



**County of San Bernardino
Department of Behavioral Health
Mental Health Services Act (MHSA)**

**Capital Facilities and
Technological Needs Component**

Enclosure II - Capital Facilities Project Proposal

June 17, 2009

**County of San Bernardino
Mental Health Services Act Capital Facilities & Technological Needs Component**

Enclosure II - Capital Facilities Project Proposal

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Exhibit 1

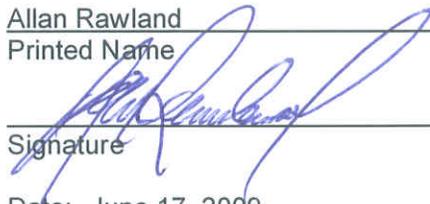
CAPITAL FACILITIES PROJECT PROPOSAL FACE SHEET

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

County: County of San Bernardino Date: June 17, 2009

County Mental Health Director:

Allan Rawland
Printed Name


Signature

Date: June 17, 2009

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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 the County of San Bernardino 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 780 E. Gilbert St., Building H, San Bernardino, CA 92404.
- 2) The intended use of this building is One Stop Transitional Age Youth Center and Crisis Residential Program.
- 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 the County of San Bernardino 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) The County of San Bernardino 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.

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.**

The County of San Bernardino Department of Behavioral Health (DBH) has embraced the transformational concepts inherent to the Mental Health Services Act (MHSA) to develop a community driven, cultural competent, wellness focused Capital Facilities Project that targets individuals and families, with special attention to underserved and unserved communities county wide.

In 2005, DBH performed an extensive community planning process for the Community Services and Support (CSS) component where the Department pulled together consumers, family members and community representatives from various geographical locations. The Capital project is consistent with the findings of the initial 2005 CSS community planning process.

The input that was received indicated the community's interest in Capital/Facilities needs. The participants indicated the need for a short term crisis residential care facility in order to strengthen the delivery of MHSA services throughout our county.

Our community planning and stakeholder process has continued and during the month of September 2008 four (4) regional public forums were held in which we provided overview information regarding the Capital/Facilities guidelines. For each public forum we had staff from the Office of Cultural Competence and Ethnic Services arrange for Spanish and American Sign Language interpretation. In addition informational materials were prepared for distribution at all public forum events that contained background information regarding MHSA, our county's CSS planning and implementation efforts, the current Capital/Facilities program planning process and the importance of stakeholder participation and input. Discussion and feedback was solicited from participants regarding ways in which funding from this component could address the unmet needs of the community in regards to Capital Facilities. Comments and suggestions included the development of a short term crisis residential care facility which supported the information received earlier in both the CSS and Prevention and Early Intervention (PEI) stakeholder meetings.

The County of San Bernardino staff presented project information and solicited community input regarding the One Stop Center/Crisis Residential Program Project Proposal at five (5) Community Policy Advisory Council (CPAC) meetings throughout 2008 and 2009. CPAC is comprised of community members, consumers, and family members, and was established in 2005 by the County of San Bernardino to solicit

Exhibit 2 continued

community input and assist DBH in the development of its MHSA programs. CPAC meetings are open to the public and members who attend monthly meetings provide vital community input to DBH staff that assists in the delivery of MHSA funded services to residents of the County of San Bernardino. Members of the CPAC supported the development of the One Stop Center/Crisis Residential Program at these meetings and at special presentations of the Capital Facilities and Technological Needs Component Proposal on November 20, 2008 and the One Stop Center/Crisis Residential Project Proposal presented on May 21, 2009.

In addition, DBH also presented the use of MHSA Capital Facilities funds for a crisis residential facility to the County of San Bernardino Mental Health Commission. A public meeting was held on November 16, 2008 for the Capital Facilities and Technological Needs Component Proposal and held on June 4, 2009 to present the One Stop Center/Crisis Residential Program Project Proposal, receiving approval on both occasions.

