

Agency: Commerce, Community and Economic Development**Grants to Named Recipients (AS 37.05.316)****Grant Recipient: Sitka Counseling and Prevention Services, Inc.****Project Title:****Project Type:** Remodel, Reconstruction and Upgrades**Sitka Counseling and Prevention Services, Inc. -
Recovery Campus Improvements****State Funding Requested: \$292,125**
One-Time Need**House District: 2 / A****Brief Project Description:**

Renovate buildings on the former Sheldon Jackson College Campus for use as a Women's and Women with Children's treatment facility.

Funding Plan:

Total Project Cost:	\$292,125
Funding Already Secured:	(\$0)
FY2013 State Funding Request:	<u>(\$292,125)</u>
Project Deficit:	\$0

Detailed Project Description and Justification:

All details on attached sheets.

General Construction: \$279,899

Administration: \$15,228

Project Timeline:

Work will begin in FY 13.

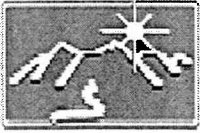
Entity Responsible for the Ongoing Operation and Maintenance of this Project:

Sitka Counseling & Prevention Services, Inc.

Grant Recipient Contact Information:

Name:	Michael McGuire
Title:	Executive Director
Address:	701 Indian River Road Sitka, Alaska 99835
Phone Number:	(907)747-3636
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Has this project been through a public review process at the local level and is it a community priority? Yes No**\$290,000
Approved**



SITKA COUNSELING & PREVENTION SERVICES, INC

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As you approach our 6 existing buildings known as the Recovery Campus, on what was once the old Sheldon Jackson College campus here in Sitka, you will notice these buildings have been well used but not very well maintained. The first building you come into contact with on the left of our driveway will one day house a client run coffee/trinket shop in the downstairs front of the building. This building also houses our security office and care-taker apartment for the property, located in the back half of the building with full views of the grounds and entrances of our other buildings. The next building on your right will house our clinical offices downstairs and administrative offices upstairs.

As you continue moving forward you will see a small playground area located in-front of the Family Center. This program works with children ages 3-18 who are diagnosed with severe emotional difficulties. The downstairs of this building is set up with a large kitchen for afternoon snacks and is a gathering place for crafts, life skills and games. There is a living room area for family or group skills development and is used for classes such as Love and Logic. The upstairs of this building houses clinical offices for staff and direct service providers, and a play therapy room.

To the right of the playground our next building contains our Harbor Lights program. The downstairs of this building is a "drop in" center for severely emotional ill adults. This program provides a warm, understanding, accepting and helping environment where clients can come and work on crafts, life skills, or visit. The program also provides help with daily living skills such as grocery shopping, completing paperwork for government assistance, medication management, and assisting clients with receiving social services which are needed. The downstairs of this building is set up with a large kitchen where a free hot lunch is provided in a family atmosphere for clients every day of the week. This year, over 520 lunches were prepared by and served to clients who might not have had an opportunity for a healthy hot meal that day. The upstairs of this building houses the clinical offices for staff and direct service providers for this program.

The remaining two buildings are being rented out as four two bedroom apartments per building. These supportive housing apartments are primarily for Trust beneficiaries. We currently have two Trust beneficiaries who are utilizing the apartments we offer. However, we hope one day to be a housing facility for women with chronic/acute alcoholism and co-

occurring disorders, and their children, in order to provide wrap around therapeutic practices provided by the staff of Sitka Counseling and Prevention Services.

These buildings were used by the college as housing for family students and due to the financial hardships the college experienced these buildings were left with little to no maintenance being done on them. The metal framed vintage 1970 sliding windows in four of the six buildings need to be replaced as well as the roofs on three of the buildings. Extensive repairs to the exterior of all three buildings need to be completed. All of the buildings also need to be primed and painted.

When the opportunity presented itself, we were able to lease the property with an option to purchase. It was an easy decision to get the Board of Directors and the community of Sitka behind us in this large endeavor. These two-story buildings, which were built in 1976, hadn't been touched or updated until 2009 when we started leasing the property. We have only owned the six buildings for one year and our budget for maintenance and repairs of the facilities is not adequate. Due to the age and lack of maintenance to the buildings in the past, repairs and needed maintenance are never ending.

We have spent the last year working on leveraging our income to do small projects which help make the buildings better and safer for the clients and staff. This will be a long drawn out process if we continue to do one small project at a time. This deferred maintenance and accessibility improvement capital grant will breathe new life into these buildings and help us to give our buildings the face lift and updates they desperately need! With the help of some volunteers this past summer we were able to paint one of the six buildings and what a difference it made to the life of that building.

