

**GLENN COUNTY**  
**HEALTH SERVICES AGENCY**  
Mental Health Department

Mental Health Services Act  
**Capital Facilities**  
**Project Proposal**

Fiscal Year 2009-2010

POSTED

April 20, 2009 through May 20, 2009

This MHSA Capital Facilities Project Proposal is available for public review and comment through May 20, 2009. We welcome your feedback via phone, email, or by mail; or at the Public Hearing to be held on May 20, 2009.

**Public Hearing Information:**

Wednesday, May 20, 2009

10:30 am – 12:00 noon

Harmony House

343 Yolo Street, Orland, CA

**Comments or Questions? Please contact:**

Kathy Montero

Glenn County Mental Health

242 North Villa Street, Willows, CA 95988

Phone 530-865-6725; Fax 530-865-6734

[kmontero@glenncountyhealth.net](mailto:kmontero@glenncountyhealth.net)

*Thank you!*

**Capital Facilities Project Proposal Face Sheet**

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

***Project: Orland Facility***

County: **Glenn County**

Date: **April 20, 2009**

**County Mental Health Director**

Name: **Scott Gruendl**

Signature: <to be signed prior to submitting to DMH>

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

Mailing Address: **242 North Villa, Willows, CA 95988**

Phone Number: **530-934-6582**

Fax: **530-934-6592**

E-mail: [sgruendl@glenncountyhealth.net](mailto:sgruendl@glenncountyhealth.net)

**Contact Person**

Name: **Kathy Montero**

Phone: **530-934-6582**

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**COUNTY CERTIFICATION**

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

- 1) The County has applied for Mental Health Services Act (MHSA) Capital Facilities Funds to purchase a building at 1187 East South Street, Orland, CA 95963.
- 2) The intended use of this building is to provide mental health services to children, youth, adults, older adults, and their families that are consistent with the principles of the MHSA, offering individual mental health services as well as group activities. The building will also function as administrative offices for mental health services staff.
- 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) Glenn County will be the owner of record for acquisition/construction.
- 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) Glenn 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.

- 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 a building at 1187 East South Street in Orland, California are true and correct.

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Date: \_\_\_\_\_ Signature: <to be signed prior to submitting to DMH>  
Glenn County Health Service Agency Director

Date: \_\_\_\_\_ Signature: <to be signed prior to submitting to DMH>  
Glenn County Auditor and Controller

Executed at: Willows, CA

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## PROJECT PROPOSAL NARRATIVE

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- 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.*

The Glenn County Capital Facilities (CF) planning process continued the comprehensive work of our earlier MHSA planning efforts by utilizing our excellent partnership with consumers, family members, staff, and community stakeholders. Input on the CF component was obtained through a variety of sources, including a specific Capital Facilities survey, our monthly MHSA Executive Leadership Committee meetings, our monthly MHSA Consumer meetings, Children's Interagency Coordinating Council meetings, Management and Planning Team meetings, Advisory Board meetings, and specific Capital Facilities and Technological Needs focus groups. Meetings and focus groups included representation from traditionally unserved and underserved populations, including Transition Age Youth, Latinos, Native Americans, and older adults; there was extensive consumer and family member participation as well.

We developed a specific Capital Facilities survey that provided staff, volunteers, and consumers the opportunity to give feedback on capital facilities needs. The survey was distributed to clients and family members. A total of 55 persons responded, with 48 clients and 7 family members responding.

The first survey question asked how the Capital Facility funds should be used to support MHSA mental health services. The majority of respondents (45%) suggested remodeling an existing county building; 22% suggested purchasing property and building a new building; and 20% suggested buying a non-county building. Thirteen percent (13%) suggested other ideas.

The second survey question asked how the facility should be used. Thirty percent (30%) responded that the facility should be used as a traditional mental health clinic; 27% suggested a community wellness center for families; and 17% suggested a community wellness center for adults.

The overwhelming majority of respondents (65%) preferred the facility to be located in Orland. Twenty-two percent (22%) preferred Willows. Thirteen percent (13%) suggested other locations.