A tour of the Orange County TAY Crisis Residential Program was conducted, and the programs staff was consulted to collect information on the design and layout the crisis residential facility. The information collected, along with State crisis residential site requirements, and all of the community input on the needs and design ideas for the One Stop Center/Crisis Residential Program were conveyed to the architect, Christopher S. Mills of WWCOT in Palm Springs, for inclusion in the design of the Project Proposal. The final design proposed for the One Stop Center/Crisis Residential Program was presented to the community and approved in February 2009.

On January 12, 2009, the Department of Mental Health approved the County of San Bernardino Capital Facilities and Technological Needs Component Proposal. The following One Stop Center/Crisis Residential Program Project Proposal does not deviate from the information presented in the already approved Exhibits 2 of the Component Proposal. As a result, the County of San Bernardino has conducted an extensive stakeholder process to ensure that the Project Proposal has been developed in accordance with section 3300, 3310, and 3315 of the California Code of Regulations.

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 and Technological Needs Component.**

The MHSA promotes wellness, recovery, and resiliency for adults and older adults with severe mental illness and for children and youth with serious emotional disturbances and their family members. State Department of Mental Health (DMH) Notices 08-02, 08-09 and 08-21, describe the most recent opportunity the State has provided for the County of San Bernardino to strengthen the County's mental health system by increasing its infrastructure to promote the implementation and support the continued delivery of the county's MHSA programs.

The County of San Bernardino Department of Behavioral Health intends to use Capital Facilities funds to increase the County's infrastructure to produce long-term impacts with lasting benefits that will move its mental health system towards the MHSA goals of wellness, recovery and resiliency. The increased infrastructure will include the development of a One Stop Transitional Age Youth (TAY) Center/Crisis Residential Program that will provide expanded opportunities for accessible community-based services and support integrated service experiences that are culturally and linguistically appropriate, and less restrictive to reduce the need for incarceration or institutionalization. The newly renovated facility will allow DBH to continue providing its current MHSA services to unserved, underserved, and inappropriately served TAY, between 16 and 25 years of age who are emotionally disturbed, high users of acute facilities, homeless, have co-occurring disorders, are incarcerated, institutionalized, and/or recidivists with functional impairments. However the larger and improved facility will allow DBH to provide enhanced services and greater facility opportunities to better accommodate the larger the anticipated number of TAY seeking services at the current TAY Center, thus allowing a greater number of TAY to access the services needed to guide them through wellness, recovery and resiliency.

The development of a Crisis Residential Program to be co-located within the One Stop TAY Center, not only supports the MHSA goals of wellness, recovery, and resiliency, but also provides a highly needed program to address priority issues for TAY of the County of San Bernardino that were previously identified through the community stakeholder process. The Crisis Residential Program will give male and females between 18 and 25 years of age that are experiencing serious mental illness and may have a co-occurring disorder, the opportunity to take part in their recovery by collaborating with program staff to develop a treatment/rehabilitation plan that specifies goals and objectives, and describes each of their responsibilities to reach these achievements. By doing so, the 24 hour a day, seven days a week, non-restrictive setting will allow clients to receive structured intensive services at a more appropriate level of care, avoiding hospitalization and reducing the stigma commonly associated with the experience of unnecessary hospitalization. Thus, the development of the Crisis Residential Program, along with the expanded One Stop TAY Center facilities, will allow the County of San Bernardino to expand its capacity and access to existing services and provide the provisions of new services while supporting the MHSA goals of wellness, recovery and resiliency.

Exhibit 3

PROJECT DETAILS

Answer the following questions as appropriate to the Project Proposal.

