

**Mental Health Services Act (MHSA)  
Capital Facilities and Technological Needs  
Component**

**Capital Facilities Project Proposal**

**PROPOSED GUIDELINES**

**FOR THE COUNTY'S THREE-YEAR PROGRAM  
AND EXPENDITURE PLAN**

**March 18, 2008**

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## OVERVIEW

Upon approval by the California Department of Mental Health (DMH) of the Capital Facilities segment of the Capital Facilities and Technological Needs Component, the County may request MHSA funds for specific Capital Facilities projects via the Capital Facilities Project Proposal(s). Guidelines for such Project Proposals are as follows:

### **PART I: General Capital Facilities Requirements**

#### ***Capital Facility Definition***

A “Capital Facility” is a building secured to a foundation which is permanently affixed to the ground and used for the delivery of MHSA services to individuals with mental illness and their families or for administrative offices. Capital Facility funds may be used by the County to acquire, develop or renovate such buildings or to purchase land in anticipation of acquiring/constructing a building. Capital Facility expenditures must result in a capital asset which increases the County Department of Mental Health’s infrastructure on a permanent basis (i.e., acquisition of buildings rather than rental or leased buildings) and must result in an expansion of the capacity/access of existing services or the provision of new services.

#### ***Allowable Expenditures***

The County may utilize Capital Facilities funds to:

- Acquire and build upon land that will be County-owned
- Acquire buildings that will be County-owned
- Construct buildings that will be County-owned
- Renovate buildings that are County-owned
- Establish a capitalized repair/replacement reserve for buildings acquired or constructed with Capital Facilities funds and/or personnel cost directly associated with a Capital Facilities Project, i.e., a project manager.

The County may utilize Capital Facilities funds to renovate buildings that are privately owned if the building is dedicated and used to provide MHSA services. The County shall:

- 1) When the renovation is for treatment facilities, describe how the renovation will benefit the clients served in the facility i.e., will result in an expansion of the capacity/access to existing services or the provision of new services;
- 2) When the renovation is for administrative offices, describe how the administrative offices augment/support the County’s ability to provide programs/services, as set forth in the County’s Three-Year Program and Expenditure Plan (Three-Year Plan), and
- 3) Describe how the costs of renovation are reasonable and consistent with what a prudent buyer would incur. The prudent buyer refuses to pay more than the going price for an item/service and seeks to economize by minimizing costs.
- 4) Demonstrate a method for protecting its capital interest in the renovation. Examples of methods counties might use to protect their capital interest in renovated facilities include, but are not limited to:
  - Instituting a deed restriction on property use in exchange for the resources invested.

- Amending loan agreements to reflect all improvements are considered property of the County which allows the County the option of removing the improvements if specified conditions are not met.
- Acquiring an interest in the property as evidenced by a grant deed.

### ***Specific Requirements***

Funds shall be used for land and buildings, including administrative offices, which enable the County and/or contract provider to provide programs/services, as set forth in the County's Three-Year Program and Expenditure Plan.

- Capital Facilities funds shall only be used for those portions of land and buildings where MHSA programs, services and administrative supports are provided; consistent with the goals identified in the Community Services and Supports (CSS) and Prevention and Early Intervention (PEI) components of the County's Three-Year Plan.
- Land acquired and built upon or construction/renovation of buildings using Capital Facilities funds shall be used to provide MHSA programs/services and/or supports for a minimum of twenty years.
- All buildings under this component shall comply with federal, state and local laws and regulations including zoning and building codes and requirements; licensing requirements, where applicable; fire safety requirements; environmental reporting and requirements; hazardous materials requirements; the Americans with Disabilities Act (ADA), California Government Code Section 11135 and other applicable requirements.
- Capital Facilities funds may be used to establish a capitalized repair/replacement reserve for buildings acquired or constructed with Capital Facilities funds. The reserve will be controlled, managed, and disbursed by the County.
- The County shall ensure that the property is updated to comply with applicable requirements, and maintained as necessary, and that appropriate fire, disaster, and liability insurance coverage is maintained.
- Under limited circumstances Counties may "lease (rent) to own" a building. The County must provide justification why "lease (rent) to own" is preferable to the outright purchase of the building and why the purchase of such property, with MHSA Capital Facilities funds, is not feasible.
- For purchase of land with no MHSA funds budgeted for construction of a building or purchase of a building (i.e. modular, etc.), the County must explain its choice and provide a timeline with expected sources of income for the planned construction or purchase of building upon this land and how this serves to increase the County's infrastructure.

