

DRAFT

**Mental Health Services Act (MHSA)
Capital Facilities**

April 30, 2007

**PROPOSED GUIDELINES FOR THE
INITIAL CAPITAL FACILITIES COMPONENT
OF THE COUNTY'S THREE-YEAR PROGRAM
AND EXPENDITURE PLAN**

Table of Contents

Part I – <u>PURPOSE AND BACKGROUND</u>	3
<u>General Capital Facilities Requirements</u>	3
<u>Capital Facility Definition</u>	3
<u>Funding Criteria</u>	4
<u>Project Examples</u>	5
<u>Restrictive Settings</u>	6
Part II – <u>PLANNING AND SUBMISSION GUIDELINES</u>	6
<u>Planning</u>	6
<u>County Plan Submission</u>	7
<u>Funds Issued After Plan Approval</u>	8
<u>DMH Review and Approval Process</u>	8
Part III –<u>CAPITAL FACILITIES PLAN REQUIREMENTS</u>	8
<u>Capital Facilities Plan Narrative</u>	8
<u>Capital Facilities Priorities Listing</u>	9
Part IV – <u>CAPITAL FACILITIES PROJECT PLAN REQUIREMENTS</u>	9
<u>Capital Facilities Project Plan Narrative</u>	9
<u>Small Renovation Projects</u>	10
<u>Acquisition, Construction, and/or Large Renovation Projects</u>	10
<u>MHSA Capital Facilities Examples</u>	11
<u>Face Sheet (Exhibit 1)</u>	14
<u>Project Fact Sheet (Exhibit 2)</u>	16
<u>Owner Information Form (Exhibit 3)</u>	17
<u>Budget Summary (Exhibit 4)</u>	18
<u>Project Timeline (Exhibit 5)</u>	21
<u>Annual Status Report (Exhibit 6)</u>	22

MENTAL HEALTH SERVICES ACT

PROPOSED GUIDELINES FOR THE CAPITAL FACILITIES PORTION OF THE CAPITAL FACILITIES AND TECHNOLOGY COMPONENT OF THE COUNTY'S THREE-YEAR PROGRAM AND EXPENDITURE PLAN

PART I: PURPOSE AND BACKGROUND

Purpose: The Mental Health Services Act (MHSA) requires that the Department establish guidelines for the content of the Capital Facilities and Technology Component Plan that each county mental health department shall submit as part of its Three-Year Program and Expenditure Plan. The purpose of this document is to set forth proposed guidelines for the County's submission of proposed Capital Facilities Plan as well as Capital Facilities Project Plans.

Background: The Mental Health Services Act (MHSA) provides funding for services and supports that promote wellness, recovery and resiliency for adults and older adults with severe mental illness and for children and youth with serious emotional disorders and their family members. A portion of the MHSA funds have been specifically set aside for Capital Facilities and Technology in fiscal years 2004-2005 through 2008-2009 to enable counties to implement the Community Services and Supports (CSS), Prevention and Early Intervention (PEI) and Innovation components of the County's Three-Year Program and Expenditure Plan. In subsequent fiscal years, counties may continue to use a portion of their MHSA CSS funding for capital facilities and technological needs.

Each County's Capital Facilities Plan and Capital Facilities Project Plans for the use of Capital Facilities funds should support the goals of the MHSA and the provision of MHSA services. The County must clearly show how the planned use of the Capital Facilities funds will produce long-term impacts with lasting benefits that move the mental health system towards the goals of wellness, recovery, and expansion of opportunities for accessible community-based services for clients and their families. These efforts should include development of a variety of community-based facilities which support integrated service experiences, an increase in peer support and consumer run facilities, and development of community-based, less restrictive settings that will reduce the need for incarceration or institutionalization.