Project Title: One Stop Center/Crisis Residential Program

Project Address: 780 E. Gilbert St., Building H

San Bernardino, CA 92404

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

The County of San Bernardino Department of Behavioral Health (DBH) intends to transform and modernize an existing County-owned facility located at 780 E. Gilbert St., Building H, San Bernardino, CA 92404. This will be accomplished by renovating the approximately 30,000 square foot former medical facility into a One Stop Transitional Age Youth Center/Crisis Residential Program with the goal of increasing client and family empowerment and improving access and appropriateness of care. The concrete single story facility is firmly secured to a foundation which is permanently affixed to the ground, and was originally built in 1964 by the County Of San Bernardino. The facility complies with all zoning and building code requirements, and is located within 500 feet of the current DBH Transitional Age Youth Center, but is currently in poor condition and in need of major renovation. Upon completion of the renovation, the facility will consist of approximately 20,000 square feet that will serve as the new location for the One Stop Transitional Age Youth (TAY) Center. The TAY Center will offer integrated services to unserved, underserved, and inappropriately served TAY, between 16 and 25 years of age who are emotionally disturbed, high users of acute facilities, homeless, have co-occurring disorders, are incarcerated, institutionalized, and/or recidivists with functional impairments. The renovation will also provide the DBH expansion opportunities for integrated services by including an additional approximately 10,000 square feet within the Center to support a Crisis Residential Program in an environment as close to a normal home environment as possible without sacrificing the clients safety or care.

- **If the proposed building is being acquired and renovated, describe the prior use and ownership.**

Not Applicable

- **If the proposed project involves renovation of an existing facility, indicate whether it is County owned or owned by a private entity.**

The existing facility is County-owned.

- **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**

Exhibit 3 continued

buyer would incur. If privately owned, include a description of the private entity's efforts in determining the cost of renovation.

DBH will collaborate with the County of San Bernardino Architecture and Engineering Department, who will conduct the full scope construction project management for the facility and will assume responsibility for issuing Requests For Proposals and overseeing the competitive bidding process for all phases of the demolition and construction. This will be accomplished to ensure that all cost for the facility are reasonable and consistent with what a prudent buyer would incur. The facility, located within 500 feet of the current DBH Transitional Age Youth Center, is currently in poor condition and in need of major renovation. The County of San Bernardino Architecture and Engineering Department has completed a thorough analysis of the property, including a review of the zoning and building code requirements. It was determined that because of its poor condition, renovation of the facility for the intended building usage would require two (2) phases: 1) Interior Abatement and Demolition, and 2) Interior Building Improvements.

The Interior Abatement and Demolition phase is expected to be completed in approximately six (6) months and includes addressing all environmental and safety issues as they relate to the building. Plans include the removal of all interior and exterior asbestos, through demolition and the removal of all interior walls, doors, flooring, ceilings, mechanical units, rooftops and piping, as well as all required clean-up. The Interior Building Improvements phase, is expected to be completed in approximately 9-12 months, and will include construction and building improvements required to renovate the approximately 30,000 square feet that will serve as the new location for the One Stop Transitional Age Youth (TAY) Center/Crisis Residential Program.

The superior facility will allow greater opportunities for TAY to access an enhanced array of recovery services while pursuing their goal of independence. The facility will include multiple therapeutic group and interview rooms, kitchen and laundry training facilities, a recreation room, a resource center equipped with computer workstations and library, and a 2,135 square foot multi-purpose room accessible to TAY and all of the department's MHSA programs to assist in the administration of MHSA services, including being utilized as a site to hold future public forums.

The renovation will also provide the DBH the opportunity to expand its integrated services by including an addition approximately 10,000 square feet within the Center to support a 14-bed short-term Crisis Residential Program for Transitional Aged Youth. The Crisis Residential Program facility will include multiple resident lounges, kitchen, dining, bathroom and laundry areas, a courtyard with a fountain; as well as essential programming accommodations for medication, interviewing and nursing needs. The landscape of this property is ideal and will not require much improvement since it already mimics a park-like setting, including large lush grassy areas with shady trees. Renovations around the structure will include mostly clean up and creation of additional parking areas.

