

Oregon Department of Human Services
Addictions and Mental Health Division

APPLICATION FOR HOUSING DEVELOPMENT ASSISTANCE FROM THE
COMMUNITY MENTAL HEALTH HOUSING FUND (CMHHF)

This document provides information for applicants requesting funds from the Community Mental Health Housing Fund. These funds are available to assist with the establishment of new housing for adults with serious mental illness. These funds are being made available in accordance with ORS 426.502 through 426.506 and OAR 309-036-0100 through 309-036-0115.

Background. In recognition of the critical need for community housing for people with serious mental illness, the 1999 Oregon Legislative Assembly passed a bill creating a Community Mental Health Housing Fund (CMHHF) within the Oregon State Treasury with funds from the sale of the former Dammasch State Hospital property in Wilsonville. The bill, codified as ORS 426.502 through 426.508, specifies that 5% of net sale proceeds and 70% of interest earned be used for community housing to be occupied by people with serious mental illness. The first housing awards were issued in March 2005.

DHS has a history of supporting housing development for people with mental illness. The Mental Health Services (MHS) Housing Fund was initiated when the Oregon Legislature allocated \$400,000 for housing development in association with a 1989 local acute care initiative. Additional funds were allocated in subsequent biennia. The MHS Housing Fund has supported both the development of new housing and the renovation of existing housing. MHS Housing Fund for renovations are awarded to correct health, safety or accessibility problems, and in some cases, have prevented closures of residential programs.

The following chart summarizes awards to date from the CMHHF and the MHS Housing Fund.

Fund Name	Total Amount Awarded as of July 2006	# of Projects Assisted	# of Counties	Resident Capacity
Community Mental Health Housing Fund	\$932,507	12	10	128
Mental Health Services Housing Fund				
• Development	\$3,672,475	108	25	1,226
• Renovation	\$ 622,367	136	18	1,029

Application Criteria. To be eligible for funding, projects must meet the following criteria:

1. Occupancy. The housing must be for persons with a serious mental illness (see OAR 309-036-0105 (6), provided as Attachment A, for definition). Prospective residents include individuals with serious mental illness (a) who are currently residing in institutional or structured settings and are ready for more independent or integrated housing; (b) who are transitioning from acute psychiatric settings, incarceration, or homelessness; or (c) who are at risk of experiencing acute psychiatric services, incarceration or homelessness.
2. Eligible Community Housing. Specialized, structured or supportive housing, as defined in Attachment B, will be prioritized for CMHHF awards. The proposed housing must be integrated into residential neighborhoods of local communities in Oregon. The proposed project must create new housing capacity for people with serious mental illness. Renovation of existing housing does not qualify.
3. Need. Documentation must confirm that proposed housing is a priority need in the community where it will be located or that it will meet a statewide need. There also must be evidence that the proposed housing has been or will be planned with input from prospective residents and their representatives.
4. Longevity of Use. There must be a commitment, on the part of the owner/developer, that the proposed housing will be available for use by the persons with serious mental illness for at least 30 years. Preference is given to housing that will be owned by public or nonprofit entities.
5. Security of State's Investment. Funds awarded will be secured by a Grant Agreement, Promissory Note and Trust Deed. Applicants must agree to execute these documents and accept a lien against the community housing property. Applicants must agree to repay the pro-rated balance of the award if the occupancy of the property changes without AMH approval.
6. Service Plan. Applicants must document the availability of services that will support successful community living for residents. The services must be described in sufficient detail to enable reviewers to determine whether the level of services is appropriate for the proposed residents. If the applicant will not provide the services, the service provider must provide a letter of commitment.

7. Development Plan. While not all resources must be committed or a project site obtained, a reasonable plan must be presented that demonstrates the proposed housing project is feasible and likely to be completed in a timely manner. Resources to support the development of the project must be identified. Pre-development and up-front costs, such as site acquisition, architect fees, survey costs, and reasonable expenses associated with applications for financing and site development, are eligible costs. Furniture purchases, program supplies and service delivery are not eligible costs. Priority is given to projects that will be developed in the shortest time frames.
8. Management Plan. A plan for operating and managing the project after its completion is required. The plan should describe resident selection, resident relations, lease enforcement, rent collection, project maintenance and the relationship between project management and service delivery. If a partnership of agencies is proposed, then the plan should include a description of each agency's role.
9. Affordability. The housing developed must be affordable within the incomes of the proposed residents. The portion of apartment rents payable by a resident will typically not exceed \$300/month. Congregate style housing (e.g. residential treatment facilities) must demonstrate that the housing expenses can be offset by a portion of room and board payments designated for rent and documented operating subsidies (if applicable). Preference is given to projects that charge rent at or below 30% of the tenant's income.
10. Award limits. Due to the limited amount of funding available, requests must not exceed \$100,000. Upon review of all applications, awards may be made in amounts less than that requested in individual applications. Applications reviewed and found acceptable will be awarded subject to the availability of funding. If insufficient funds are available, an otherwise acceptable application may be deferred and reconsidered at a future date when additional funds become available. All awards are subject to conditions outlined in the award letter. Deferred applications may be required to update their application and address conditions prior to being reconsidered for funding.
11. Geographic Distribution of Awards. In order to encourage development of projects throughout all regions of the state and ensure an equitable, geographic distribution of funds, the history of AMH housing awards will be taken into account in prioritizing projects for funding. The chart provided as Attachment C summarizes Mental Health Services Housing Fund (MHS/HF) and CMHHF

awards made to date by county. Applications are encouraged from areas relatively under-funded. Under-funded areas are those where the percentage of previous awards received is less than the percentage of general population and/or number served in the local mental health service system. In order to further encourage an equitable geographic distribution of funds, regional targets for CMHHF awards have been established and are displayed in Attachment D.