### ***Examples of Costs***

#### **Examples of costs for which Capital Facilities funds may be used:**

- To purchase a building for use as a clinic, clubhouse, wellness and recovery center, an office space, etc., where the County is the owner of record.
- To purchase a building where vocational, educational and recreational services are provided to individuals and families to support MHSA services and the County is the owner of record.
- To purchase land where a clinic, clubhouse or other types of buildings will be built that support MHSA services and the County is the owner of record.

- To make an existing building more accessible to clients and family and compliant with the ADA and California Government Code Section 11135.
- To establish a capitalized repair/replacement reserve for a building acquired with Capital Facilities funds.
- To purchase a modular building for mental health services located on school grounds.
- To cover costs associated with construction of a new building on land including parking lots, sidewalks, easements, exterior lighting, initial landscaping, etc.
- To renovate existing space to create a common room for clients to meet and/or for a computer room for client access.

**Examples of costs for which Capital Facilities funds may not be used:**

- Master leasing or renting of building space.
- Purchase of vacant land with no plan for building construction.
- Acquisition of land and/or buildings and/or construction of buildings, and establishment of a capitalized repair/replacement reserve when the owner of record is a non-government entity.
- Facilities where the purpose of the building is to provide housing.
- Acquisition of facilities not secured to a foundation that is permanently affixed to the ground (i.e., cars, buses, trailers, or recreational vehicles).
- Operating costs for the building (e.g., insurance, security guard, taxes, utilities, landscape maintenance, etc).
- Furniture or fixtures not attached to the building (e.g., desks, chairs, tables, sofas, lamps, etc).

***Restrictive Settings***

A restrictive setting is defined as a facility which utilizes a secured perimeter and/or locked exit doors and/or where other mechanical/electrical means are used to prevent the clients from exiting at will.

In general, Capital Facilities funds shall be used for buildings that serve clients in less restrictive settings. However, if a County submits a proposal for a Capital Facilities project, whether acquisition, construction, or renovation, that is a restrictive setting, in accordance with Welfare and Institutions Code (WIC) Section 5847(a) (5), the County must demonstrate the need for a building with a restrictive setting by submitting specific facts and justifications for the Department's review and approval as follows:

- There is an unmet need within the County for a restrictive facility in order to adequately serve clients with serious mental illness and/or emotional disorder.
- These needs cannot be adequately served in a less-restrictive setting. The County shall include specific reasons to substantiate the inability to meet the needs in a less-restrictive setting.
- It is not feasible to build the required facility using non-MHSA funds. The County shall include specific reasons for non-feasibility.
- The County has pursued, and been unable to obtain, other sources of funding.
- The proposal for a restrictive facility was developed through a Community Program Planning Process and Local Review Process in accordance with Title 9 California Code of Regulations (CCR) Sections 3300, 3310, and 3315.

## **PART II: Planning and Submission Guidelines**

### ***Planning***

Consistent with MHSA statutory requirements WIC Sections 5848 (a) and (b) and 9 CCR Section 3300 and 3315(b), each County Capital Facilities Project Proposals and Technological Needs Project Proposal shall be developed with local stakeholders and made available in draft form and circulated for review and comment for at least 30 days to representatives of stakeholder interests and any interested party who has requested a copy of the Project Proposal. If a Project Proposal is submitted along with the Capital Facilities Component Proposal, a public hearing must be held that includes the Project Proposal as well as the Component Proposal. The County shall submit a summary and analysis of any substantive revisions made as a result of stakeholder input. No public hearing is required for Capital Facilities and Technological Needs Project Proposals submitted as updates to the approved Capital Facilities and Technological Needs Component.

### ***Submission***

In submitting Capital Facilities Project Proposals, Counties may submit Project Proposal(s) and budget(s) for less than the total Planning Estimate for their County. The County may subsequently submit additional Project Proposals up to the amount of the funding available in the Planning Estimates. All required exhibits must be included with each submission; and, each submission must include documentation consistent with the approved Capital Facilities Component Proposal. Funding requests for Capital Facilities projects plus any requests for Technological Needs projects shall not exceed funds available through the Planning Estimates. If Capital Facilities Project Proposals are submitted for more than the total amount of funds available, the County must account for the added expenditure from non-MHSA funds.