Exhibit 3 continued

- **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.**

Renovations of the property will allow DBH to expand its MHSA programs by allowing for the relocation of services to provide greater accessibility and availability to Transitional Age Youth (TAY) clients. DBH has encountered a tremendous number of TAY seeking services that exceeds what was originally projected when the program was designed in the County's Three-Year Program and Expenditure Plan. The success of the County of San Bernardino's TAY program has resulted in the need to expand its facilities to accommodate the larger than projected amount of TAY seeking services.

The renovated facility will consist of approximately 20,000 square feet that will serve as the new location for the One Stop TAY Center. The larger Center will ensure that TAY have the opportunity to access an enhanced array of recovery services while pursuing their goal of independence. The increased facility size will allow DBH to better accommodate the significant number of TAY that seek services in the current drop-in center and allow more TAY to access needed services to address the transitional domains of employment, educational opportunities, housing and community life necessary for wellness and recovery of emotionally disturbed TAY. The new Center will provide DBH access to additional group and interview rooms. The added rooms will allow additionally needed groups to be offered, including skill building groups in the new kitchen and laundry training facilities to prepare TAY for independent living. In addition, the more accommodating group rooms will allow DBH to expand its capacity for TAY wanting to take advantage of the therapeutic groups that are offered. Additionally, the One Stop TAY Center will include dedicated facilities for vocational and career counseling and preparation, including areas for studying and a improved resource center equipped with a library and additional computer workstations allowing a higher capacity of TAY to access and benefit from these services. The addition of a multi-purpose room will allow DBH the flexibility to provide various trainings and services and will be accessible to all of the Department's MHSA programs to assist in the administration of MHSA services, including utilization as a public forum site.

The renovation will grant DBH the opportunity to expand its integrated services by including approximately and additional 10,000 square feet co-located within the Center to support a Crisis Residential Program to reduce hospitalizations and emergency room visits. The Crisis Residential Program will fill a gap in DBH's current service system and provide access to short-term crisis beds for TAY, including those from the three contracted TAY centers located throughout the county. Short-term crisis beds do not presently exist in the County of San Bernardino, leaving hospitalization and/or incarceration as the only options for TAY in short-term duress. Frequent hospitalizations and/or emergency room visits, and incarcerations are priority issues that were previously identified in the CSS Planning Process for the County of San Bernardino. The addition of the 14-bed Crisis Residential facility will allow DBH to address these issues by providing structured short-term intensive mental health services, twenty four hours a day, seven days a week to voluntary patients experiencing an acute psychotic episode or crisis, thus reducing the need

Exhibit 3 continued

for hospitalization and/or incarceration by providing a more appropriate level of care, while also reducing the stigma commonly associated with these experiences.

- **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.**

Not Applicable

- **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.**

Not Applicable

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 checked="" type="checkbox"/> TAY	<p>The expansion of the TAY Center will serve approximately 45 additional unduplicated clients per year, bringing the total served to approximately 188 unduplicated clients per year.</p> <p>The Crisis Residential is a 14-bed facility that will serve approximately 150 TAY clients annually.</p>
<input type="checkbox"/> Adults	
<input type="checkbox"/> Older Adults	

One Stop Transitional Age Youth Center

The One Stop TAY center will continue to provide integrated services to the unserved, underserved, and inappropriately served TAY (between 16 and 25 years of age) who are emotionally disturbed, high users of acute facilities, homeless, have co-occurring disorders, are incarcerated, institutionalized, and recidivists with significant functional impairment. An array of services will be available to assist TAY in reaching their goal of independence. There will be a array of available recovery services at the Center including, but not limited to, 24 hours a day, seven days a week access to behavioral health/peer counselors, easy access to all needed services from community partner agencies, housing support, educational/vocational training, job search and coaching, skill building necessary for community life, recovery and co-occurring specialized programs, recreation activities, shower and laundry facility access, e-mail and internet access, and other necessary referrals for community integration. The Center will assist TAY to become independent, avoid hospitalizations, reduce involvement in the criminal justice system, and reduce homelessness.

