressed that a van emits feelings of “disconnection” from the greater community and prefer a more commonplace type of vehicle such as a hatchback. The hatchback would allow for that preference to be achieved, as our residents would feel less like an outsider in their own community. Therefore, we are requesting two small gas efficient hatchback vehicles for Villa Glen Home One and Villa Glen Home Two.

**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: Villa Glen Homes One and Two are committed to ensuring that individuals have choices and the necessary services and supports that would help them achieve independence. Individuals are encouraged to voice their needs to administrators, service coordinators, and staff at any time and when there are scheduled quarterly and annual reviews.

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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><b><u>Federal Requirement #6:</u></b> <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><b><u>Guidance:</u></b></p> <ul style="list-style-type: none"> <li>● As applicable, does each individual have a lease, residency agreement, admission agreement, or other form of written residency agreement?</li> <li>● Are individuals informed about how to relocate and request new housing?</li> </ul>
<p><b>Does the service and/or program meet this requirement?</b>    <input checked="" type="checkbox"/> <b>Yes</b>    <input type="checkbox"/> <b>No</b> Please explain: Villa Glen Homes One and Two do not offer landlord-tenant agreements. At this time, we have written admission agreements and individuals who wish to move day programs or residential facilities have the right to move and discuss their needs with their team.</p>	
<p><b><u>Federal Requirement #7:</u></b> <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><b><u>Guidance:</u></b></p> <ul style="list-style-type: none"> <li>● Do individuals have a choice regarding roommates or private accommodations?</li> <li>● 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?</li> <li>● Do individuals have the ability to lock their bedroom doors when they choose?</li> </ul>
<p><b>Does the service and/or program meet this requirement?</b>    <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b></p>	

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<p>Please explain: Residents at both Villa Glen Homes One and Two all have lockable entrance doors with their room, have a choice of roommates, and have the freedom to furnish and decorate their rooms. To further their sense of privacy, we are requesting funding for desks with a lockable drawer for each resident to store their personal documents/belongings where residents will have a key to access their private items whenever they wish. Desks will also be stored in the privacy of their own room.</p>	
<p><b><u>Federal Requirement #8:</u></b> <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><b><u>Guidance:</u></b></p> <ul style="list-style-type: none"> <li>● Do individuals have access to food at any time?</li> <li>● Does the home allow individuals to set their own daily schedules?</li> <li>● Do individuals have full access to typical facilities in a home such as a kitchen, dining area, laundry, and comfortable seating in shared areas?</li> </ul>
<p><b>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes x <input checked="" type="checkbox"/> No</b></p> <p>Please explain: Villa Glen Homes One and Two empower individuals to choose their own schedules and activities, and where/when/what to eat. Choices and substitutions are available to the residents when the available meals are not to their liking. Due to the current pandemic, Villa Glen Homes One and Two must improve outdoor meal-settings for our residents, who have expressed a want to eat a safe and social-distanced meal with members of their support circle. Thus, Villa Glen Homes One and Two are requesting funding for outdoor seating equipment such as tables, chairs, tents to fulfill this need for Villa Glen Homes One and Two.</p>	
<p><b><u>Federal Requirement #9:</u></b> <i>Individuals are able to have visitors of their choosing at any time.</i></p>	<p><b><u>Guidance:</u></b></p> <ul style="list-style-type: none"> <li>● Are visitors welcome to visit the home at any time?</li> <li>● 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?</li> </ul>
<p><b>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes x <input checked="" type="checkbox"/> No</b></p> <p>Please explain: The individuals who reside in Villa Glen Homes One and Two have numerous people in their support circle who they wish to see in the comfort of their own home. Due to the pandemic, the need for outdoor seating has become more apparent. Therefore Villa Glen Homes One and Two are requesting outdoor amenities such as chairs, tents, and tables, so the residents would enjoy a private, social-distanced meal or visit with essential visitors and other members of their support circle.</p>	
<p><b><u>Federal Requirement #10:</u></b></p>	<p><b><u>Guidance:</u></b></p>

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<p><i>The setting is physically accessible to the individual.</i></p>	<ul style="list-style-type: none"> <li>● Do individuals have the freedom to move about inside and outside the home or are they primarily restricted to one room or area?</li> <li>● 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?</li> <li>● Are appliances and furniture accessible to every individual?</li> </ul>
<p><b>Does the service and/or program meet this requirement? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</b></p> <p>Please explain: Villa Glen Homes One and Two are all physically accessible to all of the individuals. They are allowed to frequent any room in the house and are allowed to access all the amenities the homes have to offer. Villa Glen Homes One and Two also has wheelchair accessible ramps that would aid residents who use wheelchairs for mobility.</p>	

**CONTACT INFORMATION**

Contact Name: Dr. Alvin Teodoro, Licensee

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**ACKNOWLEDGEMENT**

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

I AGREE

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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.