Capital Facilities Project Proposal(s) should be submitted to the department electronically, with one unbound paper copy that includes the appropriate signatures. Capital Facilities Project Proposal(s) will not be accepted via fax. The electronic copy of the Capital Facilities Project Proposal(s) should be emailed to DMH at the email address below. The signed original Capital Facilities Project Proposal(s) should be submitted to:

**California Department of Mental Health  
Capital Facilities Project Proposal  
Attn: Child and Family Program  
1600 9th Street, Room 130  
Sacramento, CA 95814**

**[MHSA-CFTN@DMH.CA.GOV](mailto:MHSA-CFTN@DMH.CA.GOV)**

**Final electronic versions of the exhibits may be posted on the DMH web site.**

All Capital Facilities Project Proposals must include:

- **Project Proposal Face Sheet** (Exhibit 1). The Face Sheet must be signed by the County Mental Health Director, who verifies that all Project Proposal requirements/certifications are met.
- **Project Proposal Narrative** (Exhibit 2)
- **Project Details** (Exhibit 3)

- **Project Proposal Fact Sheet** (Exhibit 4)
- **Sample Budget Summary** (Exhibit 5)
- **Sample Project Timeline** (Exhibit 6)
- **Annual Status Report** (Exhibit 7)

### ***Funding***

County mental health programs must have an approved Capital Facilities Component Proposal prior to DMH approving a request for MHSA funds for a specific Capital Facilities Project. These documents may be submitted concurrently.

If a proposed Capital Facilities Project will not be used exclusively to provide mental health services, and/or if total project costs exceed the amount of the County's Planning Estimate, the County must include an explanation of the allocation of space, allocation of costs, and a detailed explanation of other funding sources. The County should use a reasonable allocation approach to determine the share of a Project's cost related to the MHSA, such as percentage of square feet or the number of clients served within programs (e.g. Mental Health clients versus Primary Health Care).

The County shall also certify that the use of funds will not result in supplantation, as required by WIC Section 5891 and Title 9 California Code of Regulations (CCR) Sections 3410 and 3500.

Except for specified pre-development costs, Capital Facilities expenditures made prior to the approval of the Capital Facilities/Technological Needs Component and Capital Facilities Project Proposal are not allowed. The specific, allowable pre-development costs are architectural, engineering, legal and environmental services, and costs associated with site control (e.g., security deposit on purchase agreement or on lease/rent-to-own agreement). These costs will be reimbursable upon Capital Facilities Project Proposal approval and shall be included in the proposed project budget and overall project cost.

### ***Review and Approval***

The review and approval process for the Capital Facilities Project Proposal will be completed within sixty days, assuming the County provides timely response for any additional information requested by DMH. The MHSA Oversight and Accountability Commission (OAC) will participate in the review and comment on the Project Proposal. Staff from DMH will work closely with County staff to assist with Capital Facilities Project Proposal submission, identify any needed additional information, and obtain approvals.

## **PART III: Capital Facilities Project Proposal Guidelines**

For purposes of consistency and evaluation, Counties should designate a title for each proposed Capital Facilities project and utilize the title throughout the Project Proposal.

The following information must be provided for each proposed Capital Facilities Project.

### ***(A) Project Proposal Narrative***

- 1) Provide a brief narrative description of stakeholder involvement in identification and development of the proposed Capital Facilities Project in accordance with Title 9, CCR Sections 3300, 3310, 3315.
  - If the proposed project deviates from the information presented in the already approved Exhibits 2 and 3 of the Component Proposal, the County must describe stakeholder involvement and support for the deviation.
- 2) Explain how the proposed Capital Facilities Project supports the goals of the MHSA and the provision of programs/services contained in the County's Three-Year Program and Expenditure Plan including consistency with the County's approved Capital Facilities segment of the Capital Facilities and Technological Needs Component. Include how the Proposed Project will produce long-term impacts with lasting benefits that move the Public Mental Health System towards the goals of expansion of opportunities for accessible community-based services for clients and their families.-

### ***(B) Project Details***

In addition to the narrative description above, the following Project details must be provided for each Project:

- 1) Project Title
- 2) The type of building(s) and whether the building is being acquired with/without renovation or whether the Project involves new construction.
  - If the Project involves building acquisition and renovation, describe the prior use and ownership.
  - If the Project involves renovation of an existing facility, indicate whether County owned or owned by a private entity. The County shall describe the scope of the renovation and the method used to ensure the costs of the renovation are reasonable and consistent with what a prudent buyer would incur. If privately owned, include a description of the private entity's efforts in determining the cost of renovation.
  - When the renovation is for treatment facilities, the County shall describe how the renovation will result in an expansion of the capacity/access to existing services or the provision of new services.
  - When the renovation is for administrative offices, describe how the administrative offices augment/support the County's ability to provide programs/services, as set forth in the County's Three-Year Plan.