12. Non-discrimination Certification. Applicants must insure that all eligible persons with serious mental illness shall be considered for residency in the proposed housing in accordance with OAR 309-036-0115 (7). See Attachment G for a sample non-discrimination statement.

Application Review Process and Criteria:

Applications will be reviewed and rated by a review panel. The review panel’s award recommendations will be presented to the AMH Assistant Director who will make the final funding decisions. The review panel will use the following criteria in rating the applications:

Application Criterion:	Maximum Rating/Points:
1. Occupancy	Threshold – must pass
2. Eligible Community Housing	Threshold – must pass
3. Documentation of Need	25 points
4. Longevity of Use	Threshold – must pass
5. Security of State’s Investment	Threshold – must pass
6. Service Plan	40 points
7. Development Plan	50 points
8. Management Plan	40 points
9. Affordability	25 points
10. Non-discrimination Certification	Threshold – must pass
11. CMHP Letter of Endorsement	Threshold – must pass
12. Discretionary – extra points awarded for high leverage under-served area, readiness to proceed, etc.	20 points
TOTAL POSSIBLE POINTS	200 points

Applications must meet all threshold criteria and score at least 120 points in order to be considered for funding. AMH reserves the right to reject any or all applications.

Application submission requirements:

Please note the following in preparing and submitting your application:

- A. Make your application as concise as possible.
- B. Do not put the application in a binder or report folder.
- C. Be sure to use the attached application format.
- D. Include a letter of endorsement from the local Community Mental Health Program Director in the region where your project will be located.
- E. Include all required attachments.
- F. Mail an **original and six copies** of the application to:

Robert E. Nikkel, MSW
Assistant Director
Addictions and Mental Health Division
500 Summer Street NE, E-86
Salem, Oregon 97301-1118

Applications must be postmarked no later than December 15, 2006. No applications will be accepted via the FAX machine, e-mail, or other internet means.

To facilitate the preparation of your submittal, electronic copies of the application are available upon request. To request an electronic copy, please contact Elizabeth Anguiano at (503) 947-5544 or elizabeth.anguiano@state.or.us. If you have questions or would like technical assistance, please contract Jeff Puterbaugh, Housing Development Coordinator at (503) 947-5533 or jeffrey.l.puterbaugh@state.or.us.

Oregon Department of Human Services
Addiction and Mental Health Division

APPLICATION FOR HOUSING DEVELOPMENT ASSISTANCE
FROM THE COMMUNITY MENTAL HEALTH HOUSING FUND (CMHMF)

Application Information:

Name: _____
 Address: _____
 City, State, Zip: _____
 Contact Person: _____
 Phone: _____ Fax #: _____
 E-mail address: _____

Ownership Entity:

Name: _____
 Address: _____
 City, State, Zip: _____
 Contact Person: _____
 Phone: _____ Fax #: _____
 E-mail address: _____

Project Information:

Project Name: _____
 Project Address/Location: _____
 Project City: _____ Project County: _____
 CMHMF Amount Requested: \$ _____
 Total Project Development Cost: \$ _____

Total # of Units in Project	# of Units/Beds for Persons with Serious Mental Illness	Anticipated Date of Initial Occupancy

Will units be subsidized? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Possibly	If subsidized, indicate what type & source: _____ _____
Will project have a community room or common area? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Will project have a resident manager's unit or care giver accommodations? <input type="checkbox"/> YES <input type="checkbox"/> NO	

Type of Housing (refer to attachment B for definitions)	<input type="checkbox"/> Structured/Specialized Residential Type: _____ <input type="checkbox"/> Supportive Housing Type: _____ <input type="checkbox"/> Other (describe): _____
Bedroom Size(s)	<input type="checkbox"/> "Beds" in congregate household, indicate how many _____ <input type="checkbox"/> SRO units, indicate how many _____ <input type="checkbox"/> 1 Bedroom units, indicate how many _____ <input type="checkbox"/> 2 Bedroom units, indicate how many _____ <input type="checkbox"/> 3 Bedroom units, indicate how many _____ <input type="checkbox"/> Other: _____, indicate how many _____

Project Abstract:

Briefly describe the overall concept of the entire development. Summarize the target population, residential model, service availability, means of development and other key characteristics.

Application must be signed by an authorized official of the applicant:

Signature: _____ Date: _____

Print Name: _____ Position Title: _____

Note: Letter of Endorsement from County CMHP Director must be attached.

Narrative:

Please respond to the following questions and attach any required supplemental material. Label responses to correspond with the numbered items below. Answer all parts of each question.

1. Occupancy. Describe the proposed resident population and confirm that they will meet the eligibility criteria for “person with serious mental illness” (see OAR 309-036-0105 (6), Attachment A). Identify the service needs of prospective residents. What process will be used to select residents for the proposed housing? Attach admission criteria, if available. Where do prospective residents currently reside?
2. Need. Provide a rationale for the proposed housing. Include documentation of housing needs for persons with serious mental illness in your area. Describe your process for obtaining input from prospective residents and their representatives. Provide evidence that the proposed housing is consistent with preferences of prospective residents.
3. Longevity of Use. How long will the proposed housing be available for the occupants described in number 1 above? (minimum of 30 years)
4. Security of State’s Investment. Provide a signed statement confirming agreement on the part of the property owner(s) to execute a Grant Agreement, Promissory Note and Trust Deed to secure the CMHHF award amount.
5. Service Plan. Describe the supportive services that will be available to residents. Include the following information:
 - a. List the services to be provided and indicate whether they will be provided on-site or through arrangement with an off-site provider.
 - b. Detail the staffing pattern proposed. For on site services, identify how many individuals (part-time and full-time) will be employed as staff. What is the total number of full time equivalent (FTE) staff.
 - c. Demonstrate that funding has been committed or is otherwise available to support these services. Attach a letter from the proposed service provider (if different from the applicant) stating their commitment to provide services.

