Ohio | Department of Mental Health

Numbered Advisory Memorandum

Date Issued: **July 20, 2011**

Number: **7-FY12-3**

Subject:
- ☐ Allocations
- ☐ Certification
- ☐ Licensure
- ☐ Medicaid
- ☐ Policy and/or Procedure
- ☒ Other Critical Information

To: ADAMH/CMH Boards

Originator(s):
Roma Barickman, Project Manager, Office of Capital Planning & Management

Approval(s):
Hamid Mehrizi, Chief, Office of Capital Planning & Management
Don Anderson, Deputy Director, Administrative Services

Contact(s):
Roma Barickman 614-466-4750 or roma.barickman@mh.ohio.gov

Required Action: ☐ No ☒ Yes, by this date: **Friday September 9, 2011**

All ODMH policy memoranda are posted on the ODMH Web site at mentalhealth.ohio.gov/partner-resources

Title: **Community Capital Plan Requests Fiscal Years 13-18**

The Department is in the process of preparing the **next six-year capital plan for submission to the Office of Budget Management (OBM).**

Community Capital Plans are due to the Department by **Friday September 9, 2011**.The Department will use your capital plan submission to develop its capital plan.

The plan will cover three capital biennia, FY13-14, 15-16, and 17-18. Boards are reminded that the appropriations are made only for the first two years of each six-year plan; funding will be received only for the SFY 13-14 biennium. The Departments priority for funding in the SFY13-14 Biennium will for housing projects, projects that have other sources of funds to leverage and Consumer Operated Program Space.

The Department recognizes that many Boards submitted a capital plan for the FY 11-12 Biennium. **And although there was not a capital budget for FY 11-12, some or all of your submitted projects may still be on your priority list. To clarify and identify those, we ask you to do one of the following:**

1. If there are no changes to the plans AND to your priorities submitted for the previous 6 year plan, please send a cover letter stating that there are no changes to the plan and verify whether match and site are available to move forward.

2. If you are not requesting Capital funds for the next three biennium, please send a letter informing the Department of this.

3. If you did not submit a capital plan last biennium, but want to submit one now, or if you have any changes to the plan submitted for FY 11-12, please utilize the attached forms to update your capital plan. If you are a Board that requested match for the HUD 811 projects, you will need to resubmit a plan with this project.

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 needs that align with the Board's Community Plan and Strategic Plan.

Once the state capital budget is determined, submitted projects will be reviewed, ranked and prioritized by staff in accordance to the Department's policies and priorities for capital. The exception to this is projects that have previously requested match funds for HUD 811 projects. Projects selected by HUD for funding will be given priority for Capital funds.

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

Please find attached the Project Worksheet. Boards/Provider Agencies should complete one (1) Project Worksheet per project. The Project Worksheet should be submitted under one (1) cover letter from the ADAMH/CMH Board.

Once completed, please mail three (3) hard copies of your Capital Plan to:

Roma Barickman, Project Manager
Office of Capital Planning & Management
30 East Broad St., Room 1160
Columbus, Ohio 43215-3430

Please note that we must have your capital plan by Friday <u>September 9, 2011</u> to be included in the Department's capital budget request.

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

Name, Telephone Number and Email of Contact Persons:

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Attachment: Project Work Sheet

Cc: ODMH Leadership Support Team
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