The MHSA Executive Leadership Team, comprised of consumers, family members, staff, and other stakeholders reviewed and discussed the results of the CF survey. The Team used this tool and additional input from key stakeholders to determine the highest priorities for Capital Facilities projects. Input from these planning activities were compiled and developed into the core components of the Capital Facilities Project Proposal.

Public Review and Comment Period: A draft of the Capital Facilities Project Proposal is available for public review and comment from April 20, 2009 through May 20, 2009. The Capital Facilities Project Proposal is available on the Glenn County website. The Capital Facilities Project Proposal has also been distributed across the county and placed with allied agencies, at the court house, and at public libraries.

Public Hearing: A public hearing will be held on Wednesday, May 20, 2009 from 10:30 am – 12:00 noon at Harmony House (343 Yolo Street, Orland, CA). Input on the Capital Facilities Project Proposal will be reviewed and incorporated into the final document, as appropriate, prior to submission to DMH for approval.

- 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.*

The Capital Facilities funds will be used to purchase a modular building that will be placed on the same county-owned property as our substance abuse building, the Community Recovery Center (CRC). The new modular building will create office space and meeting rooms for our mental health services programs, including the Children's System of Care and Adult and Older Adult Services. The new building will also provide office space for our mental health staff and activity rooms for individual and group service delivery. The focus of the building will be to offer all MHSA services to children, families, adults, and older adults. In addition, some psychiatric services will be available for all age groups in this facility. MHSA services for Transition Age Youth (TAY) will be primarily delivered at our TAY Drop-in Center, which is also located in Orland.

The development of this new Orland Facility and the delivery of MHSA services in this building is consistent with the goals of our CSS Three-Year Plan and is consistent with the Capital Facilities and Technological Needs (CFTN) Component. The co-location of this facility with our substance abuse program will create the opportunity to offer improved linkages to those clients and families receiving mental health services who also could benefit from substance abuse services. This linkage will be especially valuable for clients and family members who have co-occurring mental health and substance abuse disorders.

This location also provides improved access for clients and the community. It is conveniently located on a bus line and offers the opportunity to share resources and improve access to other services. By co-locating mental health and substance abuse services, we will reduce stigma and expand outreach to unserved and underserved populations, promote wellness and recovery, and offer coordinated MHSA services to help clients achieve positive outcomes.

Staff time will also be more efficient with this co-location of services. Staff will not have to travel time between appointments and can provide services in one convenient location.

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**PROJECT DETAILS**

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Answer the following questions as appropriate to the Project Proposal.

Project Title: **Orland Facility**  
Project Address: **1187 East South Street, Orland, CA 95963**

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

These funds will purchase a new modular building for our MHSA mental health services that will be placed on county-owned property in Orland, our county seat. It will be located on the same property that houses our substance abuse programs, CRC. This location will help to reduce overall costs associated with a new structure. By co-locating these buildings, we will be able to utilize CRC's existing parking lot, outside lights, landscaping, and signage.

The CRC program offers service for clients who have substance abuse disorders, as well as those with co-occurring disorders (mental health and substance abuse diagnoses). The modular building will be placed behind the CRC building and will create office space and meeting rooms for our mental health staff and psychiatric services for all age groups. At the present time, these mental health staff are located in a building which is leased by the county, approximately one mile away from the CRC building. By purchasing this modular, we will avoid costs associated with leasing a building and create more cost-effective services.

The new modular building will be approximately 2,400 square feet. The building will have office space, group rooms for activities, a kitchen, and a separate space allocated for our Family Organization, *Working for Tomorrow's Youth* (WFTY). The building will meet ADA specifications and be accessible for all clients and family members.

Full specifications will be developed and bids will be obtained for the project. In addition, preparation of the land, cement slab, and connection to existing electrical, sewer/septic, and gas hookups will be included in the costs.

- *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.*

Not applicable.

- 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.

Not applicable.

- 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.

Not applicable.

- 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.