6. Development Plan. Describe plans to acquire, rehabilitate and/or construct housing for people with serious mental illness. Include the following information and applicable attachments:
 - a. Site/Building Information. Describe the site and proposed improvements. Attach, as available, copies of (1) evidence of site control (do not send original documents), (2) map showing location of property and nearby community amenities (bus lines, shopping, recreation, etc.), (3) floor plans or preliminary architectural drawings, (4) photographs of the property, and (5) legal description of the property. If a site is not identified, describe sites under consideration and/or plans to locate an appropriate site.
 - b. Project Development Time Line. Summarize key development activities and target dates for completion. Use form provided in Attachment E or a similar format.
 - c. Project Development Budget. Include a budget that identifies costs for all proposed development activities. Identify sources and uses of resources that will finance the housing development. Provide a brief status of each funding source (i.e. committed, application pending, etc.) Forms adapted from those used by the Oregon Housing and Community Services are included in Attachment F; please use these or a similar format that provides the same information. AMH will require that a final sources and uses of resources certified by the executive director or other authorized official are submitted.
 - d. Annual Operating Budget. Include an annual operating budget that identifies projected income, service revenues and other income. Identify anticipated expenses for both the operation of the housing and service delivery. Forms adapted from those used by the Oregon Housing and Community Services are included in Attachment F; please use these or a similar format that provides the same information.
 - e. Development Team. List the specific roles, function and services to be provided by the development team members, including but not limited to, owner, developer, architect, construction contractor, property manager, service provider, and consultant (as applicable). List their qualifications and describe their experience with similar projects.
7. Property Management. Who will own the property? Also indicate who will be responsible for each of the following: (1) tenant referral and selection, (2)

resident supervision, (3) rent collection, (4) property maintenance, and (5) lease enforcement? Describe the relationship between property management and service delivery entities. Describe the experience of the property manager and/or owner in operating similar housing (include addresses).

8. Affordability. What rent or room and board fees will be charged? Demonstrate that this is affordable for the prospective residents. If rent subsidies are being proposed, a letter of commitment from the agency providing the subsidy must be included. If rent subsidies are not provided discuss how the residents will deal with potential rent burdens.
9. Non-Discrimination Certification. Provide a signed statement certifying that all eligible persons with serious mental illness shall be considered for residency in the proposed housing in accordance with OAR 309-036-0115 (7). See sample statement included as Attachment G.
10. Board Resolution or Other Authorization. Provide a resolution from the applicant board of directors (see sample provided as Attachment H) if applicant is a corporation. If the applicant entity is not a corporation, provide documentation from the official of the applicant entity who has authority to approve submittal of the application.

ATTACHMENTS

to

APPLICATION FOR HOUSING DEVELOPMENT ASSISTANCE FROM THE COMMUNITY MENTAL HEALTH HOUSING FUND (CMHHF)

- Attachment A: OAR 309-036-0100 to 309-036-0125: Community Mental Health Housing Fund Administrative Rules
- Attachment B: Definitions of Specialized, Structured and Supportive Housing
- Attachment C: CMH and MHS Housing Funds Awards to Date by County
- Attachment D: Regional Targets for CMHHF Regional Awards
- Attachment E: Project Development Time Line Form
- Attachment F: Budget Forms
- Attachment G: Sample Nondiscrimination Statement
- Attachment H: Sample Board of Directors Resolution

Attachment A

COMMUNITY MENTAL HEALTH HOUSING FUND**309-036-0100****Statement of Purpose**

(1) Statement of Purpose. These rules prescribe standards for the administration of the Community Mental Health Housing Fund. The Community Mental Health Housing Fund, supported in part by the Community Housing Trust Account, shall be administered by the Department of Human Services, through its Office of Mental Health and Addiction Services.

309-036-0105**Definitions**

As used in these rules:

- (1) "Community housing" means real property, improvements and related equipment that are used or could be used to house persons with a serious mental illness in community-based settings consistent with ORS 426.502 (2). It does not include hospitals, nursing homes, correctional facilities and other institutional housing except as provided in subsection (5) of this rule.
- (2) "Construct" means to build, install, assemble, expand, alter, convert, repair, replace or relocate. It can also mean to install equipment and necessary infrastructure to prepare a site.
- (3) "Department" means the Department of Human Services.
- (4) "Equipment" means furnishings, fixtures or appliances that are used or could be used to provide community housing.
- (5) "Institutional housing" means a state psychiatric hospital in Oregon, such as Eastern Oregon Psychiatric Center or Oregon State Hospital.
- (6) "Person with serious mental illness" means an individual who is:
 - (a) Diagnosed by a qualified mental health professional as suffering from a chronic mental disorder as defined by ORS 426.495(2)(b) which includes, but is not limited to, conditions such as schizophrenia, serious affective and paranoid disorders, and other disorders which manifest symptoms that are not solely a result of mental retardation or other developmental disabilities, epilepsy, drug abuse, or alcoholism; which continue for more than one year, or on the basis of a specific diagnosis, are likely to continue for more than one year; and
 - (b) Is impaired to an extent which substantially limits the person's consistent functioning in one or more of the following areas:
 - (A) Home environment: independently attending to shelter needs, personal hygiene, nutritional needs and home maintenance;

(B) Community negotiation: independently and appropriately utilizing community resources for shopping, recreation and other needs;

(C) Social relations: establishing and maintaining supportive relationships;

(D) Vocational: maintaining employment sufficient to meet personal living expenses or engaging in other age appropriate activities.