General Capital Facilities Requirements

Capital Facility Definition. A "capital facility" is a building secured to a foundation which is permanently affixed to the ground that is used for the delivery of MHSA services to mental health clients and their families or for administrative

offices. Capital facility funds may be used to acquire, develop or renovate such buildings for county-provided or contracted services. 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. **Allow update of an existing building to increase access/availability? Request stakeholder input on where to draw the line between normal repair and renovation?**

Funding Criteria. The County may only utilize Capital Facilities funds to:

- Acquire and build upon land
- Acquire buildings
- Construct buildings
- Renovate buildings
- Establish a capitalized repair/replacement reserve for buildings acquired with Capital Facilities funds

Funds shall only be used for land and buildings that enable the County and/or contract provider to provide programs/services, including administrative offices, as set forth in the Community Services and Supports and/or Prevention and Early Intervention and/or Innovation components of 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 that are consistent with the goals for transformation of the county mental health system and MHSA services.
- Land acquired and built upon, or construction or renovation of buildings, using Capital Facilities funds, shall be used to provide MHSA programs/services and/or supports, for a period of "X" time (to be determined) **seeking stakeholder input**
- All buildings under this component shall comply with: federal, state and local laws and regulations including building codes and requirements; licensing requirements, where applicable; fire safety requirements; environmental reporting and requirements; hazardous materials requirements, zoning and the Americans with Disabilities Act (ADA).
- Capital Facilities funds may be used to establish a capitalized repair/replacement reserve for buildings acquired with Capital Facility funds. The reserve should be controlled, managed, and disbursed by the county.
- The County shall ensure that the property is updated to comply with applicable requirements, maintained as necessary, and that appropriate fire, disaster, and liability insurance coverage is maintained.

Examples of costs for which MHSA capital funds can be used:

- To purchase a building for use as clinic, clubhouse, wellness and recovery center, office space, etc.
- To purchase a building where vocational, educational and recreational services are provided to individuals and families to support MHSA services.
- To purchase land where a clinic, clubhouse or other types of buildings can be built that support MHSA services.
- To make an existing building more accessible to clients and family and compliant with the Americans with Disabilities Act (ADA).
- To renovate buildings that will enable them to be used for delivery of new or expanded MHSA services.
- To establish a capitalized repair/replacement reserve for 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.

Examples of costs for which Capital Facilities funds cannot be used:

- Master leasing or renting of building space.
- Purchase of vacant land with no plan for building construction.
- 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.

- * **If the county is not the owner of record for the property purchased/built/renovated with capital facilities funds, the county and the property owner will be required to meet additional requirements and to provide additional documentation and certifications to ensure that the facility will be dedicated for community mental health purposes and is consistent with good business practices.**

DMH is seeking feedback from counties and stakeholders regarding a model to use for non-county owned facilities.

Restrictive Settings. 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 that is a restrictive setting, in accordance with Welfare and Institutions Code 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 individuals with severe mental illness and/or serious 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 in accordance with California Code of Regulations 3300, 3310, and 3315.

PART II: PLANNING AND SUBMISSION GUIDELINES

Planning. The comprehensive planning processes undertaken by counties in developing their initial CSS Plans should provide the foundation for future planning processes. Counties are encouraged to develop on-going planning and monitoring stakeholder committees, and to use and augment these groups as needed for the particular planning and oversight expertise for each MHSA component. Planning processes for new components and on-going planning for all components should continually augment and strengthen what is already in place. In this way counties will be able to develop an informed constituency, while continually reaching out to broaden diversity and expertise.

The local planning for proposed Capital Facilities expenditures should revisit the priorities and discussions documented in previous MHSA planning processes and should focus upon getting additional input from any new stakeholders with expertise in this subject area. It is recognized that capital facilities acquisition may be driven by the availability of property and unique opportunities, the County shall ensure that on-going stakeholder committees and/or key stakeholders are informed and/or directly involved regarding recommendations for proposed projects.

Consistent with MHSA statutory requirements (Welfare and Institutions Code (WIC) Sections 5848(a) and (b)) and California Code of Regulations Section 3300, each County Capital Facilities Plan and Capital Facilities Project Plan 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 plan. Pursuant to WIC Section 5848(b), the mental health board shall conduct a public hearing on the draft Capital Facilities Plan. The county shall post a

summary and analysis of any substantive revisions made as a result of stakeholder input. No public hearing is required for Capital Facilities Project Plans submitted as updates to the approved Capital Facilities Plan.

Capital Facility Plan and Capital Facilities Project Plan Submission. An original and ten (10) copies of the Capital Facilities Plan and/or Capital Facilities Project Plan should be submitted to:

**California Department of Mental Health
XXXXXXXXXXXXXX
1600 9th Street, Room X
Sacramento, CA 95814**

In addition to the required narrative and listing specified in Part III, Capital Facilities Plans must include:

- **Capital Facilities Plan Face Sheet** (Exhibit 1). The Face Sheet must be signed by the county mental health director, who verifies that all plan requirements are met.

