

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: Feb 9 th , 2021	Completed by: Synnaye Walker, Dr. Otis Walker
Vendor Name, Address, Contact: The S.T.E.P.S Center, 750 Terrado Plaza, ste #221 Covina CA 91723. 626-716-1213, swalker@stepscenter.org	
Vendor Number: HP0056	
Service Type and Code: Behavior Management - 515	

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<p><u>Federal Requirement #1:</u> <i>The setting is integrated in, and supports full access of individuals receiving Medicaid HCBS to the greater community, including opportunities to seek employment and work in competitive integrated settings, engage in community life, control personal resources, and receive services in the community, to the same degree of access as individuals not receiving Medicaid HCBS.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • Do individuals receive services in the community based on their needs, preferences and abilities? • Does the individual participate in outings and activities in the community as part of his or her plan for services? • If an individual wants to seek paid employment, does the home staff refer the individual to the appropriate community agency/resource? • Do individuals have the option to control their personal resources, as appropriate?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please explain: We lack adequate company vehicles to sufficiently enable individualized client settings choose options. Our participants have limited opportunity to access the community and other settings due to limited company owned transportation vehicles. We are requesting additional funding for vehicles that can be used to transport clients to a wider variety of destinations determined by client choice of settings. We lack a Job Developer position. S.T.E.P.S. Center is limited in its resources to maximize or take advantage of employment opportunities for our program participants and their needs for help in reaching out to community agencies/resources and employers for employment opportunities that match our participants skill sets and preferences. We lack a Benefits Specialist position to facilitate participants employment opportunities. S.T.E.P.S recognizes that for a job developer to create meaningful impact with our participants, it would be prudent to add a position to counsel participants, homes and families regarding how employment will affect their benefits. Based on a poll of our participants, many are interested in employment but are hesitant due to fear of losing benefits. This prevents many individuals from seeking or retaining full time employment. A benefits specialist would be responsible for researching and navigating the system for the participants we serve as well as their families to clear-up any misunderstandings of the system. S.T.E.P.S is requesting funding to establish a Job Developer and Benefits Specialist roles to enhance participants choices and opportunities in getting paid employment.</p>	

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<p><u>Federal Requirement #2:</u> <i>The setting is selected by the individual from among setting options, including non-disability-specific settings and an option for a private unit in a residential setting. The setting options are identified and documented in the person-centered service plan and are based on the individual's needs, preferences, and, for residential settings, resources available for room and board.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • Does the provider have a current regional center Individual Program Plan (IPP) on file for all individuals? • Does each individual's IPP document the different setting options that were considered prior to selecting this setting?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please explain: We have each participant's Individual Program Plan (IPP) on file as provided by the Regional Center. Although setting options are included in the IPP, it has been well documented that most people in the United States are profoundly uncomfortable with people who have intellectual disabilities. This has led, consciously or unconsciously, to health care, housing, and employment that segregates people with disabilities from the rest of society thus denying such individuals of the right to community-based integrations of choice. Presently, S.T.E.P.S. has limited means of educating the community to decrease these negative interactions with intellectually disabled clients. We lack the resources to provide education to community members and organizations regarding the advantages and values of reducing negative stereotypes and stigmas of individuals with developmental disabilities. We seek funding to establish community outreach designed to educate and encourage the community to consciously embrace inclusion of intellectually disabled participants into everyday life activities within the community.</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.)?

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<p>Does the service and/or program meet this requirement? <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please explain: Partially met. We lack tablets, client internet accessibility and other assistive technology tools to aid in providing effective communications. Tablets will assist in communication with individuals who require braille, large font print, sign language and translations of various languages. These tools will assist staff communication with individuals in a manner which they can understand.</p>	
<p><u>Federal Requirement #4:</u> <i>Optimizes but does not regiment individual initiative, autonomy, and independence in making life choices, including, but not limited to, daily activities, physical environment, and with whom to interact.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • Does the provider offer daily activities that are based on the individual's needs and preferences? • Does the provider structure their support so that the individual is able to interact with individuals they choose to interact with, both at home and in community settings? • Does the provider structure their support so that the individual is able to participate in activities that interest them and correspond with their IPP goals?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please explain: We lack adequate Person-Centered-Thinking(PCT) trainer needed to enhance client individual choice options. We currently have a risk situation of only one PCT Trainer staff member without a backup. We need an additional Certified PCT Trainer staff member(s) to conduct PCT training for all staff ongoing to improve individual client choices as to settings, activities, whom to interact with etc. We are currently offering workshops to outside organizations and families in PCM, ASL and Positive Behavioral Support. PCT will be an addition to these value-added workshops. We are requesting additional funding to develop a second PCT Trainer staff member.</p>	
<p><u>Federal Requirement #5:</u> <i>Facilitates individual choice regarding services and supports, and who provides them.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • Does the provider support individuals in choosing which staff provide their care to the extent that alternative staff are available? • Do individuals have opportunities to modify their services and/or voice their concerns outside of the scheduled review of services?