- 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 checked="" type="checkbox"/> Children	40 children and families per year
<input checked="" type="checkbox"/> TAY	60 youth and families per year
<input checked="" type="checkbox"/> Adults	50 adults
<input checked="" type="checkbox"/> Older Adults	10 older adults

The Glenn County Mental Health Services offers comprehensive services and linkages to appropriate partner agencies. This building will be utilized to provide mental health services that are consistent with the principles of the MHSA to children, adults, older adults, and families. Treatment rooms will be available for individual and group sessions. In addition, services for adults and older adults will offer integrated treatment services to those individuals who have mental health and substance abuse co-occurring disorders.

In addition, the building will have office space for the mental health staff who will be moving out of a more costly location. There will be a kitchen available for teaching nutrition and cooking skills. There will also be a separate space allocated for our Family Organization, *Working for Tomorrow's Youth* (WFTY), in order for them to have a formal office space for conducting their business. To efficiently utilize existing services, administrative and reception services for the modular building will be co-located in the



existing county-owned CRC building. The ability to share resources will improve access for clients entering and leaving services, creating a welcoming, comfortable environment for clients and their families.

- 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 new modular building will be co-located on the same property with the substance abuse program, CRC, in Orland, the county seat. It is located on a bus line, and is within walking distance to the county fairgrounds, local elementary and secondary schools, and downtown Orland. It has ample parking for clients and staff, and is within half a mile of the Orland East building, which houses the Human Resource Agency (child welfare, social services), and a community college.

The reception area for the new building program will be placed within the existing county-owned building to improve access to services for clients, creating a welcoming, comfortable environment for clients and their families.

- 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.*

Not applicable.

- *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.)*

Glenn County Health Services Agency provides oversight and leadership to mental health, substance abuse, and public health programs. This oversight provides a strong and consistent vision for collaboration and coordination of services for persons receiving services for any and/or all of these programs. By placing the modular near the CRC substance abuse program, we promote collaboration and integration of services, as appropriate.

This co-location will also benefit family members of clients: for example, parents of children enrolled in the Children's System of Care (CSOC) program. If the parent has a substance abuse disorder, they could access services from CRC while the child is receiving services from the CSOC. Staff will also be able to easily integrate mental health and substance abuse services to meet the needs of individuals with co-occurring disorders.

- 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.*

This building will provide comprehensive mental health services to children, youth, and families in Glenn County. Our mental health services program has been in operation for over 20 years and will continue to be a vital resource over the next 20 years and beyond. County administration fully supports the co-location of the new modular on this county-owned property, and is committed to maintaining the facility. As the city of Orland continues to increase in population, this facility and location will continue to be a vital resource to the citizens of Glenn County.

**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.

**CAPITAL FACILITIES PROJECT PROPOSAL FACT SHEET**

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**Project Location:**

Project Name: **Orland Facility**  
 Site Address: **1187 East South Street, Orland, CA 95963**

**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 and substance abuse treatment)
- Mental Health and other

Amount of Capital Facilities funds requested in this Project Proposal	<b>\$360,500</b>
CSS Capital Facilities funds requested in this Project Proposal	<b>\$0</b>
Total	<b>\$360,500</b>

**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:* It is estimated that over 100 mental health clients and their families will be served in this facility.

- Provide new services
- Expanded services

*Please provide a brief description below:*

The Glenn County Mental Health program offers comprehensive mental health services and linkages to appropriate partner agencies. This building will be utilized to provide mental health services to children, youth, and their families, as well as adult and older adult clients. These services will be consistent with the principles of the MHSA. Treatment rooms will be available for individual and group sessions and activities, as well as a kitchen for teaching living skills. In addition, this modular will provide office space for mental health clinical, case managers, and administrative staff. This building will also provide office space to our family organization.

## EXHIBIT 5 BUDGET SUMMARY For Each Capital Facilities Project Proposal

County Name: Glenn

Project Name: Orland Facility

The 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.

