

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: 2/12/2021	Completed by: Barbara Siemens
Vendor Name, Address, Contact: Independent Life Skills, LLC, 6109 S. Western Ave, Suite 310, Los Angeles, CA 90047	
Vendor Number: PX0815, HX0803, HX0804, PX0794	
Service Type and Code: Integrated Employment-055, ILS-055, SLS-055, Parent Trainer-055	

Home and Community-Based Services (HCBS) Rules

DEPARTMENT FUNDING GUIDANCE

Federal Requirement #1:

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.

Guidance:

- 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?

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

Please explain: The Integrated Employment Program strives to provide all participants who have expressed the desire to work the opportunity to seek gainful employment in their community. Prior to the pandemic, the program was in the process of partnering with community organizations to provide a viable path to employment for our participants. In addition to individualized training, it is also beneficial for the participants to be able to work and train together in small groups of 2 or 3 in order to stimulate the exchange ideas and thoughts.

Prior to the pandemic, activities and outings were a part of each participant's plan to not only help integrate the participants into their community and surroundings with the participant's individual desires and preferences but also to be able to interact socially with their surroundings.

In order to meet the same goals established prior to the pandemic, it will be necessary to establish new protocols for the safety of both the participant(s) and staff.

Federal Requirement #2:

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

Guidance:

- 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?

Home and Community-Based Services (HCBS) Rules

DEPARTMENT FUNDING GUIDANCE

<i>needs, preferences, and, for residential settings, resources available for room and board.</i>	
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please explain: Not all participants initially express the fact they want to work to their Regional Center Service Coordinator. Sometimes, employment comes into focus for the participant when the agency conducts the initial assessment or sometimes it becomes clear as they participate in activities and outings in their community. To adequately serve those participants who want Integrated Employment, it is required for the Agency to hire a full-time Integrated Employment Specialist that can be trained on how to conduct and successfully complete a person-centered employment assessment to determine the participant's desire for employment and the type of employment that would lead to continued success of the participant.</p>	
<p><u>Federal Requirement #3:</u> <i>Ensures an individual's rights of privacy, dignity and respect, and freedom from coercion and restraint.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • Does the provider inform individuals, in a manner they can understand, of their rights to privacy, dignity, respect, and freedom from coercion and restraint? • Does the provider communicate, both verbally and in writing, in a manner that ensures privacy and confidentiality? • Do staff communicate with individuals based on their needs and preferences, including alternative methods of communication where needed (e.g., assistive technology, Braille, large font print, sign language, participants' language, etc.)?
<p>Does the service and/or program meet this requirement? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please explain: The Agency employs whatever communication method works for the individual participant. Even though the majority of the participants are able to communicate both in writing and verbally, we also support participants who are verbal but have difficulty with written communication because their reading skills are very, very low or are the opposite, written communications are very high and verbal communications are low. Not having the appropriate written and verbal skills may be a barrier to gainful employment. For example, reading labels is important for working in a warehouse or packing boxes, etc. Verbal and written communications is important for working on a retail sales floor. The Integrated Employment Specialist will train and educate the participants to create a salient resume and support the participants in applying for jobs either in-person or on-line.</p>	

Home and Community-Based Services (HCBS) Rules

DEPARTMENT FUNDING GUIDANCE

Conducting mock interviews is also vital to the participant's success in obtaining employment. The participants can learn from each other as well as having individualized training to have a successful interview experience.

Federal Requirement #4:

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.

Guidance:

- 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?

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

Please explain: If the participant is conserved or under the supervision of a guardian, it is the choice of the conservator or the guardian who decides what activities the participant can or cannot participate in or how much time the consumer is allowed to be away from their home. The Agency is usually restricted by what employment opportunities are made available to the participant by the conservator or guardian. A person-centered assessment is always performed and considered with the desires of the conservator or guardian. One of the responsibilities of an Integrated Employment Specialist is to reconcile the wishes of the participant with those of the conservator or guardian.

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 participant is able to express their life dreams and goals. It is the responsibility of the Case Manager and Integrated Employment Specialist to provide the services in-line with the participant's person-centered assessment within the guidelines of the participant's conservator or guardian, if a conservator or guardian is in place. With limited staff, the participant is assigned a Case Manager. Plans are to hire one Integrated Employment Specialist in the beginning. As the

Home and Community-Based Services (HCBS) Rules

DEPARTMENT FUNDING GUIDANCE

need arises, staff will be added to accommodate the case loads.

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 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.

Guidance:

- 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?