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

Please explain: Partially met. Where possible, we currently work with participants to choose which staff to program with and what services and support are provided when feasible. To provide adequate PCT training to staff members, a minimum of 4 hours for 4 days of training is required per staff. These hours will be in addition to normal staff work hours. STEPS is requesting funding to assist with the initial cost associated with providing such an extensive and beneficial training to staff members.

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Only providers of services in **provider-owned or controlled residential settings** need to complete the remainder of this evaluation. In **provider-owned or controlled residential settings**, in addition to the above requirements, the following requirements must also be met:

<p><u>Federal Requirement #6:</u></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><u>Guidance:</u></p> <ul style="list-style-type: none"> • As applicable, does each individual have a lease, residency agreement, admission agreement, or other form of written residency agreement? • Are individuals informed about how to relocate and request new housing?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please explain:</p>	
<p><u>Federal Requirement #7:</u></p> <p><i>Each individual has privacy in his/her sleeping or living unit:</i></p> <p><i>Units have entrance doors lockable by the individual, with only appropriate staff having keys to doors as needed.</i></p> <p><i>Individuals sharing units have a choice of roommates in that setting.</i></p> <p><i>Individuals have the freedom to furnish and decorate their sleeping or living units within the lease or other agreement.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • Do individuals have a choice regarding roommates or private accommodations? • Do individuals have the option of furnishing and decorating their sleeping or living units with their own personal items, in a manner that is based on their preferences? • Do individuals have the ability to lock their bedroom doors when they choose?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please explain:</p>	

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<p><u>Federal Requirement #8:</u> <i>Individuals have the freedom and support to control their own schedules and activities, and have access to food at any time.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • Do individuals have access to food at any time? • Does the home allow individuals to set their own daily schedules? • Do individuals have full access to typical facilities in a home such as a kitchen, dining area, laundry, and comfortable seating in shared areas?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Please explain:</p>	
<p><u>Federal Requirement #9:</u> <i>Individuals are able to have visitors of their choosing at any time.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • Are visitors welcome to visit the home at any time? • Can individuals go with visitors outside the home; such as for a meal or shopping, or for a longer visit outside the home, such as for holidays or weekends?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Please explain:</p>	
<p><u>Federal Requirement #10:</u> <i>The setting is physically accessible to the individual.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • Do individuals have the freedom to move about inside and outside the home or are they primarily restricted to one room or area? • Are grab bars, seats in bathrooms, ramps for wheelchairs, etc., available so that individuals who need those supports can move about the setting as they choose? • Are appliances and furniture accessible to every individual?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Please explain:</p>	

CONTACT INFORMATION

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Contact Name: Synnaye Walker
Contact Phone Number: 626-716-1213
Email Address: Swalker@stepscenter.org

ACKNOWLEDGEMENT

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

I AGREE

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Regional center vendors may receive funding to make changes to service settings and/or programs to help them come into compliance with the HCBS rules. To be considered for funding, vendors must complete and submit this form and the provider compliance evaluation form as one packet to the regional center with which it has primary vendorization.

Instructions:

- The concept form on the next page must be used, may not exceed four pages plus the budget worksheet and any cost backup, and must be kept in Arial 12-point font. Submit the form in Microsoft Word or PDF format. An extra half page is permitted to answer questions about prior funding.
- Using a form from previous years will negatively impact a concept score, so please ensure the current FY 20-21 form is used.
- For providers that operate programs with several vendor numbers involved in one concept, one evaluation and concept form should be submitted and should list all vendor numbers for related/included programs. If multiple programs owned by the same parent company have different compliance evaluations or concepts, additional applications can be submitted but should be attached in the same document as the other owned programs so they can be reviewed together.
- The results of the evaluation should be clearly laid out in the section referring to identification of federal requirements that are currently out of compliance, which the concept will address.
- The concept form includes detailed information that describes the funding requests and supports how the requests will assist the provider to come into compliance.
- There should be a clear link between what is being requested and the federal requirement currently out of compliance.
- Concepts should demonstrate how the requested change in service delivery will impact individuals in offering more choices and opportunities.