Stat. Auth.: ORS 430.640

Stats. Implemented: ORS 426.502 through 426.508

309-036-0110

Community Mental Health Housing Fund, Community Mental Health Housing Trust Account, Income and Expenditures

(1) Community Mental Health Housing Fund. The Community Mental Health Housing Fund shall be maintained in the State Treasury. All earnings on investments of moneys in the Community Mental Health Housing Fund, including earnings in the Community Housing Trust Account, shall accrue to the Fund. All moneys in the Fund shall be continuously appropriated to the Department of Human Services to carry out the provisions of ORS 426.504 through its Office of Mental Health and Addiction Services for the purpose of providing housing for persons with serious mental illness.

(a) Income to the Community Mental Health Housing Fund shall consist of (A) the proceeds, less costs to the state, received from the sale of the F.H. Dammasch State Hospital property under ORS 426.508; (B) moneys appropriated to the Fund by the Legislative Assembly; (C) proceeds from the sale, transfer or lease of any surplus real property owned, operated or controlled by the Department and used as community housing; (D) money reallocated from other areas of the Department's budget; (E) interest and earnings credited to the fund; and (F) gifts of money or other property from any source, to be used for the purposes of developing housing for persons with serious mental illness. Except as provided by ORS 426.406(3)(a), income to the fund may be restricted to deposit in the Community Housing Trust Account or may be available for expenditure.

(b) Gifts and other deposits may be designated by the contributor to be used for community housing purposes or institutional housing purposes. Such deposits may also be restricted to the Community Housing Trust Account or may be non-restricted and available for expenditure from the Fund. Any gifts restricted by a contributor shall not be available for re-allocation except as may be specified by the contributor.

(2) Community Housing Trust Account. The Community Housing Trust Account exists within the Community Mental Health Housing Fund and shall consist of (a) at least 95% of the proceeds received from the sale of the F.H. Dammasch State Hospital property under ORS 426.508; and (b) any other funds deposited into the account for the restricted purpose of staying in the Fund for perpetuity.

(3) Amounts Available for Expenditure. Amounts available from the Fund for

expenditure shall consist of (a) up to five percent of the sale proceeds received by the Department of Human Services for credit to the account from the Oregon Department of Administrative Services from the sale of the F.H. Dammasch State Hospital property under ORS 426.508; and (b) all other deposited, unrestricted funds or account earnings unless a specific deposit is designated by its maker to be placed in the restricted portion of the Community Housing Trust Account.

(4) Expenditure of Community Housing Trust Account Interest Earnings. Interest earned on moneys in the Community Housing Trust Account may be expended in the following manner: Seventy percent of interest earned on deposits in the Community Housing Trust Account shall be expended for community housing purposes in accordance with 309-036-0115. Thirty percent of interest earned on deposits in the Community Housing Trust Account shall be expended for institutional housing purposes in accordance with 309-036-0120.

(5) Limitations on Expenditure. Interest earned on deposits in the account shall not be used to support operating expenses of the Department.

Stat. Auth.: ORS 430.640

Stats. Implemented: ORS 426.502 through 426.508

309-036-0115

Community Housing

(1) As used in this rule, the term "community housing" does not include institutional housing.

(2) Eligible Uses for Community Housing. The community housing to be assisted with funds from the Community Mental Health Housing Fund shall include a variety of types of housing integrated into residential neighborhoods of local communities throughout Oregon. The Office of Mental Health and Addiction Services may establish priorities for the types of housing to be assisted based on an analysis of housing needs of persons with serious mental illness. The community housing types to be considered for funding include, but are not limited to, apartments, residential facilities and other residences for persons with serious mental illness. Housing for persons with serious mental illness may include improvements and related equipment to enable a provider to offer services on site. Where services are not offered on site, the community housing provider must demonstrate that access to services is available elsewhere in the community.

(a) New and Existing Community Housing. Funds from the Community Mental Health Housing Fund may be used to develop new community housing or to preserve or renovate existing community housing for persons with serious mental illness. To this end, funding may be used toward acquisition, maintenance, repair, furnishings and equipment.

(b) Occupancy of Community Housing. The community housing to be assisted with funds from the Community Mental Health Housing Fund must be made available for occupancy by persons with serious mental illness. Consistent with the designated

housing model, additional individuals, such as resident managers, care providers, family members and roommates, may also reside in the housing to the extent allowed under ORS 426.502(2).

(c) Exclusions. Funds from the Community Mental Health Housing Fund cannot be used to support ongoing operation of the community housing.

(3) Allocation of Funds for Community Housing Purposes. The Department's Assistant Director for Health Services shall annually identify the amount of funds available in the Community Mental Health Housing Fund for community housing purposes.

(a) Allocation Plan. The Department's Assistant Director for Health Services or designated representative shall establish, with advice and input from the Community Mental Health Housing Fund Advisory Committee, a plan for allocating funds. This allocation plan shall designate amounts available for new development and renovation awards, geographic distribution goals and any desired housing types or resident population priorities.