In addition to the required narrative description and project details specified in Part IV, Capital Facilities Project Plans must include:

- **Capital Facilities Plan Face Sheet** (Exhibit 1). The Face Sheet must be signed by the county mental health director, who verifies that all plan requirements are met.
- **Capital Facilities Project Plan Fact Sheet** (Exhibit 2)
- **Owner Information Form** (Exhibit 3)
- **Budget and Budget Narrative** (Exhibit 4)
- **Project Timeline** (Exhibit 5)
- **Annual Status Report** (Exhibit 6)

Capital Facilities Plans and Capital Facilities Project Plans must be unbound, 3-hole punched, with binder ring in upper left hole. Capital Facilities Plans nor Capital Facilities Project plans will not be accepted via fax or e-mail. Narratives must be typed in size similar to 12-point Arial font with one-inch margins or larger. One electronic copy of the Capital Facilities Plan and Capital Facilities Project Plan must be submitted on either CD or diskette.

Final electronic versions of the exhibits may be used for posting on the Department's web site.

Funds Issued After Plan Approval. This Information Notice lists a maximum amount of MHPA funding available for each county for implementing its Capital Facilities and Technology component (**available with the final version**). County mental health programs must submit a proposed Capital Facilities Plan to the Department and be approved by DMH in order to request the MHPA funding for

this component via a Capital Facilities Project Plan. Except for specified pre-development costs, Capital Facility expenditures made prior to Capital Facility Plan and subsequent Capital Facilities Project Plan approval 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 lease with option to buy. These costs will be reimbursable upon Capital Facilities Project Plan 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 Plan and/or Capital Facilities Project Plans is expected to take approximately sixty days assuming timely county response for any additional information needed. Staff from DMH will work closely with county staff to assist with both Capital Facilities Plan and Capital Facilities Project Plan submission, identify any needed additional information, and obtain approvals.

In submitting Capital Facilities Project Plans, counties may choose to submit project plan(s) and budget(s) for less than the total Planning Estimate provided for their county. The county may then subsequently add project plans up to the amount of the Planning Estimate, provided all exhibits are completed with each submission and are consistent. For example, the MHSAs Prevention and Early Intervention component, when implemented, will provide as yet unknown services and additional capital facilities needs. Upon implementation of this component counties will have the opportunity to submit additional Capital Facilities Project Plans up to the amount of the Planning Estimate.

PART III: CAPITAL FACILITIES PLAN REQUIREMENTS

Capital Facilities Plan Narrative. Submit a narrative overview that provides a conceptual framework for how the county has planned for the use of Capital Facilities funds to support the provision of programs and services to be implemented through the MHSAs. This overview must include a description of stakeholder involvement in identification of the County's capital facility needs, priorities, and decisions in accordance with section 3300 of the California Code of Regulations. It must also explain how the proposed projects are consistent with the following five fundamental concepts inherent in the MHSAs and identified in the County's Three-Year Program and Expenditure Plans:

- Community Collaboration
- Cultural Competence
- Client- and family-driven
- Wellness, recovery, and resiliency focused
- Integrated service experience for clients and families

This narrative must also describe how the proposed Capital Facilities Plan supports the goals of the MHSAs and programs/services contained in the Community Services and Supports, Prevention and Early Intervention, and/or

Innovation components of the County's Three-Year Program and Expenditure Plan. Additionally, the Capital Facilities Plan shall include a description of how the planned use of the Capital Facilities funds will produce long-term impacts with lasting benefits that move the mental health system towards the goals of wellness, recovery, and expansion of opportunities for accessible community-based services for clients and their families.

Capital Facilities Priorities Listing. Submit a listing of capital facility needs and priorities. The listing may include, but is not limited to:

- Types and numbers of facilities needed
- Possible county locations for needed facilities
- MHSA programs and services to be provided or whether administrative offices
- Target populations to be served

PART IV: CAPITAL FACILITIES PROJECT PLAN REQUIREMENTS

For purposes of consistency and evaluation, counties should designate a name for each proposed Capital Facilities project and utilize these titles throughout the Project Plan.