Strengths of previously funded concepts:

- Identified the need as well as proposed a plan to provide outreach and information regarding the HCBS rules to individuals served and members of their support teams.
- Discussed the need for additional funds to effectively support individuals served on a more individualized basis in overcoming barriers to community integration and employment, as appropriate.
- Prioritized the preferences of individuals served and utilized their feedback in the development of the concept.
- Implemented a sustainable plan for person-centered planning/thinking and training regarding the HCBS rules.
- Enabled residents to age in place and exercise more choice and independence.

More information on the HCBS rules and this form can be found at <https://www.dds.ca.gov/initiatives/cms-hcbs-regulations/>.

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Vendor name	The S.T.E.P.S. Center
Vendor number(s)	HP0056
Primary regional center	San Gabriel Pomona Regional Center
Service type(s)	Behavior Management Day Program
Service code(s)	515
Number of consumers typically and currently served	6
Typical and current staff-to-consumer ratio	1:3
<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>S.T.E.P.S Center Day Program provides behavioral management services to intellectually disabled adults in need of support with challenging and/or socially inappropriate behavior(s) in groups of 1:3 ratio. S.T.E.P.S believes that providing community integrations and employment options to these individuals promotes the ability to live, work and participate within regular community settings. Typical day services consist of community integrations performing behavioral programming in a group setting. Currently, alternative services are provided based on IDT agreements which consist of in person at their respective locations/homes, Zoom Meetings, Activity Drop-Offs (to help prevent the spread of the deadly COVID19 Virus. In-Person Services are conducted outdoors with social distancing and increased sanitations and other precautions as virus preventative measures.</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>PCT Trainer: The Certified PCT Trainer staff will ensure consistency and continuation of PCT training for all staff to improve client choices as to settings, activities, whom to interact with etc. Vehicles: Increases individualized client settings choices. Company vehicles will be used to transport clients to a wider variety of destinations determined by client choice of settings. Assistive Technology Tools: Tablets and other such tools will assist in communication with individuals who require braille, large font print, sign language and translations of various languages. These tools will assist staff communication with individuals in a manner which they can understand.</p>	

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Job Developer Specialist: Job Developer will facilitate opportunities for competitive employment centered around the individual's interests, abilities, skills and preferences.

Benefits Specialist: Will provide informative counseling to participants, homes and families regarding how employment will affect their benefits and reduce the fear of losing benefits due to employment. **Community Outreach:** Will help to reduce negative community perceptions and behaviors toward intellectually disabled population. This will be done via community education and encouragement to consciously embrace inclusion. **PCT Training Expense:** The cost to initially train all staff in PCT will require a minimum of 16 hours per staff in addition to normal work hours. We are requesting funding to assist in this initial training of our staff.

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

1_X_ 2_X_ 3_X_ 4_X_ 5_X_ 6___ 7___ 8___ 9___ 10___

4. For each HCBS out-of-compliance federal requirement that is being addressed by this concept, describe the barriers to compliance and why this concept is necessary. If this information is in the evaluation section, please copy it here.

Requirement #1: Transportation: Lack of sufficient company vehicles limits abilities to provide adequate choice of settings because employees are reluctant to driving their own cars outside the immediate community. **Job Developer:** S.T.E.P.S is resource limited to take advantage of employment opportunities for the participants and their needs for assistance in reaching out agencies/resources for employment that matches their skills and preferences. This role is vital in getting participants employment to enhance choices and opportunities. **Benefits Specialist:** Participants and families fear losing their benefits relative to gaining employment. This fear discourages them from seeking meaningful employment. This position is necessary to dispel the fear of loss of benefits and employment. **Requirement #2 Community Outreach:** We lack resources to educate community members and organizations on the values and advantages of reducing stereotypes of individuals with developmental disabilities. Embracement of individuals regardless of their developmental disabilities will result in minimizing biased community perceptions and behaviors. **Requirement #3: Assistive Technology:** We lack assistive technology needed to effectively communicate with individuals. Inability to communicate limits choices. Providing assistive technology to clients will also significantly increase their connections with others, rights to privacy, dignity and respect. **Requirement #4: PCT Trainer:** We lack a secondary PCT trainer. We need more than one trainer to provide training ongoing to improve client choice and options. **Requirement #5: PCT Training Expense:** The cost to initially train all staff in PCT will require a minimum of 16 hours per staff in addition to normal work hours. We are requesting funding to assist in this initial training of our staff.