- When the Project involves renovation of a privately owned building, the County must describe the method for protecting its capital interest in the renovation and use of the property, i.e. the terms and conditions of a deed of trust, lease agreement, loan agreement, regulatory agreement, grant deed, and/or other instrument commonly used by the County for this purpose.
- 3) The intended purpose, including programs/services to be provided and the projected number of clients/individuals and families and the age groups to be served, if applicable.
  - 4) The location, including address and, if providing services to clients, the proximity to public transportation, and the type of structures and property uses in the surrounding area.
  - 5) Whether the building(s) will be used exclusively to provide MHSA programs/services and supports or whether it will also be used for other purposes. If the building will be used for purposes other than the provision of mental health programs/services and/or supports, the plan should indicate:
    - The percentages of space that will be designated for mental health programs/services and supports and for other uses
    - The relationship between the mental health programs/services and supports and the other uses, i.e., co-located services (Note: Use of MHSA funds for facilities providing integrated services for alcohol and drug programs and mental health is allowed as long as the services are demonstrated to be integrated.)
  - 6) Describe the steps the County will take to ensure the property/facility is maintained and be used to provide MHSA programs/services and/or supports, for a minimum of twenty years.
  - 7) A proposed budget and budget narrative (Exhibit 5). In the budget narrative include the following:
    - Ongoing operating costs and any repair/replacement reserve. Include a description of how the property/facility will be maintained for the minimum twenty-year time period.
    - If only part of a building is used for mental health programs and services, describe both the costs allocated to the MHSA Capital Facilities funding and the costs allocated to other revenue sources.
  - 8) Describe what structure is in place to manage the project and track the usage, costs, maintenance, etc., over time (Exhibit 5), and
  - 9) Estimated timeline for Project phases through occupancy (Exhibit 6).

### ***Additional Information***

DMH recognizes that situations may arise that make “leasing (renting) to own” or the purchase of land with no immediate resources for building upon the land the only feasible alternative. DMH will approve such Project Proposals on a case by case basis only when payment results in County asset ownership at the conclusion of the financial obligation or the County plans to acquire necessary resources to build upon the land. In addition to providing the requested information in Sections (A) and (B) above, the following information must also be included:

- 1) **Leasing (Rent) to Own building:** Provide justification why “leasing (rent) to own” the property is needed in lieu of purchase. Include a detailed description of length and terms of lease prior to transfer of ownership to the County.
- 2) **Purchase of Land with No MHSA Funds Budgeted for Building/Construction:** For purchase of land with no MHSA funds budgeted for construction/building, the County must explain its choice and provide a timeline with expected sources of income for construction or purchasing of building upon this land and how this serves to increase the County’s infrastructure.
- 3) **Restrictive Settings:** If a project with restrictive settings is proposed, then the Restrictive Settings requirements contained on Page 4 must also be completed.

### ***Examples of Potential Use of Capital Facilities Funds***

- Crisis stabilization facilities for children and transitional age youth that are separate from adult facilities.
- Short-term crisis residential care to avoid hospitalization and allow for a quick return to the family/community.
- Construction and/or renovation of facilities to better meet the cultural needs of users of the building.
- Expanded and/or de-centralized facilities for outpatient services located in areas that are more accessible to clients.
- Community-based residential treatment for adults with co-occurring disorders providing integrated treatment, including facilities where parents can receive treatment while caring for their children to avoid out-of-home placements.
- Community-based assessment centers for children and youth, which encourage the participation of family members in the assessment process.
- Separate waiting rooms and/or entrances for young people with emotional or behavioral problems who may find it difficult to use a crowded clinic waiting room.
- Separate facilities for adults, transition-aged youth, and children even when addressing similar needs for services and supports.
- Facilities that provide opportunities for inter-generational services and supports for families to reduce out-of-home placements for children and facilitate family reunification.
- Co-location with other community services and supports to reduce stigma and improve access, facilitate community collaboration, and provide an integrated service experience for clients and their families. This approach will require determining the appropriate share of costs that should be paid from MHSA funds.

## **PART IV: Required Exhibits**

### ***Face Sheet (Exhibit 1)***

This exhibit is a signed verification by the County's mental health director that all requirements for the planning, implementation and funding of the Capital Facilities Project Proposal have been considered and will be followed. It also provides the name and contact information of the director's designated point of contact for all matters related to this request. Two documents are required.

### ***Narrative (Exhibit 2)***

This exhibit is provided for completion of Part III A (p.7) of this document.

### ***Project Details (Exhibit 3)***

This exhibit is provided for completion of Part III B (p.7) of this document. If a Project Proposal contains one of the three exceptions complete the specific page designated for these Projects.

### ***Fact Sheet (Exhibit 4)***

This exhibit provides an overview of the Capital Facilities Project Proposal.