The expansion of the One Stop TAY Center will serve approximately 45 additional unduplicated clients per year, allowing the One Stop TAY Center to serve a total of approximately 188 unduplicated clients per year.

Crisis Residential Program

The 14-bed Crisis Residential Program will allow DBH to address previously identified priority issues by providing short-term mental health services, twenty four hours a day, seven days a week to voluntary patients experiencing an acute psychotic episode or crisis, thus reducing the need for hospitalization or incarceration.

The Crisis Residential Program will give male and females between 18 and 25 years of age that are experiencing serious mental illness and may have a co-occurring disorder, the opportunity to collaborate with program staff to develop a treatment/rehabilitation plan that

Exhibit 3 continued

specifies goals and objectives, and describes each of their responsibilities to reach these achievements. The program will be based on the social rehabilitation model and will include multidisciplinary program staff that is essential to assisting clients learn and build socialization, community living and interpersonal skills, in an environment as close to a normal home environment as possible without sacrificing the clients safety or care. Clients will be able to participate in the following structured services: individual and group counseling (which may include members of their family), crisis intervention, and pre-vocational and vocational counseling. Client education on the role of medications and their potential side effects will be included to accomplish the goal of enabling the client to become responsible for his or her own medication. DBH will include a plan for monitoring medications by an individual licensed to prescribe and/or dispense prescription drugs, and screenings for medical complications that may contribute to disability will also be conducted by qualified individuals (Physician, nurse practitioners, or physician's assistant).

The planned length of stay in the Crisis Residential Program shall be based on the client's assessed needs, however is not intended to exceed thirty (30) days. The average length of stay is anticipated to be approximately seven (7) days. On occasion, the need to extended services may be required to ensure the successful completion of the treatment plan and appropriate referral; however under no circumstance will the length of stay exceed three (3) months. The Crisis Residential Program is projected to serve approximately 150 TAY clients annually.

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.

The proposed project will transform and modernize an existing County-owned facility located at 780 E. Gilbert St., Building H, San Bernardino, CA 92404, with the goal of increasing client and family empowerment and improving access and appropriateness of care. The 30,000 square foot property is located within approximately 500 feet of the current One Stop TAY Center, allowing services to remain available to the current TAY population. The project location remains centrally located and will allow the One Stop TAY Center to remain accessible via public transportation with stops located approximately 500 feet from the property. The property is zoned as CO (Commercial) and the surrounding area includes: an elementary and high school, commercial buildings, and other County and DBH program.

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

The building will be completely dedicated to providing MHSA mental health programs, services, and support to promote wellness, recovery, and resiliency for the consumers and family members of the County of San Bernardino.

- **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.**

Exhibit 3 continued

Not Applicable. The entire building will be dedicated to providing MHSA mental health programs, services, and support.

- **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.)

Not Applicable. The building will not be used for purposes other than providing MHSA Mental Health programs, services, and support.

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.

DBH will ensure that the renovated facility is maintained and updated to provide MHSA services through the County's Facilities Management Department. There are three divisions within the Facilities Management Department that have the ability to maintain and update the facility and enable DBH to effectively meet the expectations of its staff and clients. The Grounds Division is responsible for grounds maintenance services, including indoor plant maintenance, tree trimming, irrigation, landscape installation and maintenance, indoor/outdoor water fountain cleaning, as well as power sweeping of parking lots. The primary function of the Maintenance Division is to provide building maintenance and repair to promote safe and healthy building environments for use by the public and the County of San Bernardino employees. This division performs routine maintenance, and responds to emergency building issues 24 hours per day, 7 days per week. Additionally, the Maintenance Division is responsible for minor Capital Improvement Projects and minor remodel projects to support the County employees' work sites. Finally, the Custodial Services Division provides custodial services to County owned buildings. It is responsible for servicing over 2.1 million square feet and provides pest control services, window washing, carpet cleaning, air duct cleaning, and mold remediation as well as routine and emergency general custodial services.