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.

Requirement #1: Adequate Company vehicles will increase the client's ability to choose desired setting options. Jobs Developer will increase employment opportunities for clients. Benefits Specialist will enhance employment opportunities by eliminating client

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and family misunderstandings as to benefits being negatively impacted by employment. **Requirement #2:** Community Outreach settings will help to reduce negative perceptions and behaviors toward intellectually disabled population. This will be done via community education and encouragement to consciously embrace inclusion of intellectually disabled participants into everyday life activities within the community. **Requirement #3:** Assistive Technology will enable effective communications with clients to improve daily living activities and communicate in a manner they can understand to ensure their rights to privacy, dignity. **Requirement #4:** An additional PCT trainer will ensure ongoing trained staff that structures their support so individuals are able to choose which individuals to interact with, choice of activities and settings. **Requirement #5:** PCT is an extensive training requiring many hours to gain understanding. Funds will ensure the appropriate time is allocated for initial PCT training. In-Depth PCT Training of staff will improve skills to provide person-centered practices and techniques.

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

Outcomes of PCT are to ensure staff has a firm grasp of how to implement PCT to assist clients in gaining greater control over their lives. This outcome will be achieved thru an additional PCT trainer staff member so ongoing training to all staff is ensured. Adequate company vehicles will enable greater community access to expand vocational opportunities and improve setting choices. Acquisition of company vans eliminates staff push-back of using their personal vehicles. Assistive Technology will improve daily communications with clients in a manner they understand. We will achieve this objective via acquisition of assistive technology such as tablets, apps etc. Community Outreach events will aid in educating the community and organizations of the values and advantages of embracing all people regardless of their developmental disabilities. This will be achieved thru conducting community and organizational outreach events. Expected outcome of a Jobs Developer is to increase jobs acquisitions and sustainment. This goal will be accomplished by coaching and mentoring clients for employment and establishing working relationships with employers, public agencies and industry organizations. Benefits Specialist will remediate confusions regarding benefits impacted by employment. We will track the effectiveness of each outcome and objective via our inhouse developed metrics measuring and reporting model and client feedback.

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.

S.T.E.P.S. deploys interviews and surveys with the clients, their guardians and within the staff team so they may express their concerns, suggestions and interest.

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

Job developer enables client choices of jobs prep, acquisitions and retention. Benefits Specialist will enhance their ability to choose employment without the worry about their benefits. PCT trainer will increase staff abilities to provide engaged preferences toward evolving a more rewarding and well-rounded life. Additional vehicles increase choices of

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settings and activities. Assistive Technology (i.e., tablets) increase staff communication with clients which increases their abilities to conduct basic daily living activities via the ability to express their desires/needs and opinions. Community Outreach Events helps to reduce community and organization negative stereotyping of clients with developmental disabilities resulting in increased client opportunities otherwise closed off to them. PCT Training Expense will ensure the appropriate amount of time is allocated for initial PCT training. In-Depth PCT Training of staff will improve their skills to provide person-centered practices and techniques.

9. Please address your plan for maintaining the benefits, value, and success of your project at the conclusion of 2020-21 HCBS Funding.

The initial cost of design, acquisitions and deployment of new processes and vehicles requires far more resources and costs than post-purchase operations. Therefore, efficiencies gained during the development and other preoperational phases will be at a much lower cost of operations going forward and thus feasible to sustain. Additionally, employee tasks associated with each concept will become part of their regular job duties and added to the program design. The jobs developer role will be funded by employers' finders' fees. The benefits specialist role will be funded through increased clients served. With projected increased client population and process efficiencies, S.T.E.P.S. will be able to maintain the benefits, value, and success of the project(s) at the conclusion of 2020-21 HCBS Funding.

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](#).

Person Centered Train-the-Trainer: (Training, Observation, Mentoring) - PCT training @ \$19,500 for one staff member. Temporary Project Manager @ \$5,000 to develop, train & implement new procedures. Vehicle(s): \$71,000 for two 5 passenger vehicles. Vehicle Warranty: \$2,400 to purchase & maintain van warranties for two years. Annual Vehicle Licenses & Registrations \$2,000. Annual Auto Insurance for two years \$3,600. Assistive Technology: iPads/internet/apps \$3,000. Community outreach events: \$1,500 - Facility setup/tear down, cost of room usage, equipment & supplies, marketing, activities, food & beverage, print educational materials. Travel \$1,500 covers in state travel required to complete the project. Job Developer \$65,000 per year. Accounting \$3500 - Dedicated Tracking of HCBS Accounting Expenditures.