### ***Sample Budget Summary (Exhibit 5)***

The sample budget summary allows the Counties to summarize proposed expenditures for each project by type of expenditure. Based upon the Project Proposal, a County may wish to adjust the sample budget and submit a budget summary that more closely reflects the County Capital Facilities expenditures and request for funds. Expenditures must be specific to the proposed Project(s).

Total estimated costs for the Project(s) minus any funding from other sources will equal the total MHSA funding requirement. The MHSA funding requirement should not exceed the total Planning Estimate identified for the County. MHSA funds dedicated to the Capital Facilities and Technological Needs Component must be used within ten years or they will revert back to the State MHS Fund for redistribution to all Counties.

### ***Sample Project Timeline (Exhibit 6)***

This exhibit provides DMH with a measuring point for various milestones towards Project completion. Based upon the Project a County may wish to submit, in a different format, a Project timeline that more closely reflects the proposed County Capital Facilities Project.

### ***Annual Status Report (Exhibit 7)***

Not required to be submitted with the County Capital Facilities Project Proposal. This exhibit provides a template for annual reporting.

**Exhibit 1**

***CAPITAL FACILITIES PROJECT PROPOSAL FACE SHEET***

**MENTAL HEALTH SERVICES ACT (MHSA)  
THREE-YEAR PROGRAM and EXPENDITURE PLAN  
CAPITAL FACILITIES PROJECT PROPOSAL**

County: \_\_\_\_\_ Date: \_\_\_\_\_

**County Mental Health Director:**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Exhibit 1** continued**County Certification**

I hereby certify that I am the official responsible for the administration of Community Mental Health Services in and for \_\_\_\_\_ County and that the following are true and correct:

- 1) The County has applied for Mental Health Services Act (MHSA) Capital Facilities Funds to (construct, purchase and/or renovate) a building at (address)  
\_\_\_\_\_.
- 2) The intended use of this building is \_\_\_\_\_.
- 3) All necessary outside sources of funding have been secured and the MHSA Capital Facilities Funds requested in this Project Proposal will only be used to purchase, construct and/or renovate those portions of the property that will be used for the provision of MHSA services.
- 4) The building will be used to provide MHSA funded services and will expand the County's ability to provide mental health services.
- 5) For acquisition/construction \_\_\_\_\_ County will be the owner of record.
- 6) For any proposed renovations to privately owned buildings, the building is dedicated and used to provide MHSA services and the costs of renovation are reasonable and consistent with what a prudent buyer would incur.
- 7) This building will be dedicated to the provision of MHSA services for a minimum of 20 years.
- 8) Compliance with the procurement procedures pursuant to the California Government and Public Contract Code were followed when Capital Facilities funds were used to renovate buildings owned by private entities.
- 9) The County will comply with federal, state, and local procedures for procuring property, obtaining consulting services, and awarding contracts for any acquisition, construction, or renovation project using Capital Facilities funds.
- 10) The building will comply with all relevant federal, state, and local laws and regulations, including, but not limited to zoning, building codes and requirements, fire safety requirements, environmental reports and requirements, hazardous materials requirements, the Americans with Disabilities Act requirements, California Government Code Section 11135 and other applicable requirements.
- 11) \_\_\_\_\_ County agrees to maintain and update the building as necessary for a minimum of twenty years without requesting additional State General Fund funds to do so.
- 12) Mental Health Services Act funds were used in compliance with Title 9 California Code of Regulations (CCR) Section 3410, Non-Supplant.

**Exhibit 1** continued

- 13) The County certifies it has adequate resources to complete its Roadmap for moving toward an Integrated Information Systems Infrastructure through an EHR, as described in the Technological Needs portion of this Component.
- 14) This Project has been developed with the participation of stakeholders, in accordance with CCR Sections 3300, 3310, 3315 (b), the public and our contract service providers.
- 15) All documents in the attached Project Proposal for Capital Facilities funding for the project to purchase, renovate, and/or construct a building at \_\_\_\_\_ in \_\_\_\_\_, California are true and correct.

