

## 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: 01/27/21	Completed by: Alex Ofuonye
Vendor Name, Address, Contact: 84 <sup>th</sup> Street Adult Residential facility: 2111 West 84 <sup>th</sup> St. Los Angeles CA,90047. (310) 9031825    Harcourt Adult Residential facility: 5200 Angeles Vista Blvd Los Angeles, CA 90043	
Vendor Number: HX0600, HX0667	
Service Type and Code: Residential 113	

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<p><b><u>Federal Requirement #1:</u></b></p> <p><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?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please explain: Our program meets bullet points one and two but, due to our residents being nonverbal and intellectually disabled we would need assistance with staff training to meet bullet points three and four. With additional staff training and person-centered resources, our residents could pursue some form of employment or employment coaching, and have increased control over their personal resources.</p>	
<p><b><u>Federal Requirement #2:</u></b></p> <p><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?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please explain: Yes our program meets this requirement. All individuals have an IPP on file documenting the required items.</p>	
<p><b><u>Federal Requirement #3:</u></b></p> <p><i>Ensures an individual's rights of privacy, dignity and respect, and</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</li> </ul>

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<p><i>freedom from coercion and restraint.</i></p>	<p>understand, of their rights to privacy, dignity, respect, and freedom from coercion and restraint?</p> <ul style="list-style-type: none"> <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?</b> <input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>  Please explain: Yes the program ensures individual's rights and privacy, dignity and respect are maintained.</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?</b> <input type="checkbox"/> <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b>  Please explain: Although the program supports our individual's needs and preferences, additional staff training in person-centered planning will be needed to help our residents have maximum autonomy in voicing who they would like to see or talk to since they are non-verbal and intellectually disabled. A Person-Centered Activities Specialist position is being proposed within this request in order to oversee the processes for maximizing individual initiative, autonomy, and choice-making for all residents.</p>	
<p><b><u>Federal Requirement #5:</u></b>  <i>Facilitates individual choice regarding</i></p>	<p><b><u>Guidance:</u></b></p> <ul style="list-style-type: none"> <li>• Does the provider support</li> </ul>

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<p><i>services and supports, and who provides them.</i></p>	<p>individuals in choosing which staff provide their care to the extent that alternative staff are available?</p> <ul style="list-style-type: none"> <li>• Do individuals have opportunities to modify their services and/or voice their concerns outside of the scheduled review of services?</li> </ul>
<p><b>Does the service and/or program meet this requirement?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please explain: Since our residents are non-verbal and intellectually disabled, they have not been specifically requesting which staff will be working with them. If a resident likes working or does not like working with a staff member, sometimes they are able to communicate this to us through other behavior patterns which we use to match residents with staff successfully. We would need additional training in person centered practices in order to help our residents voice how they would like to modify their services. Also we would need training resources so staff can better communicate person-centered practices with our residents through non-verbal forms of communication.</p>	

<p><b><u>Federal Requirement #6:</u></b></p> <p><i>The unit or dwelling is a specific physical place that can be owned, rented or occupied under a legally enforceable agreement by the individual receiving services, and the individual has, at a minimum, the same responsibilities and protections from eviction that tenants have under the landlord/tenant law of the State, county, city or other designated entity. For settings in which landlord/tenant laws do not apply, the State must ensure that a lease, residency agreement or other form of written agreement will be in place for each participant and that the document provides protections that address eviction processes and appeals comparable to those provided under the jurisdiction's landlord/tenant law.</i></p>	<p><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"/> Yes <input type="checkbox"/> No</p> <p>Please explain: Yes our program meets these requirements and every resident has an admission agreement on file.</p>	
<p><b><u>Federal Requirement #7:</u></b></p>	<p><b><u>Guidance:</u></b></p>

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<p><i>Each individual has privacy in his/her sleeping or living unit:</i></p> <ul style="list-style-type: none"> <li><i>Units have entrance doors lockable by the individual, with only appropriate staff having keys to doors as needed.</i></li> <li><i>Individuals sharing units have a choice of roommates in that setting.</i></li> <li><i>Individuals have the freedom to furnish and decorate their sleeping or living units within the lease or other agreement.</i></li> </ul>	<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> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please explain: We do meet bullet point two. But due to our residents being intellectually disabled they do not voice their choice regarding roommates. And due to their high level of care they are not able to lock their door when they choose. This requirement could be met if we had access to training in person centered practices.</p>	
<p><b><u>Federal Requirement #8:</u></b></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><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?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please explain: Our program meets bullet points one and three. However, due to our residents being non-verbal and intellectually disabled we would need training in person centered practices in helping our residents voice that they would like their own personal schedule.</p>	
<p><b><u>Federal Requirement #9:</u></b></p> <p><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?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please explain: We meet bullet point number two. However, visitors are</p>	

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encouraged to visit during program hours as to not disrupt our other residents program and scheduled daily activities including school and day programming.