The following information needs to be provided for each proposed Capital Facilities project:

Capital Facilities Project Plan Narrative Provide a narrative description of stakeholder involvement in identification and development of the proposed Capital Facilities Project in accordance with section 3300 of the California Code of Regulations and how the proposed Capital Facilities Project is consistent with the following five fundamental concepts inherent in the MHSA and identified in the CSS Program and Expenditure Plans:

- Community Collaboration
- Cultural Competence
- Client- and family-driven
- Wellness, recovery, and resiliency focused
- Integrated service experience for clients and families

This narrative must also describe how the proposed Capital Facilities Project supports the goals of the MHSA and provision of programs/services contained in the Community Services and Supports, Prevention and Early Intervention, and/or Innovation components of the County's Three-Year Program and Expenditure Plan.

Small Renovation Project (less than X dollars) seeking stakeholder input

In addition to the narrative description above, the following project details need to be provided for each renovation project which falls within 'X' parameters (seeking stakeholder input)

- Project Name
- Describe purpose of the renovation, the renovation activities and how the renovation will result in an expansion of the capacity/access of existing services or the provision of new services and how the renovation supports the goals of the MHSA and MHSA services.
- Describe the type of building(s), current use, proposed use and ownership.
- 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.
- The services to be provided in the facility and the projected number of clients/individuals and the age groups to be served, if applicable.
- A proposed budget and budget narrative (Exhibit 4). In the budget narrative include the following:
 - If only part of a building is used for mental health programs and services, the description shall indicate both the costs allocated to the MHSA Capital Facilities funding and the costs allocated to other revenue sources.

Acquisition, Construction, and/or Large Renovation Projects (more than X dollars) seeking stakeholder input

In addition to the narrative description above, the following project details need to be provided for each project which involves Acquisition, Construction and/or Renovation in excess of 'X' (seeking stakeholder input)

(1) Project Name

(2) The type of building(s) and whether the building is being acquired without renovation, new construction or renovation of an existing structure

- If the project involves building renovation, describe its prior use, ownership and proposed use
- If the project involves renovation of an existing facility, the county should document how the renovation will result in an expansion of the capacity/access of existing services or the provision of new services and how the renovation supports the goals of the MHSA and MHSA services.

(3) The intended purpose, including programs/services to be provided and the projected number of clients/individuals 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) A proposed budget and budget narrative (Exhibit 4). In the budget narrative include the following:

- Ongoing operating costs and any repair/replacement reserve
- Description of how property/facility will be maintained for "X" time period **(seeking stakeholder input on time period for dedicated purpose)**
- If only part of a building is used for mental health programs and services, the description shall indicate both the costs allocated to the MHSA Capital Facilities funding and the costs allocated to other revenue sources.

(7) Describe what structure is in place to manage the project and track the usage, costs, maintenance, etc., over time. (Exhibit 4)

(8) Estimated timeframes for project phases through occupancy. (Exhibit 5)

Examples of the 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.
- 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 may be needed 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 can 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.

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 Plan 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.

Fact Sheet (Exhibit 2)

This exhibit is designed to give an overview of the Capital Facilities Project Plan.

Owner Information Form (Exhibit 3)

This exhibit provides the name and contact information of the owner of record or co-owner of record for each facility acquired with MHSA Capital Facilities funds.

Budget Summary (Exhibits 4)

These budget summaries allow the counties to summarize proposed expenditures for each project by type of expenditure. Expenditures must be specific to the proposed project(s).

Total estimated costs for the project(s) minus any funding from alternative sources will equal the total MHSA funding requirement. The MHSA funding requirement should not exceed the total Planning Estimate identified for your county. MHSA funds dedicated to the Capital Facilities and Technology component must be used within ten years or will revert back to the MHSA Fund for redistribution to all counties.

Project Timeline (Exhibit 5)

This exhibit provides DMH a measuring point for various milestones towards project completion.

Annual Status Report (Exhibit 6) – Not required to be submitted with the County Capital Facilities Project Plan.

This exhibit provides a template for annual reporting.

The counties shall submit this report no later than 30 days following the end of each quarter. If the County does not submit the required quarterly status report information within the established timeframes the Department may withhold MHSA funds.

Exhibit 1

CAPITAL FACILITIES PLAN FACE SHEET

**MENTAL HEALTH SERVICES ACT (MHSA)
THREE-YEAR PROGRAM and EXPENDITURE PLAN
CAPITAL FACILITIES
Fiscal Years 2006-07, 2007-08, and 2008-09**

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

I _____ Director of the _____ County Department of Mental Health and I _____ the Auditor and Controller of _____ County, certify that the following is true and correct.