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

Please explain: For participant's 18 years or older living independently in their own apartments, a lease and/or rental agreement is signed. For participant's 18 years and older who still reside at home, a rental room agreement is signed. When the participant's who live at home are ready to move into their own apartment, an assessment of housing wants and needs and review of income is performed. The participant is then prepared to make any adjustments needed in housing expectations. The participant should already have been put on Section 8 waiting lists and low-income notifications.

Federal Requirement #7:

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*

Guidance:

- 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

Home and Community-Based Services (HCBS) Rules

DEPARTMENT FUNDING GUIDANCE

agreement.	choose?
<p>Does the service and/or program meet this requirement? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please explain: If it is necessary for the participant to seek a roommate to afford an apartment, the Agency provides support in searching for a compatible roommate. The security of the residence for both the participant and roommate are also considered when looking for a residence. The Integrated Employment Specialist will keep in mind the distance from the participant's residence to the workplace.</p>	
<p><u>Federal Requirement #8:</u></p> <p><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</p> <p>Please explain: The Agency is not a residential facility. This question does not apply.</p>	
<p><u>Federal Requirement #9:</u></p> <p><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</p> <p>Please explain: The Agency is not a residential facility. This question does not apply.</p>	
<p><u>Federal Requirement #10:</u></p> <p><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?

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

	<ul style="list-style-type: none"> • 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</p> <p>Please explain: The Agency is not a residential facility. This question does not apply.</p>	

CONTACT INFORMATION

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ACKNOWLEDGEMENT

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

☒ I AGREE

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	Independent Life Skills, LLC
Vendor number(s)	PX0815, HX0803, HX0804, PX0794
Primary regional center	South Central Los Angeles Regional Center
Service type(s)	Integrated Employment, ILS, SLS, Parenting
Service code(s)	055
Number of consumers typically and currently served	11
Typical and current staff-to-consumer ratio	1:1
<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>Prior to pandemic, a small office was used for Integrated Employment Services. Training for interviews, job search, resume building and completing applications. The space was small and when working with more than one participant at a time, privacy was difficult. Participants had to use public space while Specialist worked 1:1.</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>There are 4 participants who want the Agency to find them jobs. The Agency needs to hire a new Integrated Employment Specialist who can work with each participant 1:1 but also train the participants in a small group setting. Current office space is inadequate for training. A larger office space would provide for privacy for a participant to perform job search while the Integrated Employment Specialist works 1:1 with a second participant. A new office space would require new equipment as well as office furniture currently not available. The interaction between participants will also be enhanced through training in small groups of 2 to 4 by the exchanging of ideas and interviewing techniques. It will allow the participants to learn from each other. Transportation becomes an issue if we want to transport more than one person to a company interviewing for several positions. It will maximize the Integrated Employment Specialist's time and effort. The new office would also serve as training for staff and other participants for training purposes. The new job market after the pandemic will be more challenging than ever for our participants. It will require a new approach to meet the new market environment.</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_X_ 2_X_ 3_X_ 4_X_ 5___ 6___ 7___ 8___ 9___ 10___</p>	
4. For each HCBS out-of-compliance federal requirement that is being addressed by this	

Home and Community-Based Services (HCBS) Rules

DEPARTMENT FUNDING GUIDANCE

concept, describe the barriers to compliance and why this concept is necessary. If this information is in the evaluation section, please copy it here.

The Agency is limited in devoting the time and effort required to fully support all the participants who have already expressed the desire to work and the potential of other participants wanting to work in the future until a full-time Integrated Employment Specialist is added to the staff. Adequate office space/training room is necessary to prepare the participants for the transition to a working environment.

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.

A comprehensive plan to bring the Agency's Integrated Employment program into compliance is being done in stages. The first stage will be to hire the Integrated Employment Specialist, acquire adequate office space/training facility and organize the space for the most efficient use for training purposes. The second stage will be to conduct person-centered assessments of all participants who have already expressed interest in working. Begin training the participants to work and adequately prepare them for interviewing, searching for jobs, resume building, completing on-line applications, etc. The third stage is to build the participant's confidence and ability to perform the jobs they are seeking. The final stage will be when the participant is successful in obtaining a job or internship, successfully completing any probationary time and becoming a permanent employee.

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

Each participant learns and moves at a different pace. Objectives will include creating a resume that will emphasize the individual participant's strengths, learning how to interview and answer questions about their working history, learn what questions that cannot be asked during an interview, teaching the participant how to dress for an interview, how to be on time for the interview, how to make and keep good eye contact, how communicate verbally and in writing, etc. Each objective will be measured using a scale 1 to 5, where 1 is a not pass and 5 is successfully completed.

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.