### **Federal Requirement #10:**

*The setting is physically accessible to the individual.*

### **Guidance:**

- 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?

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

Please explain: The program meets all of this requirement.

## CONTACT INFORMATION

Contact Name: Alex Ofuonye  
 Contact Phone Number: (310) 9031825  
 Email Address: aofuonye@wayfinderfamily.org

## ACKNOWLEDGEMENT

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

☒ I AGREE



## **Home and Community-Based Services (HCBS) Rules 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/>.

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Vendor name	Wayfinder (84 <sup>th</sup> adult street residential facility)
Vendor number(s)	PX0678
Primary regional center	South Central Los Angeles Regional Center
Service type(s)	Residential
Service code(s)	905, 915
Number of consumers typically and currently served	6
Typical and current staff-to-consumer ratio	AM-PM =2:1 & Noc. = 3:1

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.

Upon staff arrival for every shift they do a safety check of residents and the facility. From 3-4 pm they review the schedule of preferred activities and engage in scheduled activities with each resident. From 4-5pm they prepare and eat dinner. From 5-6pm they clean up and the residents bathe and change. From 7-8 pm staff are addressing any phone calls and completing documentation. This schedule is structured but due to our residents being non-verbal, staff take the lead in creating the scheduled activities based on knowledge and rapport built with residents. Ideally, we hope our residents can participate in all aspects of their program. But the schedule is subject to change base on individuals needs.

**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.

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

We propose funding to certify four (4) of the program leadership members in Person Centered Practices as certified trainers who could then train all Wayfinder milieu staff in PCP. In year two, we propose an additional two (2) program leadership members become certified as PCP trainers. We also propose a full time position to support the residents in designing and fulfilling their preferred activities, schedules, and possible employment opportunities. This position will be the Person Centered Activities Specialist and will be responsible for ensuring that all HCBS requirements related to voice and choice of their individual activities and schedules are consistently met for all residents. Because our residents are non-verbal and have intellectual disabilities, it is challenging to accurately identify the details of what they might prefer to do for their activities and it is also difficult to identify venues and opportunities outside of the home that would be a good safe fit for them to participate in successfully due to their challenges in communication and behavior. This funding request would enable our program to meet all HCBS requirements and ensure a sustainable plan for us to continue training new staff in PCP through certifying our program leadership as trainers.

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.



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1_x_ 2__ 3__ 4_x_ 5_x_ 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.
<p>Due to our residents being nonverbal and intellectually disabled we require ongoing access to training in Person Centered Practices for our staff so that they can fulfill all HCBS requirements for our residents. With access to a Person Centered Activities Specialist, residents could spend time with that staff member to determine all of their preferred activities, build their individualized schedule and even help them secure some form of employment or employment coaching and control their personal resources. Although the program supports our individual's needs and preferences, training will be needed to help our residents have complete autonomy in voicing who they would like to see or talk to since they are non-verbal and intellectually disabled.</p>
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.
<p>Through the funding request, we would certify up to six (6) staff as trainers in Person-Centered Planning and hire a Person Centered Activities Specialist, which would allow our staff to begin to think and work through the lens of a person-centered plan for each resident and support them on an ongoing basis. As a result, our residents could have full autonomy in their daily decisions and staff would be properly trained to understand their requests (non-verbal).</p>
6. What are the proposed outcomes and objectives of the concept, and what are the methods of achieving and tracking them?
<p>Allow staff a better understanding of communication between staff and residents to interpret their choices and preferences. Tracking would be done through the resident's IPP goals and behavioral goals tracking. We anticipate fewer Incident reports due to behaviors because there will be more successful communication between staff and residents.</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>Due to our residents being non-verbal, we were not able to get any verbal input from them in developing this concept. The fact that our staff require ongoing training and support in Person Centered Practices is highlighted by our not being able to get resident's feedback on this project. With the addition of several certified trainers on our staff, we will be able to gather input from our residents on all aspects of the home in the future.</p>
8. Please describe how the concept you propose will enable you to provide more person-centered services to your clients.
<p>Currently we do not have any staff certified as trainers in Person Centered Practices, so this funding will go directly to training our staff and supporting our residents in advocating and voicing their needs and choices. Our certified trainers will train all existing staff in PCP and train all new incoming staff as part of their onboarding. Ongoing refresher trainings will be conducted as well for staff and also the parents/guardians of our residents. Additionally, the Person Centered Activities Specialist will be able to design and implement fully individualized schedules of preferred activities for all residents and support them specifically in finding activities and employment opportunities.</p>