(b) Distribution Plan. As funds become available, it shall be the intent of the Department to distribute funds in a fair and equitable manner with respect to geographic and service population considerations. To this end, regional distribution goals will be established by the Department with input from the Mental Health Housing Fund Advisory Committee. These goals will be established based upon the general population distribution in Oregon, OMHAS data on the number of persons with serious mental illness served in each region of the state and other factors relating to housing needs. The distribution plan goals will be published in the application materials. If after considering all applications for a region, the resulting awards do not award all funds in accordance with these goals, and then remaining funds may be re-allocated to other regions.

(4) Application Process and Award of Funds. OMHAS shall implement an application and award process consistent with the following guidelines.

(a) Notification: OMHAS shall announce the availability of funding from the Community Mental Health Housing Fund and provide instructions for applying for such funding. The announcement of funding shall include a description of the fund, the allocation plan, eligible community housing, application rating criteria, and application materials.

(b) Application. An application for funding shall contain all information required by the department, including, but not limited to, (A) a description of the proposed community housing project (including, but not limited to, type of unit(s), number of residents who will be persons with serious mental illness, proposed rents, site location, the services to be available to residents and project amenities); (B) documentation of the applicant's experience with developing and operating housing; (C) a statement identifying the length of time the unit(s) will be dedicated for use by persons with serious mental illness; (D) an estimate of the operating revenues and expenses; (E) the

development plan, including a development budget with sources of funding identified; and (F) documentation describing how the proposed community housing is consistent with allocation plan priorities. Applicants will have a minimum of 60 days to complete and return applications.

(c) Determination. Completed applications shall be submitted to the Administrator of the Office of Mental Health and Addiction Services. Applications shall be reviewed and rated by a review panel established by the OMHAS Administrator that will include at least three members of the Community Mental Health Housing Fund Advisory Committee. The review panel shall make recommendations for funding decisions to the OMHAS Administrator who will make final funding decisions. Applicants will receive written notice of funding decisions.

(d) Right to Appeal. Applicants who do not agree with funding decisions are encouraged to discuss their complaint with Office of Mental Health and Addiction Services staff. If the issue is not resolved, applicants may submit a request for formal review of the decision to the Department's Assistant Director for Health Services. The Assistant Director shall appoint a review committee whose members shall review the application materials and request for appeal and make a recommendation in 30 days. The Assistant Director shall make a decision based upon this recommendation within 15 days. The decision of the Assistant Director shall be final. (5) Disbursement of Funds. OMHAS will development procedures for the disbursement of funds consistent with prudent accounting practices and Department financial procedures.

(6) Security of Investment. All funds disbursed in amounts greater than \$5,000 for the purpose of community housing shall be secured by a trust deed or other instrument to secure and insure continuing use of the property, improvements and related equipment in accordance with the purposes of the award.

(7) Non-discrimination. Recipients of funding for community housing shall ensure that all eligible persons with serious mental illness shall be considered for residency without regard to race, color, sex or sexual orientation (except as may be limited by room arrangement), religion, creed, national origin, age (except under 18), familial status, marital status, source of income, or disability in addition to the mental or emotional disorder.

Stat. Auth.: ORS 430.640

Stats. Implemented: ORS 426.502 through 426.508

309-036-0120

Institutional Housing

(1) Eligible Uses for Institutional housing. The institutional housing to be assisted with 30% of interest earnings from the Community Housing Trust Account and any other funds restricted to institutional housing purposes shall mean state psychiatric hospital facilities including buildings, grounds, leased facilities, infrastructure and ancillary facilities. The institutional housing to be assisted must be for occupancy by persons

with serious mental illness.

(2) Allocation of Funds for Institutional Housing Purposes. The Department's Assistant Director for Health Services will annually identify the amount of funds available in the Community Mental Health Housing Fund for institutional housing purposes.

(a) Allocation Plan. The superintendents of the state psychiatric hospital facilities shall submit prioritized requests for funding of institutional housing improvements to the Assistant Director for Health Services. The Assistant Director for Health Services shall create an allocation plan based on a consolidated prioritized list of requests.

(b) Distribution of Funds for Institutional Housing Purposes. As funds become available, they will be distributed to state psychiatric hospital facilities for improvements in accordance with the allocation plan.

(3) Oversight. The Community Mental Health Housing Fund Advisory Committee shall review the allocation plan and distribution of funds for institutional housing purposes.

Stat. Auth.: ORS 430.640

Stats. Implemented: ORS 426.502 through 426.508

309-036-0125

Community Mental Health Housing Fund Advisory Committee

(1) Membership and Term. The Community Mental Health Housing Fund Advisory Committee (CMHHFAC) shall be comprised of not less than seven (7) members who shall be appointed by the Department's Assistant Director for Health Services. Each member shall be appointed for a term of four years, and may be re-appointed for one additional four-year term. For initial appointments, approximately half of the members shall be appointed for initial two-year terms.

(2) Committee Composition. CMHHFAC members shall consist of at least one OMHAS employee who shall be responsible for convening the committee. OMHAS shall provide clerical support to the committee. Additional members shall include at least one state psychiatric hospital representative, one consumer advocate, one family advocate, one representative from the Housing and Community Services Department, one community mental health service provider, and one nonprofit housing provider.

(3) Meeting Schedule. The CMHHFAC shall meet not less than two times per year.

(4) Responsibilities. The CMHHFAC shall be responsible for (a) recommending an allocation plan for funding awards from the Community Mental Health Housing Fund; (b) recommending maximum award amounts; (c) reviewing and evaluating the award decisions for community housing awards and making recommendations regarding the award process; (d) making policy recommendations for the operation of the fund; and (e) such other advisory actions as might be assigned by the Department's Assistant Director for Health Services.