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Vendor name	Villa Glen Homes Inc. (dba Villa Glen Home One and Villa Glen Home Two)	
Vendor number(s)	HS1232; HS1233	
Primary regional center	San Andreas Regional Center	
Service type(s)	Level 4I Adult Residential Facilities (2)	
Service code(s)	915	
Number of consumers typically and currently served	6 (Total capacity 12 throughout the two homes)	
Typical and current staff-to-consumer ratio	1:1 ratio to 2:1 ratio	
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>The two homes dba as Villa Glen Home One (HS1232) and Villa Glen Home Two (HS1233) are 6-bed level 4I facilities for adults with developmental disabilities, with a number of the individuals displaying extreme/severe forms of expression. Pre-pandemic, our clients attend their respective day programs. Upon their return to the home from day program and on the weekends, we offer healthy options and activities of their choice. Due to the current pandemic, normal activities they enjoy have either ceased or continued on virtual platforms. Since most of daily life is centered around staying at home, we want to have additions to our backyard area that are safe and stimulating for our residents. Our residents will further benefit from additional and accessible transportation to participate in activities outside of the home - especially for residents who express mobility difficulties. We are requesting the support from DDS to overcome our financial barriers to help alleviate the challenges we face in ensuring HCBS compliance. Our ultimate goal from our proposal is a safe and nurturing home that upholds person-centered choices for our individuals.</p>		
<p><b>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.</b></p>		
2. Please provide a brief summary narrative of the concept for which you are requesting funding, including justification for the funding.		

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Our proposal focuses on areas that we lack in supporting choices for our residents. Currently, we are not equipped with additional and accessible transportation. A wheel chair accessible van and two small gas efficient hatchback vehicles will provide the transportation needed to bring our clients to their desired activities and appointments. We stated previously that the COVID-19 has restricted our clients to be out in the community and taking part in activities outside of their homes. The world has become acclimated to online platforms to continue activities, engage with other members of the community, and communicate with family and peers under shelter in place orders. We seek to give our residents technology that will allow them the integrated virtual experience within the safety and comfort of their home. While also being safe and comfortable at home, we believe that having additions to the backyard will provide more activities that our individuals will enjoy. We also hope to provide our residents a locked desk to access and secure their private documents and personal items.

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

1\_x\_\_ 2\_\_ 3\_\_ 4\_x\_\_ 5\_\_ 6\_\_ 7\_x\_\_ 8\_x\_\_ 9\_x\_\_ 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.**

Federal requirements #1, #4 - The individuals we support lack full access to activities which is crucial in supporting their rights to community living. Our facilities are finding it difficult in being able to transport them in order to meet the personal interests of all residents when it comes to activities that take place outside the home with limited vehicles. COVID-19 has drastically changed the way everyone has had to perform day to day activities. Technology that will be sufficient enough to support the means for our individuals to partake in online activities that have continued virtually. It will also provide a wider variety of choices and the autonomy to explore what they wish to do with these items. We also find it difficult to provide sufficient choices at home that are equivalent to the enjoyment they find from outdoor activities which are extremely limited due to shelter in place orders.

Federal Requirement #7 - Our facilities have insufficient items that would promote our individual's privacy. We will need the funds of DDS to purchase these items so that the residents are ensured of their right to privacy in regards to personal living space and belongings.

Federal Requirements #8, #9 - The residents have expressed the desire to have more choices regarding being able to do certain activities like meeting and dining privately with friends or family members. We currently do not have the funds to support our residents' wants. Funding for backyard improvements will allow for these federal requirements to be met so that they can have more freedom to do activities they want to do and have areas throughout the home for family visits while maintaining social distance.