---

**Date:** \_\_\_\_\_

**Signature** \_\_\_\_\_  
**Local Mental Health Director**

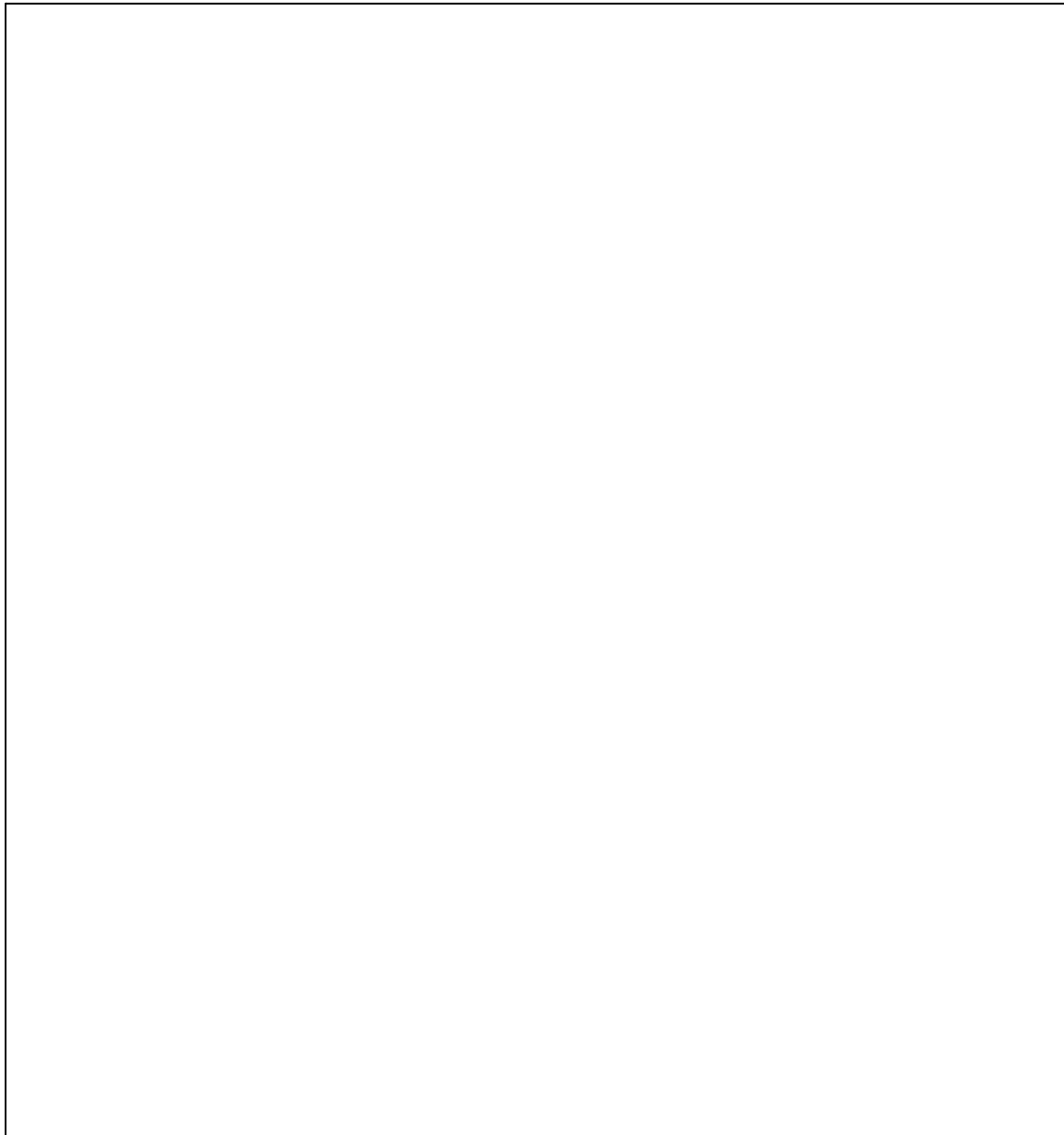
**Date:** \_\_\_\_\_

**Signature** \_\_\_\_\_  
**Auditor and Controller**

**Executed at:** \_\_\_\_\_

**Exhibit 2*****PROJECT PROPOSAL NARRATIVE***

- 1) Briefly describe stakeholder involvement in identification and development of the proposed Capital Facilities Project and how the requirements of Title 9, CCR Sections 3300 and 3315(b) were met. Submit documentation of the local review process including any substantive recommendations and/or revisions to the proposed Project.
  - If the proposed Project deviates from the information presented in the already approved Exhibits 2 and 3 of the Component Proposal, the County must describe stakeholder involvement and support for the deviation.



**Exhibit 2** continued

2. Explain how the proposed Capital Facilities Project supports the goals of the MHSA and the provision of programs/services contained in the County's Three-Year Plan including consistency with the County's approved Capital Facilities segment of the Capital Facilities and Technological Needs Component.



## Exhibit 3

### ***PROJECT DETAILS***

Answer the following questions as appropriate to the Project Proposal.

Project Title: \_\_\_\_\_  
Project Address: \_\_\_\_\_  
\_\_\_\_\_

1) Describe the type of building(s) and whether the building is being acquired with/without renovation or whether the Project is new construction.