Stat. Auth.: ORS 430.640

Stats. Implemented: ORS 426.502 through 426.508

Attachment B

Definitions for Specialized, Structured and Supportive Housing

“STRUCTURED/SPECIALIZED RESIDENTIAL SERVICES” means residential programs that are generally licensed and provide 24-hour supervision. They include residential treatment facilities, secure residential treatment facilities, residential treatment homes, adult foster homes and enhanced care service programs.

- “Residential treatment facility” or “RTF-MH” means a program licensed by the Addictions and Mental Health Division under ORS Chapter 443 to serve 6 or more adults with mental illness.
- “Secure residential treatment facility” or “SRTF” means a locked residential treatment facility licensed by the Addictions and Mental Health Division under ORS Chapter 443 to serve 6 or more adults with mental illness.
- “Residential treatment home” or “RTH-MH” means a program licensed by the Addictions and Mental Health Division under ORS Chapter 443 to serve 5 or fewer adults with mental illness.
- “Adult foster home” or “AFH” means a home licensed under ORS Chapter 443 to provide care to 5 or fewer adults. Adult foster homes are licensed by the Addictions and Mental Health Division for persons with mental illness (AFH-MH); and by Seniors and People with Disability (SPD) for persons with developmental disabilities (AFH-DD); or for elderly and disabled persons (AFH-ED).
- “Enhanced care services program” or “ECF” means a program in a residential care facility, nursing facility or foster home licensed by Seniors and Peoples with Disabilities (SPD) in which mental health is provided.

“SUPPORTIVE HOUSING” means supported independent living and other minimally structured settings where services and housing are made available to persons with mental illness. These housing programs are generally unlicensed. They include site-specific supported housing, integrated supported housing, transitional housing, room and board settings, and safe havens.

- “Site-specific supported housing” or “SSH” means apartments, single rooms and/or homes designated for occupancy by persons with mental illness and sponsored by a mental health agency that provides supportive services to residents.
- “Integrated supported housing” or “ISH” means services provided to persons with mental illness that assist them to acquire and maintain affordable apartments or shared homes available through the open housing market. These services are often provided through a mental health program’s community support or case management services.
- “Transitional housing” or “TH” means a housing program that provides on site support services for up to two years for persons who are transitioning to community living after being homeless or hospitalized.
- “Room and board” or “R+B” means the provision of shelter and meals in exchange for payment.
- “Safe haven” or “SH” means a residential program providing “low demand” support services to persons with mental illness who were previously living on the streets or other places not meant for habitation

MHSHF & CMHHF Awards to Date by County
MHSHF & Community Mental Health Housing Funds

	Total Gen'l Population 2005(a)	% of Total Gen'l Pop	# Served w/State \$ 2005-06(b)	% of Total # Served	Amt of MHS & CMH/HF Awards(c)	% of MHS & CMH/HF Award \$\$\$
Baker	16,500	0.5%	681	0.7%	\$35,000	0.6%
Benton	82,834	2.3%	1,564	1.6%	\$9,998	0.2%
Clackamas	361,300	9.9%	4,054	4.3%	\$502,421	8.3%
Clatsop	36,638	1.0%	1,113	1.2%	\$134,940	2.2%
Columbia	46,220	1.3%	621	0.7%	\$270,963	4.5%
Coos	62,695	1.7%	1,614	1.7%	\$178,999	3.0%
Crook	22,776	0.6%	668	0.7%	\$100,000	1.7%
Curry	21,191	0.6%	491	0.5%	\$97,279	1.6%
Deschutes	143,491	4.0%	3,192	3.3%	\$164,012	2.7%
Douglas	102,904	2.8%	2,748	2.9%	\$70,000	1.2%
Grant	7,683	0.2%	379	0.4%	\$0	0.0%
Harney	7,662	0.2%	234	0.2%	\$23,948	0.4%
Hr/Was/Sh/Gil	48,885	1.3%	1,372	1.4%	\$25,798	0.4%
Jackson	194,514	5.4%	3,904	4.1%	\$297,373	4.9%
Jefferson	20,600	0.6%	947	1.0%	\$0	0.0%
Josephine	79,645	2.2%	2,632	2.8%	\$408,938	6.8%
Klamath	65,055	1.8%	2,327	2.4%	\$160,000	2.6%
Lake	7,507	0.2%	184	0.2%	\$0	0.0%
Lane	336,087	9.3%	9,227	9.7%	\$390,871	6.5%
Lincoln	44,407	1.2%	1,565	1.6%	\$60,000	1.0%
Linn	107,150	3.0%	2,935	3.1%	\$148,996	2.5%
Malheur	31,799	0.9%	655	0.7%	\$82,469	1.4%
Marion	302,135	8.3%	9,082	9.5%	\$126,338	2.1%
Morrow/Wheeler	13,494	0.4%	326	0.3%	\$0	0.0%
Multnomah	692,823	19.1%	27,738	29.1%	\$1,863,360	30.8%
Polk	65,670	1.8%	1,687	1.8%	\$183,458	3.0%
Tillamook	25,206	0.7%	774	0.8%	\$0	0.0%
Umatilla	72,394	2.0%	2,069	2.2%	\$35,349	0.6%
Union	24,951	0.7%	732	0.8%	\$35,000	0.6%
Wallowa	7,129	0.2%	292	0.3%	\$50,768	0.8%
Washington	489,784	13.5%	7,572	7.9%	\$507,868	8.4%
Yamhill	90,310	2.5%	1,957	2.1%	\$77,950	1.3%
Oregon	3,631,439	100.0%	95,336	100.0%	\$6,042,096	100.0%

Notes: (a) Population estimates for 2005 (updated June 2006) per Center for Population Research and Census, Portland State University.