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<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>Training staff through a person-center plan will enrich the program from all areas. Staff working with residents will now have a better understanding of IPP's and will also know how to understand and respond to our resident's non-verbal forms of communication when they are voicing or advocating their needs. As a result, there will be a lot more engagement building a stronger connection between staff and residents.</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.</p> <p>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>.</p>	
<p>The majority of the cost in this project budget are the fees/training costs for 6 staff to become certified as Person Centered Practiced trainers, 4 staff in year one and 2 staff in year two. The second largest item is a full time position responsible for implementing person-centered activities for all residents.</p>	
<p>11. Please address sustainability of funding sources for all programs or concepts requiring any funding past the timeframe of the requested funding, especially those that involve staff or other long-term costs. Please mark "not applicable" if costs will all be incurred during the program timeframe; up to two years.</p>	
<p>The training costs will all be incurred during the project timeframe. Beyond the project timeframe, alternative funding will be raised for the sustainability of the Person Centered Activities Specialist role.</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 <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes.          If Yes, FY(s) _____</p> <p>Disparity Funding <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes.          If Yes, FY(s) _____</p> <p>CPP Funding <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes.          If Yes, FY(s) _____</p> <p>CRDP Funding <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes.          If Yes, FY(s) _____</p> <p>If yes to any question be sure to answer questions 13 and 14.</p>
<p><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>N/A</p>	
<p>14. If your organization received prior funding, please explain how the current funding</p>	

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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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N/A
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<b>HCBS CONCEPT BUDGET</b>	
Vendor Name	Wayfinder Family Services
Vendor Number(s)	HX0500, HX0567

	Year 1 Budget			Year 2 Budget		Total
	Wage and Benefits	FTE	Annual Cost	FTE	Annual Cost	Cost
<b>Personnel (wage + benefits)</b>						
Person Centered Activities Specialist	50000	1.00	\$ 50,000	1.00	\$ 50,000	\$ 100,000
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Personnel Subtotal			\$ 50,000		\$ 50,000	\$ 100,000
<b>Operating expenses</b>						
Person Centered Planning Certification - Staff #1			\$ 6,000		\$ 6,000	\$ 6,000
Person Centered Planning Certification - Staff #2			\$ 6,000		\$ 6,000	\$ 6,000
Person Centered Planning Certification - Staff #3			\$ 6,000		\$ 6,000	\$ 6,000
Person Centered Planning Certification - Staff #4			\$ 6,000		\$ 6,000	\$ 6,000
Person Centered Planning Certification - Staff #5				\$ 6,000	\$ 6,000	\$ 6,000
Person Centered Planning Certification - Staff #6				\$ 6,000	\$ 6,000	\$ 6,000
Pre-requisite training costs			\$ 3,000		\$ 1,000	\$ 4,000
age travel costs for staff to attend trainings			\$ 500		\$ 500	\$ 1,000
Food for trainings			\$ 250		\$ 250	\$ 500
					\$ -	\$ -
Operating Subtotal			\$ 27,750		\$ 13,750	\$ 41,500
<b>Administrative Expenses</b>						
Administrative and Management Personnel, facilities costs			\$ 11,660		\$ 9,500	\$ 21,160
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
Administrative Subtotal			\$ 11,100		\$ 9,300	\$ 21,160
<b>Capital expenses</b>						
None					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
Capital Subtotal			\$ -		\$ -	\$ -
Total Concept Cost			\$ 88,850		\$ 73,050	\$ 162,660

See Attachment F for budget details and restrictions