That all documents in the attached Project Plan for Capital Facilities funding for the project to purchase and/or construct a building at _____ in _____, California is true and correct.

This Capital Facilities Project Plan is consistent with and supportive of the vision, values, mission, goals, objectives and proposed actions of the MHSA Capital Facilities component.

This project is needed to provide services pursuant to Parts 3, 3.6 and 4 of Division 5 of the Welfare and Institutions Code.

The County certifies it has adequate resources to complete their Roadmap for moving toward an Integrated Information Systems Infrastructure through an EHR, as described in the Technology component.

This plan has been developed with the participation of stakeholders, in accordance with California Code of Regulations Sections 3300, 3310, 3315, the public and our contract service providers. The draft local plan was circulated for 30 days to stakeholders for review and comment and a public hearing was held by the local mental health board. All input has been considered, with adjustments made, as appropriate.

Exhibit 2

CAPITAL FACILITIES PROJECT FACT SHEET

Project Location

Name of Project: _____
Site Address: _____

Exhibit 2

CAPITAL FACILITIES PROJECT FACT SHEET

Project Information

- New Construction
- Acquisition of an existing structure
- Acquisition and renovation of an existing structure
- Renovation of a currently owned structure

Intended Use: _____

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

Total MHSA Capital Facilities funds requested in this Project Plan _____

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 3

Exhibit 3

OWNER INFORMATION FORM

Project Name _____

Owner:

Legal Name:

Address:

City:

State:

Zip:

Phone:

Fax:

E-mail Address:

Legal Entity (Please specify):

Owner:

Legal Name:

Address:

City:

State:

Zip:

Phone:

Fax:

E-mail Address:

Legal Entity (Please specify):

Owner:

Legal Name:

Address:

City:

State:

Zip:

Phone:

Fax:

E-mail Address:

Legal Entity (Please specify):

Project Budget (Exhibit 4). The project budget allows counties to summarize proposed expenditures for each project by type of expenditure for each fiscal year. 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 MHSAs 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 Technology Planning Estimate identified for each county. MHSAs funds dedicated to the Capital Facilities and Technology component must be used within ten years or will revert back to the State for redistribution to all counties.

Exhibit 4: Budget Summary

**EXHIBIT 4 – BUDGET SUMMARY (in Thousands \$)
For Each Capital Facilities Project Plan**

County:
Project Name:

Category	One-Time Costs				Estimated Annual Ongoing Costs*
	(1) 07/08	(2) 08/09	(3) Future Year Costs	(4) Total (1+2+3)	
Project Expenditures					
1. Acquisition of Land (including deposits)					
2. Acquisition of Existing Structures					
3. Site Survey & Soil Investigation					
4. Appraisal					
5. Cal-EPA					
6. Architectural & Engineering (A&E) Expenditures					
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					
7. Construction					
a. Landscaping					
b. Construction Contracts					
c. Insurance					
d. Material Testing					
e. Contingency					
f. Other Construction Expenditures (please describe)					
g. Total Construction Expenditures					
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					

II. Other Funding Sources (please list)					
1.					
2.					
3.					
4.					
5.					
6. Total Other Funding Sources					
Total Costs (A)					
Total Offsetting Revenues (B)					
MHSA Funding Requirements (A-B)					
NOTES:					

Please provide information regarding ability to maintain and update the property/facility for the required time period. (Include proposed funding sources, capitalized reserves, etc.) Also 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 5

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. (ie., if acquisition: "Acquire building permit from building authority" will be N/A)

Development Step		Start Date (mm/dd/yy)	Completion Date (mm/dd/yy)
Planning Process	30-day circulation of draft		
	Public hearing		
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 6: Annual Status Report

EXHIBIT 6 - ANNUAL STATUS REPORT For Each Capital Facilities Project Plan

PROJECT INFORMATION					
Project Name:			County:		
Report Period:					
Project Status: <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			Project Start Date: Project End Date:		
Project Objectives:					
MAJOR MILESTONE STATUS					
Project Phase	Planned Start	Actual Start	Planned Completion	Actual Completion	Status
Planning 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					

Performance Measurement Category	Cost: Planned to Date	Cost: Actual to Date	Estimate to Complete (ETC)
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			
Total Project Costs			
Notes:			