In addition, the Board of Supervisors approved a Board Item on May 19, 2009 requesting to certify the facility developed with MHSA Capital Facilities funds for the One Stop TAY Center/ Crisis Residential Program, will be utilized 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.

Not Applicable

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.

Not Applicable

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))

Not Applicable

Exhibit 4***CAPITAL FACILITIES PROJECT PROPOSAL FACT SHEET*****Project Location**

Name of Project: One Stop Center/Crisis Residential Program
 Site Address: 780 E. Gilbert St., Building H, San Bernardino, CA 92404

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: The County of San Bernardino intends to utilize the renovated County-owned facility to provide enhanced services and greater facility opportunities to better accommodate the large number of TAY seeking services in pursuit of the goal of independence. Additionally, the facility will be utilized to provide a Crisis Residential Program that will fill a gap in DBH's current service system.

- 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	<u>\$8,921,642</u>
CSS Capital Facilities funds requested in this Project Proposal	<u>\$0</u>
Total	<u>\$8,921,642</u>

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 See Below

- Provide new services
 Expanded services

Please provide a brief description below

Exhibit 4 continued**One Stop Transitional Age Youth Center** – Expanded Services

DBH will continue providing its current MHSA services to unserved, underserved, and inappropriately served TAY, between 16 and 25 years of age who are emotionally disturbed, high users of acute facilities, homeless, have co-occurring disorders, are incarcerated, institutionalized, and/or recidivists with functional impairments. The relocation and expansion of the One Stop TAY Center will allow approximately 4 additional unduplicated clients per month to be served, thus enabling the One Stop TAY Center to serve a total of approximately 16 unduplicated clients per month. However as a drop-in center, clients that were initially served continue to access services on a continuous basis. As a result, a total of approximately 170 clients will be accessing services on a monthly basis at the renovated One Stop TAY Center.

Crisis Residential Program – New Services

The Crisis Residential Program will give male and females between 18 and 25 years of age that are experiencing serious mental illness and may have a co-occurring disorder, the opportunity to take part in their recovery by collaborating with program staff to develop a treatment/rehabilitation plan that specifies goals and objectives, and describes each of their responsibilities to reach these achievements. The Crisis Residential Program is a 14-bed facility that is co-located within the One Stop TAY Center that will provide new services to approximately 13 unduplicated clients a month. It is estimated that approximately 10% of those enrolled in the program will have previously accessed Crisis Residential services thus resulting in approximately 14 total clients accessing services on a monthly basis.

A combined total of approximately 19 unduplicated clients and an overall combined total of approximately 184 clients will access services in the One Stop TAY Center/Crisis Residential Program on a monthly basis.

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**

County: County of San Bernardino Project Name: One Stop Center/Crisis Residential Program
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Category	(1) Capital Facilities Funds	(2) CSS Capital Facilities Funds	(3) Future Year Costs	(4) Total (1+2+3)	Estimated Annual Ongoing Costs*
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.	\$240,962			\$240,962	
b. Contract Architect	\$662,647			\$662,647	
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	\$903,609			\$903,609	
7. Construction					
a. Landscaping	\$225,000			\$225,000	
b. Construction Contracts					
c. Insurance					

Exhibit 5 continued

d. <i>Material testing</i>				
e. <i>Contingency</i>	\$602,406			\$602,406
f. <i>Other Construction Expenditures (please describe)</i>	\$1,086,306			\$1,086,306
g. Total Construction Expenditures	\$1,913,712			\$1,913,712
8. Rehabilitation/Renovation of Existing Structures	\$4,712,756			\$4,712,756
9. Fixed/Movable Equipment				
10. Supervision - Inspector				
11. Title and Recording				
12. Other Fees and Charges				
13. On-Site Management				
14. Project Management/Administration	\$391,564			\$391,564
15. Other Project Expenditures (please describe)	\$500,000			\$500,000
16. Other Expenses (Describe)	\$500,000			\$500,000
17. Total Ongoing Operating Expenses				
18. Total Project Expenditures	\$8,921,641			\$8,921,641
II. Other Funding Sources (please list)				
1				
2				
3				
4				
5				
6. Total Other Funding Sources				
Total Costs (A)	\$8,921,641			
Total Offsetting Revenues (B)				
MHSA Funding Requirements (A-B)	\$8,921,641			
NOTES:				
7f. General Conditions & Contractor OH&P				
14. Architecture & Engineering Department Administration, Inspection & Construction Management				
15. FF&E Allowance				
16. Capitalized Repair/Replacement Reserve for the building and/or personnel cost directly associated with the project				