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.

N/A. All costs will be incurred during the two-year program time frame.

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<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 ___ No <u>X</u> Yes. If Yes, FY(s) 2019 - 2020 ___ Disparity Funding <u>X</u> No ___ Yes. If Yes, FY(s) _____ CPP Funding <u>X</u> No ___ Yes. If Yes, FY(s) _____ CRDP Funding <u>X</u> No ___ Yes. If Yes, FY(s) _____</p> <p>If yes to any question be sure to answer questions 13 and 14.</p>
<p>For providers who have received prior HCBS, Disparity, CPP or CRDP Funding from DDS</p>	
<p>13. If your organization has received prior funding from any of the above sources, please provide an update on the prior funding project. You may copy and paste from progress update(s) previously provided to regional centers or DDS.</p>	
<p>Director is currently receiving mentoring to become a PCT trainer. Although the training has not yet been completed, PCP concepts have been introduced to the program such as improved progress notes, 1 person description for all participants and other PCP concepts. Van purchases are currently in progress.</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>The Learning Company (TLC) has recommended a minimum of two (2) PCT trainers for an organization to provide sufficient training. Currently, S.T.E.P.S. has one pending trainer. Initial funding request was for three vehicles, we received funding for one vehicle. One vehicle does not allow us to provide choices for settings. We are requesting two additional vehicles.</p>	

HCBS CONCEPT BUDGET		HCBS 2020 - 2021				
Vendor Name		The S.T.E.P.S. Center				
Vendor Number(s)		HP0056				
	Wage and Benefits	Year 1 Budget		Year 2 Budget		Total
		FTE	Annual Cost	FTE	Annual Cost	Cost
Personnel (wage + benefits)						
Job Developer Specialist		1.00	\$ 65,000	1.00	\$ 69,000	\$ 134,000
Benefits & Taxes (Job Developer)		1.00	\$ 13,750	1.00	\$ 14,750	\$ 28,500
Certified PCT Trainer(one staff member)		0.15	\$ 15,000	0.10	\$ 4,500	\$ 19,500
Project Manager		0.10	\$ 5,000	0.10	\$ 4,000	\$ 9,000
Benefits Specialist		0.50	\$ 26,000	0.50	\$ 28,000	\$ 54,000
Benefits & Taxes (Benefits Specialist)		0.50	\$ 6,500	0.50	\$ 7,000	\$ 13,500
Personnel Subtotal			\$ 131,250		\$ 127,250	\$ 258,500
Operating expenses						
Travel			\$ 1,500		\$ 700	\$ 2,200
Accounting (Dedicated HCBS Tracking)			\$ 3,500		\$ 4,000	\$ 7,500
Facility Operating Costs(Community Outreach)			\$ 2,000		\$ 1,200	\$ 3,200
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
Operating Subtotal			\$ 7,000		\$ 5,900	\$ 12,900
Administrative Expenses						
Vehicles Warranty			\$ 1,200		\$ 1,200	\$ 2,400
Vehicles Licenses & Registration			\$ 1,000		\$ 1,000	\$ 2,000
Auto Insurance			\$ 1,800		\$ 1,800	\$ 3,600
Vehicles Maintenance & Upkeep			\$ 500		\$ 700	\$ 1,200
Certified PCT Training			\$ 2,000		\$ 2,500	\$ 4,500
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
Administrative Subtotal			\$ 6,500		\$ 7,200	\$ 13,700
Capital expenses						
2019 Ford Transit Connect - 5 passenger van			\$ 31,000			\$ 31,000
2020 Ford Transit Connect - 5 passenger van					\$ 40,000	\$ 40,000
Assistive Technology Tools			\$ 1,000		\$ 2,000	\$ 3,000
Community Outreach Equipment & Furniture			\$ 1,000		\$ 500	\$ 1,500
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
Capital Subtotal			\$ 33,000		\$ 42,500	\$ 75,500
Total Concept Cost			\$ 177,750		\$ 182,850	\$ 360,600

See Attachment F for budget details and restrictions