- If the proposed building is being acquired and renovated, describe the prior use and ownership.
- If the proposed project involves renovation of an existing facility, indicate whether it is County owned or owned by a private entity.
- Describe the scope of the renovation and the method used to ensure that the costs of the renovation are reasonable and consistent with what a prudent buyer would incur. If privately owned, include a description of the private entity's efforts in determining the cost of renovation.
- When the renovation is for treatment facilities, describe how the renovation will result in an expansion of the capacity/access to existing services or the provision of new services.
- When the renovation is for administrative services, describe how the administrative offices augment/support the County's ability to provide programs/services, as set forth in the County's Three-Year Plan.
- When the Project involves renovation of a privately owned building, describe and explain the method used for protecting the County's capital interest in the renovation and use of the property.

**Exhibit 3** continued

- 2) Describe the intended purpose, including programs/services to be provided and the projected number of clients/individuals and families and the age groups to be served, if applicable. Complete all that apply.

Age Group	Projected Client/Family Capacity
<input type="checkbox"/> Children	
<input type="checkbox"/> TAY	
<input type="checkbox"/> Adults	
<input type="checkbox"/> Older Adults	

- 3) Provide a description of the Project location. If providing services to clients, describe the proximity to public transportation and the type of structures and property uses in the surrounding area.
- 4) Describe whether the building(s) will be used exclusively to provide MHSA programs/services and supports or whether it will also be used for other purposes
- MHSA only
  - MHSA and other services
- If the building will be used for other purposes, the description should indicate the percentages of space that will be designated for mental health programs/services and supports and for other uses.
  - Explain the relationship between the mental health programs/services and supports and the other uses, i.e., co-located services.  
(Note: Use of MHSA funds for facilities providing integrated services for alcohol and drug programs and mental health is allowed as long as the services are demonstrated to be integrated.)
- 5) Describe the steps the County will take to ensure the property/facility is maintained and will be used to provide MHSA programs/services and/or supports, for a minimum of twenty years.

**Exhibit 3** continued**Additional Information:****1. Leasing (Rent) to Own Building**

Provide justification why “leasing (rent) to own” the property is needed in lieu of purchase. Include a detailed description of length and terms of lease prior to transfer of ownership to the County.

**2. Purchase of Land with No MHSA Funds Budgeted for Building/Construction**

For purchase of land with no MHSA funds budgeted for construction/building, explain this choice and provide a timeline with expected sources of income for construction or purchasing of building upon this land and how this serves to increase the County’s infrastructure.

**3. Restrictive Settings**

Submit specific facts and justifications that demonstrate the need for a building with a restrictive setting, as described on page 4. (Must be in accordance with WIC Section 5847 (a) (5))

**Exhibit 4**

***CAPITAL FACILITIES PROJECT PROPOSAL FACT SHEET***

**Project Location**

Name of Project: \_\_\_\_\_

Site Address: \_\_\_\_\_

**Project Information**

- New Construction
- Acquisition of an existing structure
- Acquisition and renovation of an existing structure
- Renovation of a County owned structure
- Renovation of a privately owned structure
- Purchase of Land
- Lease(rent) to own

Intended Use: \_\_\_\_\_

- Mental Health only (Includes facilities for integrated mental health substance abuse treatment)
- Mental Health and other

Amount of Capital Facilities funds requested in this Project Proposal \_\_\_\_\_

CSS Capital Facilities funds requested in this Project Proposal \_\_\_\_\_

Total \_\_\_\_\_

**Priority Population (please check all that apply)**

- Children
- Transition Age Youth
- Adults
- Older Adults
- N/A (Office Space)

If applicable, projected number of mental health clients, including their families, to be served monthly \_\_\_\_\_

- Provide new services
- Expanded services

Please provide a brief description below

## Exhibit 5

### SAMPLE BUDGET SUMMARY

The sample project budget allows Counties to summarize proposed expenditures for each Project by type of expenditure for each fiscal year. Based upon the Project a County may wish to submit a modified budget summary that more closely reflects the County Capital Facilities Project Proposal.

Expenditures and request for funds. Expenditures for the proposed Project should be easily identified and related to the project description. Total estimated Project expenditures are offset by any estimated other funding sources to compute the net MHSA funding requirements. Complete a separate Project budget for each proposed project. The sum of all Project budgets should not exceed the total Capital Facilities and Technological Needs Planning Estimate identified for the County. MHSA funds dedicated to the Capital Facilities and Technological Needs Component must be used within ten years or they will revert back to the State MHS Fund for redistribution to all Counties.