(b) Includes all individuals served in FY 2005-2006 in public mental health services by county of residence and excludes individuals whose residence was indicated as out-of-state, transient or unknown per Addictions and Mental Health CPMS data.

(c) Includes awards made through April 2006 and is not adjusted for paybacks or deferrals.

(f) Jefferson includes Warm Springs Reservation.

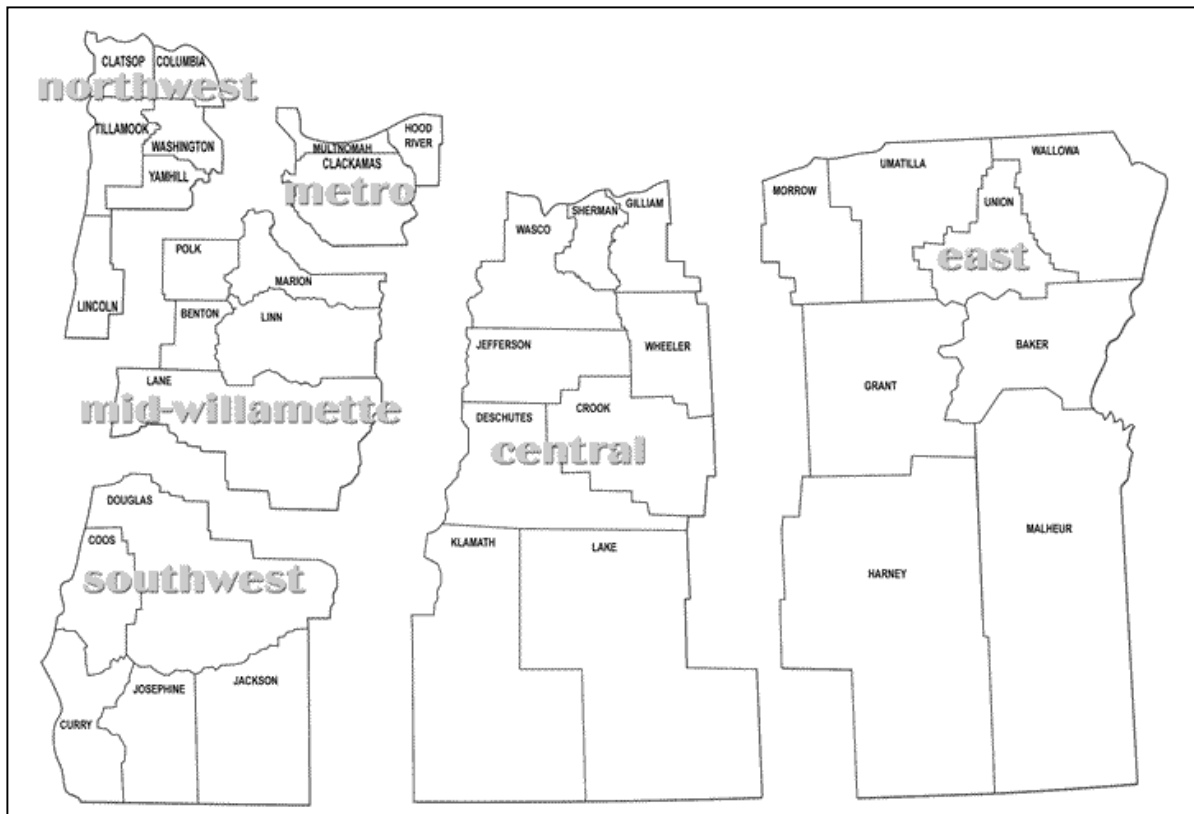
(g) This report was compiled by Addictions and Mental Health Division, Department of Human Services, Oregon. To obtain additional local information, contact the local mental health service provider (number can be obtained by calling 503-945-5763).

Attachment D

Regional Targets for CMHHF Awards

Region	Target Allocation
Northwest (Clatsop, Columbia, Lincoln, Tillamook, Washington and Yamhill counties)	\$88,900
Metro (Clackamas, Hood River and Multnomah counties)	\$125,000
Eastern (Baker, Grant, Harney, Malheur, Morrow, Umatilla, Union and Wallowa counties)	\$52,350
Central (Crook, Deschutes, Gilliam, Jefferson, Klamath, Lake, Sherman, Wasco and Wheeler counties)	\$58,350
Mid-Willamette (Benton, Lane, Linn, Marion and Polk counties)	\$106,200
Southwest (Coos, Curry, Douglas, Jackson and Josephine counties)	\$69,200
Total:	\$500,000*

*Estimate of Amount Available



Attachment E

PROJECT DEVELOPMENT TIME LINE FORM

Project Name: _____

Date Schedule Developed: _____

ACTIVITY	PROPOSED DATE (month/year)*	REVISED DATE (month/year)*	COMPLETED DATE (month/year)*
SITE			
Option/Contract executed			
Site Acquisition			
Zoning Approval			
Site Analysis			
Building Permits & Fees			
Off-site Improvements			
PRE-DEVELOPMENT			
Plans Completed			
Final Bids			
Contractor Selected			
FINANCING			
CONSTRUCTION LOAN:			
Proposal			
Firm Commitment			
PERMANENT LOAN:			
Proposal			
Written Commitment			
SYNDICATION AGREEMENT			
CONSTRUCTION BEGINS			
CONSTRUCTION COMPLETED			
CERTIFICATE OF OCCUPANCY			
LEASE UP COMPLETED			

* Indicates completion by end of month.