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<p><b>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.</b></p>	
<p><u>Federal Requirement #1 and #4</u> - A wheelchair accessible van for our individuals at Villa Glen Home One (HS1232) would benefit our residents who express mobility challenges. Two additional small gas efficient hatchback vehicles for the rest of the individuals would also serve them to be transported to their desired outside activities and appointments without feeling stigmatized. Funds for iPads/tablets are needed for our residents to be part of virtual activities and to open avenues of choices they may pursue on their own. Lastly, equipment added to the backyard would satisfy the need for more at-home activities.</p> <p><u>Federal Requirement #7</u> - With DDS funds, a desk with a lockable drawer store would be purchased for each resident so that they may store personal belongings and/or private documents in a secure manner.</p> <p><u>Federal Requirements #8, #9</u> – Both Villa Glen Homes One (HS1232) and Two (HS1233) have large backyards. We would like to use this large space to provide outdoor activities to the residents, especially now that there are limitations for outdoor activities due to the pandemic. We are therefore requesting funds for backyard improvement including outdoor furniture items such as chairs, tents, tables, and other recreational equipment. These would bring more choices in terms of outdoor activities for our residents and provide comfortable and private arrangements to have meals or conversations for visitors with social distancing.</p>	
<p>6. What are the proposed outcomes and objectives of the concept, and what are the methods of achieving and tracking them?</p>	
<p>With the support of DDS funds, we hope to create an environment that empowers our individuals to make their own choices, as well as be part of the virtually-adapted community during the time of the pandemic. In order to track our success, we will closely observe the way the residents interact with the new additions and assess how their activity engagement increases or decreases as a result of our project. We will also ask request feedback from our residents and their families.</p>	
<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>Planned needs assessment meetings and interviews with staff, residents, and their family members were conducted to develop our concept and to attain a better grasp around the needs and desires of the individuals we support. This was especially important in maintaining that the residents' interests and their ability to have person-centered choices was the primary focus of any dialogue.</p>	
<p>8. Please describe how the concept you propose will enable you to provide more person-centered services to your HS 1232; HS 1233.</p>	

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<p>Our project will provide more person-centered services to our residents because it will make online activities available for them while also providing a means to see family and friends through Zoom or other online video communications. The backyard additions will create an outdoor friendly area that the residents can interact and engage in activities of their choice. The proposal for transportation with a new wheelchair accessible van will provide comfort and ease for our residents who use wheelchairs in accessing desired activities and attending appointments, while the request for two additional gas efficient hatchback vehicles for our other clients will allow them to participate in activities they choose without the stigma of being transported in a non-commonplace vehicle. Providing our residents lockable desks will allow private documents and personal belonging to be stored in a secure manner.</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>Villa Glen Homes One (HS1232) and Two (HS1233) intend to have the individuals we serve discover their individuality and have the freedom to choose when given a lot more access to person centered choices. We are able to determine the success of our projects by frequently monitoring our individuals' satisfaction by asking simple questions or requesting their and other stakeholders' feedback.</p>	
<p><b>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 <a href="#">link</a>.</b></p>	
<ol style="list-style-type: none"> <li>1. Wheelchair-accessible van (HS1232)- \$62,000 (including taxes, registration, and insurance)</li> <li>2. One small gas efficient hatchback vehicle (HS1232) - \$25,000 (including taxes, registration, and insurance)</li> <li>3. One small gas efficient hatchback vehicle (HS1233) - \$25,000 (including taxes, registration, and insurance)</li> <li>4. Backyard equipment (HS1232, HS1233) - \$11,000</li> <li>5. iPads/tablets for 12 residents (HS1232, HS1233) - \$10,800</li> <li>6. Lockable desks for 12 residents (HS1232, HS1233) - \$7,200</li> </ol> <p>Pending HCBS funding approval, we project that the following time will be executed:</p> <ol style="list-style-type: none"> <li>1. The first month will be dedicated to locating and researching an optimal wheelchair-accessible van. Once the purchase has been made, we will need to register the car, acquire insurance, and do any additional maintenance.</li> <li>2. The second month will begin the same process for the small gas efficient hatchback vehicles and will begin immediately after acquiring the van.</li> </ol>	