#### EXHIBIT 5 – SAMPLE BUDGET SUMMARY (in Thousands \$) For Each Capital Facilities Project Proposal

<b>County:</b>
<b>Project Name:</b>

Category	(1) Capital Facilities Funds	(2) CSS Capital Facilities Funds	(3) Future Year Costs	(4) Total (1+2+3)	Estimated Annual Ongoing Costs*
<b>Project Expenditures</b>					
1. Acquisition of Land (including deposits)					
2. Acquisition of Existing Structures					
3. Site Survey & Soil Investigation					
4. Appraisal					
5. Cal-EPA					
<b>6. Architectural &amp; Engineering (A&amp;E) Expenditures</b>					
a. Plan Check Fees, Permits, etc.					
b. Contract Architect					
c. Contract Engineer					
d. Other A&E Consultant Fees					
e. A&E Travel Expenditures					
f. Other A&E Expenditures (please describe)					
g. Total A&E Expenditures					
<b>7. Construction</b>					
a. Landscaping					
b. Construction Contracts					
c. Insurance					

**Exhibit 5** continued

d. <i>Material Testing</i>					
e. <i>Contingency</i>					
f. <i>Other Construction Expenditures (please describe)</i>					
g. <b>Total Construction Expenditures</b>					
8. Rehabilitation/Renovation of Existing Structures					
9. Fixed/Movable Equipment					
10. Supervision - Inspector					
11. Title and Recording					
12. Other Fees and Charges					
13. On-Site Management					
14. Project Management/Administration					
15. Other Project Expenditures (please describe)					
16. Other Expenses (Describe)					
17. Total Ongoing Operating Expenses					
18. Total Project Expenditures					
<b>II. Other Funding Sources (please list)</b>					
1.					
2.					
3.					
4.					
5.					
6. Total Other Funding Sources					
<b>Total Costs (A)</b>					
<b>Total Offsetting Revenues (B)</b>					
<b>MHSA Funding Requirements (A-B)</b>					
NOTES:					

- Provide information regarding ability to maintain and update the property/facility for the required time period. (Include proposed funding sources, capitalized reserves, etc.)
- Describe what structure is in place to manage the Project and track usage, costs, maintenance, etc., over time (e.g. agreement with County Department of General Services, contractor consultant, etc.):

**Exhibit 6****SAMPLE PROJECT TIMELINE****Project Name:** \_\_\_\_\_**Site Address:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Both columns should be filled in with dates unless they do not apply to your Project. For instance, mark "NA" in the Start Date if the Development Step does not apply to your Project. (i.e., if acquisition: "Acquire building permit from building authority" will be N/A)*

<b>Development Step</b>		<b>Start Date (mm/dd/yy)</b>	<b>Completion Date (mm/dd/yy)</b>
<b>Community Program Planning Process</b>	<b>30-day circulation of draft</b>		
	<b>Public hearing, if required</b>		
<b>Acquire development site or facility (circle one) through purchase</b>			
<b>Acquire building permit from building authority</b>			
<b>Financing closing</b>			
<b>Construction contract execution</b>			
<b>Construction/ Renovation start up</b>			
<b>Construction/ Renovation completion</b>			
<b>Acquire Certificate of Occupancy (submit legible copy)</b>			
<b>Occupancy start up</b>			
<b>Other</b>			

## Exhibit 7

### ANNUAL STATUS REPORT

#### For Each Capital Facilities Project Proposal

PROJECT INFORMATION					
Project Name:			County:		
Report Period:					
<b>Project Status:</b> <input type="checkbox"/> On Schedule <input type="checkbox"/> Within Approved Budget <input type="checkbox"/> Ahead of Schedule <input type="checkbox"/> Over Budget <input type="checkbox"/> Behind Schedule			<b>Project Start Date:</b>  <b>Project End Date:</b>		
Project Objectives:					
MAJOR MILESTONE STATUS					
Project Phase	Planned Start	Actual Start	Planned Completion	Actual Completion	Status
Community Program Planning Process and/or Local Review Process					
Acquire development site or facility (circle one) through purchase					
Acquire building permit from building authority					
Financing closing					
Construction contract execution					
Construction/ Renovation start up					
Construction/ Renovation completion					
Acquire Certificate of Occupancy (submit legible copy)					
Occupancy start up					
Other					



**Exhibit 7** continued

<b>Performance Measurement Category</b>	<b>Cost: Planned to Date</b>	<b>Cost: Actual to Date</b>	<b>Estimate to Complete (ETC)</b>
Project Expenditures			
Architectural & Engineering (A&E) Expenditures			
Construction			
Rehabilitation/Renovation of Existing Structures			
Project Management/Administration			
Other Project Expenditures (please describe)			
Total Ongoing Operating Expenses			
<b>Total Project Costs</b>			
<b>Notes:</b>			