



Ohio Department of Mental Health

30 East Broad Street
Columbus, Ohio 43215-3430

DATE: 06-12-09 NUMBER: C-06-09-05 ORIGINATOR & TITLE: Deborah Givens, Community Capital Project Manager

OFFICE:
Office of Consumer and Recovery Supports

APPROVED BY: *[Signature]*
Debbie Nixon-Hughes, MSW, LISW, Deputy Director: Program and Policy Development

DISTRIBUTION:

BHO's Boards Provider Agencies Shareholder Organizations

SUBJECT:

Allocations Certification Community Plan Critical Information
 Licensure MACSIS Medicaid Policy
 Procedure Other (specify):

TITLE OF CORRESPONDENCE:

Community Capital Plan Guidelines

CONTENT:

The Department is in the process of preparing the next six-year capital plan for submission to the Office of Budget and Management (OBM) in December 2009. **Community Capital Plans are due to the Department Friday, September 4, 2009.** The Department will use your capital plan submission to develop its capital plan.

The plan will cover three capital biennia, SFY 11-12, 13-14, 15-16. Boards are reminded that appropriations are made only for the first two years of each six-year plan; funding will be received only for the SFY 11-12 biennium.

Capital plans will be considered only with evidence of a planning process that assures input from consumers, family members, and providers. **The plan should reflect mutually agreed upon areas of critical need.** This direction does not represent a departure from the Department's previous practice of identifying priorities at this stage in the capital process. Rather, we want to emphasize the importance of all mental health constituents planning collaboratively to address critical need in local communities. The Department requests that, in the manner described, each board assess and prioritize the critical capital needs of its own area for each of the three biennia in the plans.

Once the state capital budget is determined, submitted projects will be reviewed, ranked and prioritized by staff. Boards whose projects are selected for funding will be contacted to set up a local conversation for completion of an application. All projects must be viable projects. We expect to begin the process of taking applications in July or August of 2010.

ODMH defines a viable project as one that represents local need as agreed upon by consumers, family members, providers and the Board and that is **consistent with the capital needs as outlined in the Board's Community Plan**. If the needs expressed in the capital plan are not consistent with the Board's Community Plan, please explain why they differ on the attached Project Work Sheet. To be deemed viable, the project must have an identified site as well as appropriate match (25%). Projects will not be considered viable unless they can be "closed out", developed and in use by May 2011.

Please note, the Department does not anticipate receiving capital appropriations sufficient to fund all projects; increased leverage will allow a greater number to be funded. The Department's share/participation will be no greater than 75% of the eligible project costs.

Please mail **three (3) hard copies** of your Capital Plan to:

Hamid Mehrizi, Chief
Capital Planning and Management
30 East Broad Street, Room 1160
Columbus, Ohio 43215-3430

Please find attached the Project Work Sheet. Boards should complete one (1) Project Work Sheet per project. The Project Work Sheets should be submitted under one (1) cover letter.

Please take your time in preparing these documents and be as detailed as possible. The information you submit will be used to rank and prioritize your projects. Key criteria for ranking projects will be the priority level assigned by the Board and consistency with your Board's Community Plan, particularly with regard to the section regarding capital improvement needs. Housing projects will be evaluated similarly but will be reviewed for how ODMH capital dollars will be leveraged by other local, state and federal dollars.

Capital plans must be received by Friday, **September 4, 2009**

REQUIRED ACTION:

Boards should use the attached form to prepare capital plan requests.

DATES FOR REQUIRED ACTION:

Capital plans must be received by Friday, **September 4, 2009**.

NAME, TELEPHONE NO., AND EMAIL OF CONTACT PERSON(S):

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Attachment:

Project Work Sheet

cc: Sandy Stephenson, Director
Hamid Mehrizi, Chief
Sherry Boyd, Chief
Deborah Givens, Project Manager
Jeannette Welsh, Housing Manager
Hugh Wirtz, Ohio Council
Cheri Walter, OACBHA
Jim Mauro, NAMI
Bill Faith, COHHIO
Housing Developers
Hospital Services CEOs
Ohio Empowerment Center