- **Provide information regarding ability to maintain and update the property/facility for the required time period. (Include proposed funding sources, capitalized reserves, etc.)**

The County of San Bernardino will have the ability to maintain and update the One Stop TAY Center/Crisis Residential Program through the services provided by the County's Facilities Management Department. The Facilities Management Department provides custodial, grounds, and maintenance services for all County-owned buildings and will include the renovated facility in their services upon completion. The County of

Exhibit 5 continued

San Bernardino utilizes a County-Wide Cost Allocation Plan as the method for which to pay the service costs of the Facilities Management Department. Payment for the general operating cost will be included in the TAY programs ongoing budget which includes MHSA and Medi-Cal as funding sources. In addition, DBH will establish a repair/replacement reserve with MHSA Capital Facilities funds for the purpose of providing a source of capital available to help defray costs for replacing the structural elements and mechanical equipment of the project throughout the required time period.

- **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.):**

DBH will be collaborating with the County of San Bernardino's Architecture and Engineering Department (A & E) to manage the design and construction of the proposed project. A & E has the personnel and experience to serve as the full scope construction manager of the project, including overseeing Request for Proposals and supervision of contract consultants and/or builders. A & E will submit claims for reimbursement to DBH through an Inter-County Transfer. At which time, DBH's Facility/Project Management Office will assist in ensuring that all design/construction decisions and expenditures incurred by A & E are reasonable and approved by DBH. Claims will be forwarded to DBH's Fiscal Office for final approval.

The Fiscal Office of the DBH will utilize the County's Financial Accounting System to track usage, costs, maintenance, etc. of the proposed projects. An Organizational (ORG) Code and a Cost Center has been established by the Fiscal Office for this project, providing the ability to code all purchase orders, expenditures, and MOU's as they are inputted into the County's Financial Accounting System (FAS). The ORG code allows the Fiscal Office to identify and manage all MHSA Capital Facilities fund usage, while the Cost Center allows them to narrow down the costs and expenditures by the specific project. As a result, through the utilization of the County's FAS, DBH has the structure in place to manage the fiscal aspects of the project.

Exhibit 6**SAMPLE PROJECT TIMELINE****Project Name:** One Stop Center/Crisis Residential Program**Site Address:** 780 E. Gilbert St., Building H, San Bernardino, CA 92404 **Date:** 06/17/09

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)

Development Step		Start Date (mm/dd/yy)	Completion Date (mm/dd/yy)
Community Program Planning Process	30-day circulation of draft	04/10/09	05/10/09
	Public hearing, if required	06/04/09	06/04/09
Acquire development site or facility (circle one) through purchase		N/A	N/A
Acquire building permit from building authority (N/A: Process is handled internally by County A & E.)		N/A	N/A
Financing closing		N/A	N/A
Construction contract execution		09/04/09	12/02/09
Construction/ Renovation start up		12/10/09	N/A
Construction/ Renovation completion		N/A	03/24/11
Acquire Certificate of Occupancy (submit legible copy)		03/25/09	03/25/09
Occupancy start up		04/01/11	04/01/11
Other			

Exhibit 7

ANNUAL STATUS REPORT

For Each Capital Facilities Project Proposal

PROJECT INFORMATION					
Project Name: One Stop Center/ Crisis Residential Program				County: San Bernardino	
Report Period: Not Applicable for Project Proposal Submission					
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
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

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:			