Incorporated the success we have had in the past with participants who either did an internship or were hired as a permanent employee. But because of the improved person-centered assessment, going forward adjustments and refinements need to be made for greater success with the increased number of people wanting to work and the new challenging environment we face in the future. Competition for the positions returning to the job market will be more competitive than ever. We were beginning to work with the participants prior to the pandemic and have incorporated some of their interests and desires in working with the participants going forward.

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

The use of a person-centered assessment in all programs is now fully implemented. The previous assessment is now fully incorporated into the person-centered assessment. A more personalized plan allows the Integrated Employment Specialist to focus time and energy on areas that need the most work. It also allows the Specialist to concentrate on the employment fields that not only interests the participant but will also allow for the best

Home and Community-Based Services (HCBS) Rules

DEPARTMENT FUNDING GUIDANCE

employment success for future success.	
9. Please address your plan for maintaining the benefits, value, and success of your project at the conclusion of 2020-21 HCBS Funding.	
The benefit of having a larger dedicated office space and training area means the Agency can multi-task more efficiently when assisting multiple participants in finding a job. With the assistance of bringing Integrated Employment into HCBS compliance, the Agency will be able to maintain a dedicated Integrated Employment office/training space through the program allowing for incentives for each participant who completes over a year of employment.	
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 .	
PERSONNEL: Hire a bilingual Integrated Employment Specialist within 60 days; Part-time Consultant to train staff on implementing the person-centered assessments.	
OPERATING EXPENSES (1 st year): rent for 500 sf office/training space; office supplies for one full-time employee and 4+ participants; business wi-fi internet + modem	
ADMINISTRATIVE EXPENSES: Training Materials (copying, binding)	
CAPITAL EXPENSES: Desktop computer; all-in-one printer/fax/copier; desk, tables for training, office chair, table chairs, 3-drawer unilateral file cabinet; wall size white board; phone system; micro-cut shredder; projector for presentations; handicap mini-van to transport participants to interviews, career expos, job fairs	
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.	
The Agency anticipates being able to sustain the viability of the additional office/training space through increased participation in the Integrated Employment program and the incentive program.	
12. Have you or the organization you work with been a past recipient of DDS funding? If yes, what fiscal year(s)?	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) _____ If yes to any question be sure to answer questions 13 and 14.

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

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.
N/A
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.
N/A

HCBS CONCEPT BUDGET	\$217,850
Vendor Name	Independent Life Skills, LLC
Vendor Number(s)	PX0815, HX0803, HX0804, PX0794

	Year 1 Budget			Year 2 Budget		Total
	Wage and Benefits	FTE	Annual Cost	FTE	Annual Cost	Cost
Personnel (wage + benefits)						
Integrated Employment Specialist	15	2,600.00	\$ 39,000	2,600.00	\$ 39,000	\$ 78,000
Consultant - Person-Centered Trainer	40	40.00	\$ 1,600	40.00	\$ 1,600	\$ 3,200
			\$ -		\$ -	\$ -
			\$ -		\$ -	\$ -
			\$ -		\$ -	\$ -
			\$ -		\$ -	\$ -
			\$ -		\$ -	\$ -
			\$ -		\$ -	\$ -
			\$ -		\$ -	\$ -
Personnel Subtotal			\$ 40,600		\$ 40,600	\$ 81,200
Operating expenses						
Office Space for Training (approx 500 SF)			\$ 15,000		\$ 15,000	\$ 30,000
Office Supplies			\$ 12,000		\$ 9,000	\$ 21,000
Internet			\$ 1,450		\$ 1,450	\$ 2,900
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
Operating Subtotal			\$ 28,450		\$ 25,450	\$ 53,900
Administrative Expenses						
Training Materials			\$ 1,500		\$ 1,500	\$ 3,000
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
Administrative Subtotal			\$ 1,500		\$ 1,500	\$ 3,000
Capital expenses						
Computer			\$ 1,200		\$ -	\$ 1,200
All-in-One Printer, Color			\$ 500		\$ -	\$ 500
Desks, Chairs, Tables, File Cabinet			\$ 2,500		\$ -	\$ 2,500
White Board			\$ 50		\$ -	\$ 50
Phones			\$ 100		\$ -	\$ 100
Handicapped-equipped Van			\$ 75,000		\$ -	\$ 75,000
Shredder			\$ 200		\$ -	\$ 200
Projector			\$ 200		\$ -	\$ 200
					\$ -	\$ -
Capital Subtotal			\$ 79,750		\$ -	\$ 79,750
Total Concept Cost			\$ 150,300		\$ 67,550	\$ 217,850

See Attachment F for budget details and restrictions