(in Thousands of \$)

Expenditure Category	(1) Capital Facilities Funds	(2) CSS Capital Facilities Funds	(3) Other Funding Sources	(4) Total (1+2+3)
<b>A. Project Expenditures</b>				
1. Acquisition of Land (including deposits)	0	0	0	0
2. Acquisition of Existing Structures	0	0	0	0
3. Survey & Soil Investigation	0	0	0	0
4. Appraisal	0	0	0	0
5. Cal-EPA	0	0	0	0
6. Architectural & Engineering (A&E) Expenditures				
a. Plan Check Fees, Permits, etc.	0	16,700	0	16,700
b. Contract Architect	0	0	0	0
c. Contract Engineer	0	0	0	0
d. Other A&E Consultant Fees	0	0	0	0
e. A&E Travel Expenditures	0	0	0	0
f. Other A&E Expenditures (please describe)	0	0	0	0
7. Construction				
a. Landscaping	0	10,000	0	10,000
b. Construction Contracts	0	290,800	0	290,800
c. Insurance	0	0	0	0
d. Material Testing	0	0	0	0
e. Contingency	0	20,000	0	20,000
f. Other Construction Expenditure (please describe)	0	0	0	0

(in Thousands of \$)

Expenditure Category (Continued)	(1)* Capital Facilities Funds	(2)** CSS Capital Facilities Funds	(3)*** Other Funding Sources	(4) Total (1+2+3)
8. Rehabilitation/Renovation of Existing Structures	0	0	0	0
9. Fixed/Movable Equipment	0	0	0	0
10. Supervision - Inspector	0	0	0	0
11. Title and Recording	0	3,000	0	3,000
12. Other Fees and Charges	0	0	0	0
13. On-Site Management	0	0	0	0
14. Project Management/Administration	0	0	0	0
15. Other Project Expenditures (please describe)	0	20,000	0	20,000
16. Other Expenses (describe)	0	0	0	0
<b>17. Total Project Expenditures</b>	<b>0</b>	<b>360,500</b>	<b>0</b>	<b>360,500</b>
<b>Total Capital Facilities Funds Requested (col 1+2)</b>	<b>360,500</b>			
* Column 1 are expenditures directly attributed to the Capital Facilities Funds ** Column 2 are expenditures directly attributed to the CSS Capital Facilities Funds *** Column 3 are expenditures directly attributed to the Other Funding Sources				
<b>B. Other Funding Sources*</b>				
1.			0	
2.			0	
3.			0	
4.			0	
5.			0	
<b>Total Other Funding Sources **</b>			<b>0</b>	
* All other funding sources (non-MHSA) should be listed. ** Section B total Should equal Line 17/Column 3				

Notes:

Other Project Expenditures includes the cost of moving and reinstalling phone and computer lines and other computer network equipment; new signs for the front of the property/building; and leveling parking area west of the building.

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

The Glenn County Planning and Public Works - Facilities Division maintains all County owned buildings and property. The department has a building maintenance staff as well as a custodial staff. They provide maintenance and upkeep of County buildings and adjacent grounds. To insure a safe and clean working environment, this department oversees custodial services, purchasing of related supplies and administers contractual agreements for repairs, alterations and new construction of these facilities. All costs for these services are charged to the Mental Health department based on time study records and are part of the County's A-87 plan.

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.)

Our fiscal office will be charged with tracking the usage, costs, maintenance, etc of this project. We have a full accounting system that is capable of tracking all costs associated with the project, from the initial stages through completion of the project. As noted above, the Glenn County Planning and Public Works - Facilities Division maintains all County owned buildings and property. The County's A-87 plan will be used to track these maintenance costs over time. This plan is reviewed and approved by the California State Controller's Office annually pursuant to federal Office of Management and Budget (OMB) Circular A-87.

**PROJECT TIMELINE**

Project Name: **Orland Facility**  
 Site Address: **1187 East South Street, Orland, CA 95963**

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

Development Step		Start Date or Approximate Month	End Date or Approximate Month
Community Program Planning Process	30-day circulation of draft	04/20/09	05/20/09
	Public Hearing, if required		05/20/09
Acquire development site or facility through purchase			Completed 03/2009
Acquire building permit from building authority		Month 1	Month 2
Financing closing		N/A	
Construction contract execution		Month 1	Month 2
Construction/renovation start-up		Month 3	Month 5
Acquire Certificate of Occupancy (submit legible copy)		Month 5	Month 6
Occupancy start-up		Month 6	
Other		N/A	