Attachment F

SOURCES OF FUNDING

Project Name: _____

Date: _____

<u>Funding Source</u>	<u>Committed</u>	<u>Conditional</u>	<u>Tentative</u>	<u>Anticipated or Firm Commitment Date</u>
GRANTS				
_____	\$	\$	\$	_____
_____	\$	\$	\$	_____
_____	\$	\$	\$	_____
_____	\$	\$	\$	_____
_____	\$	\$	\$	_____
_____	\$	\$	\$	_____
LOANS				
_____	\$	\$	\$	_____
_____	\$	\$	\$	_____
_____	\$	\$	\$	_____
_____	\$	\$	\$	_____
_____	\$	\$	\$	_____
_____	\$	\$	\$	_____
APPLICANT CONTRIBUTIONS				
_____	\$	\$	\$	_____
_____	\$	\$	\$	_____
_____	\$	\$	\$	_____
_____	\$	\$	\$	_____
_____	\$	\$	\$	_____
OTHER				
_____	\$	\$	\$	_____
_____	\$	\$	\$	_____
_____	\$	\$	\$	_____
SUBTOTALS	\$	\$	\$	_____
TOTAL FUND SOURCES	\$	\$	\$	_____

Project Name: _____

Date: _____

Acquisition Costs:	Cost	Source
Purchase Price:	\$ _____	_____
Land	\$ _____	_____
Improvements	\$ _____	_____
Liens and Other Taxes	\$ _____	_____
Closing/Recording	\$ _____	_____
Extension Fees	\$ _____	_____
Other:	\$ _____	_____
Acquisition Costs Subtotal:	\$ _____	
Construction Costs:		
Off-site Work	\$ _____	_____
On-site Work	\$ _____	_____
Hazardous Materials Abatement	\$ _____	_____
Demolition	\$ _____	_____
Residential Building	\$ _____	_____
Commercial Space/Building	\$ _____	_____
Common Use Facilities	\$ _____	_____
Elevator	\$ _____	_____
Laundry Facilities	\$ _____	_____
Storage/Garages	\$ _____	_____
Landscaping	\$ _____	_____
General Conditions	\$ _____	_____
Contractor Overhead	\$ _____	_____
Contractor Profit	\$ _____	_____
Contingency	\$ _____	_____
FF&E (Common Area Furnishings)	\$ _____	_____
Other:	\$ _____	_____
Construction Costs Subtotal:	\$ _____	
Development Costs:		
Land Use Approvals	\$ _____	_____
Building Permits/Fees	\$ _____	_____
System Development Charges	\$ _____	_____
Market Study	\$ _____	_____
Environmental Report	\$ _____	_____
Lead Based Paint Report	\$ _____	_____
Asbestos Report	\$ _____	_____
Soils Report (Geotechnical)	\$ _____	_____
Survey	\$ _____	_____
Marketing/Advertising	\$ _____	_____
Insurance	\$ _____	_____
Other:	\$ _____	_____
Development Costs Subtotal:	\$ _____	
General Fees:	Cost	Source

Architectural	\$	_____
SPD Architectural Review Fee	\$	_____
Engineering	\$	_____
Legal/Accounting	\$	_____
Cost Certification	\$	_____
Appraisals	\$	_____
Special Inspections/Testing	\$	_____
Developer Fee	\$	_____
Consultant Fee	\$	_____
Lock Rate Fee	\$	_____
Project Management Fee	\$	_____
Other:	\$	_____
General Fees Subtotal:	\$	_____
Construction Loan Cost/Fees		
Lender Inspection Fees	\$	_____
Lender Title Insurance	\$	_____
Lender Legal Fees	\$	_____
Loan Fees	\$	_____
Loan Closing Fees	\$	_____
Property Taxes (Construction Period)	\$	_____
Insurance	\$	_____
Construction Subtotal:	\$	_____
Other Fees		
_____	\$	_____
_____	\$	_____
Subtotal:	\$	_____
Reserves/Contingency		
Lease Up/Operating	\$	_____
Tenant Relocation	\$	_____
Deposit to Replacement Reserves	\$	_____
Contingency Escrow Account (3%)	\$	_____
Other:	\$	_____
Other:	\$	_____
Subtotal:	\$	_____
TOTAL PROJECT COST	\$	_____

Attachment G

Sample Nondiscrimination Statement

If awarded a Community Mental Health Housing Fund Award, all eligible persons with serious mental illness shall be considered for residency in the proposed housing project without regard to race, color, sex or sexual orientation (except as may be limited by room arrangement), religion, creed, national origin, age (except under 18), familial status, marital status, source of income, or disability in addition to the mental or emotional disorder.

Signed: _____ Date: _____

Name: _____ Position: _____

Agency: _____

Attachment H

Sample Board of Directors Resolution

**This is a guideline. A Board may use its regular format instead, but the information requested below should be included. This is necessary only if the Board of Directors requires a resolution to accept the responsibility of a Grant application.*

Resolution

(Legal name of applicant), acting through its Board of Directors, at its regularly scheduled meeting, with quorum present, after due deliberation, authorizes (name of authorized representative) to apply to the State of Oregon, acting by and through its Addictions and Mental Health Division (AMH) for funding for (number) units of affordable housing in a project to be known as (name of project) located at (address and city of site). The person(s) named on the Authorization and Acceptance Form are duly authorized to encumber (Legal name of applicant), by this action, and the Board of Directors accepts the responsibilities and requirements of this grant applied for in this application for this project.

Motion was made by _____ and seconded by _____ on _____ (date).

Signature of Board President: _____
(typed name of president)

Attested by:

Signature of Board Secretary: _____
(typed name of secretary)