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<p>3. Within the second month, we will also aim to repeat this process for the second small gas efficient hatchback and will be finalized by the end of that month.</p> <p>4. By the third month, we will research about how to purchase freestanding sensory play equipment. This will require reaching out to a playground consultant that will help the vision of our resident's backyard come to life. Once that is done, we will acquire a quote and purchase the equipment. The rest of the time will be allotted for shipping and installation of the freestanding sensory play equipment at our home. We project that this concept will take three months to be completed.</p> <p>5. Technology items such as iPads, television sets, and laptops will be purchased within the first month of HCBS funding with immediate use from our residents.</p> <p>6. Lockable desks will also be purchased within the first month for immediate use.</p> <p>To keep in mind any delays, we are hoping that in 9 months from receiving HCBS funding approval that our concepts will be executed.</p>	
<p><b>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.</b></p>	
<p>Proper maintenance and upkeep for the wheelchair accessible van and two small gas efficient hatchback vehicles to ensure the vehicles safety and sustainability.</p>	
<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    x No ___ Yes. If Yes, FY(s) _</p> <p>Disparity Funding x No ___ Yes. If Yes, FY(s) _____</p> <p>CPP Funding     x No ___ Yes. If Yes, FY(s) _____</p> <p>CRDP Funding    x No ___ Yes. If Yes, FY(s) _____</p> <p>If yes to any question be sure to answer questions 13 and 14.</p>
<p><b>For providers who have received prior HCBS, Disparity, CPP or CRDP Funding from DDS</b></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>Not applicable</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>Not applicable</p>	

HCBS CONCEPT BUDGET									
Vendor Name	VILLA GLEN HOMES, INC. dba Villa Glen Home One and Villa Glen Home Two								
Vendor Number(s)	HS1232; HS1233								
	Wage and Benefits	Year 1 Budget		Year 2 Budget		Total			
		FTE	Annual Cost	FTE	Annual Cost	FTE	Cost		
<b>Personnel (wage + benefits)</b>									
Position Description			\$ -		\$ -	\$ -			
Position Description			\$ -		\$ -	\$ -			
Position Description			\$ -		\$ -	\$ -			
Position Description			\$ -		\$ -	\$ -			
Position Description			\$ -		\$ -	\$ -			
Position Description			\$ -		\$ -	\$ -			
Position Description			\$ -		\$ -	\$ -			
Position Description			\$ -		\$ -	\$ -			
Position Description			\$ -		\$ -	\$ -			
Personnel Subtotal			\$ -		\$ -	\$ -			
<b>Operating expenses</b>									
Ipads/tablets for 6 residents (HS1232)			\$ 5,400			\$ 5,400			
Ipads/tablets for 6 residents (HS1232)			\$ 5,400			\$ 5,400			
Backyard Equipment: Tent, Tables, Chairs (HS1232)			\$ 5,500			\$ 5,500			
Backyard Equipment: Tent, Tables, Chairs (HS1233)			\$ 5,500			\$ 5,500			
Lockable desks for 6 residents (HS1232)			\$ 3,600			\$ 3,600			
Lockable desks for 6 residents (HS1233)			\$ 3,600			\$ 3,600			
						\$ -			
						\$ -			
						\$ -			
						\$ -			
Operating Subtotal			\$ 29,000			\$ -			\$ 29,000
<b>Administrative Expenses</b>									
						\$ -			
						\$ -			
						\$ -			
						\$ -			
						\$ -			
						\$ -			
						\$ -			
Administrative Subtotal			\$ -			\$ -			\$ -
<b>Capital expenses</b>									
Wheel chair Accessible van, including taxes, registration, and insurance (HS1232)			\$ 62,000			\$ 62,000			
One small gas efficient hatchback vehicle, including taxes, registration and insurance (HS1232)			\$ 25,000			\$ 25,000			
One small gas efficient hatchback vehicle, including taxes, registration and insurance (HS1233)			\$ 25,000			\$ 25,000			
						\$ -			
						\$ -			
						\$ -			
						\$ -			
						\$ -			
						\$ -			
Capital Subtotal			\$ 112,000			\$ -			\$ 112,000
<b>Total Concept Cost</b>			<b>\$ 141,000</b>			<b>\$ -</b>			<b>\$ 141,000</b>

See Attachment F for budget details and restrictions