Sitka Counseling and Prevention Services has demonstrated fiscal management and accountability with on time grant reporting and an understanding of the state granting process. Sitka Counseling and Prevention Services has been a state grantee for numerous grants for well over fifteen years. We are operating through Division of Behavioral Health licensing and funding under Comprehensive Behavioral Health Treatment Services Grant #602-12-247.

We have just recently gone through a capital improvement grant with the Alaska Mental Health Trust, to renovate one of our six existing buildings. The \$148,000 grant was for building improvements; plumbing, electrical, replaced drywall, making the building ADA accessible and many other things that came along with the maintenance improvement plan of the building. We were able to complete 80% of the project by the first quarter reporting period. There is still 20% left to do, which consists of mostly finish work.

Among our staff we have a qualified Facilities Manager; this position is overseen by the Executive Director. The Facilities Manager would be taking the lead in overseeing the capital

improvements project and is very well connected in the community. His expertise will allow the project to utilize local construction expertise and put the bid process in motion in a timely manner. Sitka Counseling and Prevention Services has an in house controller, this position will be in charge of overseeing all financial aspects of the project, including but not limited to budgeting, disbursements and accountability. With this collaboration between the Controller and Facilities Manager we will ensure inventory and cost control procedures by planning every step. The Controller reports directly to the Executive Director and is well versed in grant budget procedures. Both employees are very well qualified for the positions they hold.

Our comprehensive agency emergency response and recovery plan is part of emergency procedure manual. The Emergency procedure manual is posted in every building in key locations on each floor and goes through a multitude of procedures from a room clear, evacuation, kidnapping/stranger alerts, bomb threat, tsunami and lists all the local resource numbers. This emergency procedure manual is very detailed according to the steps to take for each individual situation and escape routes with meeting points clearly posted in every room in each of the buildings. We review these procedures annually in addition to whenever new equipment, facility construction, personnel, or processes change which might affect the plan's procedures. As part of our overall agency plan we uphold that all staff members are CPR and First Aid certified, and our fire extinguishers are positioned in key locations within each building. As part of the renovations already completed we have installed safety/security lights within the buildings and along the property, and an emergency alarm system.

The expected outcomes from the project will allow the Facilities Manager to repair and upgrade the ADA ramps, ADA bathrooms, ADA clinical access, and handicap parking accessibility. The improved access to treatment will benefit the severely mentally ill, children with severe emotional difficulties, those clients with acute alcoholism and co-occurring disorders. The area will be a safer and more accessible place for clients and their families. By repairing the current structures it will allow the Recovery Campus to attract and serve clients for years to come. Our clinical office will need the ADA parking, ramps, and bathrooms available for the clients before we can move into the newly updated space.

The Recovery Campus meets a previously unmet need in the community with regard to providing a centralized downtown location for these numerous services. The layout of buildings is in such a manner to enhance continuous staff support and client services to be monitored and upgraded as needed. Public transportation as well as facility transportation is available to and from the campus. The repairs will make the campus an attractive and welcoming facility. With the repairs, all services will be clearly marked and easily identifiable thus relieving undue stress to the clientele.

The community has been very supportive of our purchase of this property and the improvements we have been making. We have received support from the City of Sitka in a number of ways ranging from a grant for our Prevention program to receiving tax exemptions for our rental property. We also have strong working relationships with the Sitka Police Department, SEARHC hospital, Sitka Community Hospital, and numerous non-profits within town.

The timeline for the project will be one year as our hope for this project is for it to be completed by this time next year. Based upon our past experience with a capital improvement grant, we view this timeline as being completely plausible and will also provide us with time for contingencies which may arise during the course of the project. Currently, our main clinical offices are operating out of our original building which is located approximately a mile away from our new Recovery Campus. We have been working to prepare the buildings, offices and parking lot so we can facilitate a reunification of our clinical programs so we can continue to provide the best service for our clients and trust beneficiaries. The physical separation between locations has been difficult for our clients, in particular our trust beneficiaries, and has presented issues with regard to agency operations. Having two locations has also had a negative impact on the administration of the agency. Employee's productivity has been compromised due to the need to travel from one building to the other for meetings and day-to-day operations. Employee morale has been negatively impacted as well.

Sitka Counseling & Prevention Services, Inc. is a non-profit 501 (c) (3) corporation with a primary purpose to prevent and reduce the harmful effects of mental illness/substance abuse in the lives of youths, adults, and families by providing caring, professional, therapeutic, and preventative services. Sitka Counseling & Prevention Services serves a geographical area encompassing Baranof Island and surrounding coastal island residential communities. In addition, we accept referrals from other treatment centers, governmental agencies, and court systems throughout Alaska. Behavioral health issues affect citizens in all socio-economic/racial backgrounds in Sitka, but tend to produce more devastating effects in the lives of individuals on the lower socio-economic end of the spectrum and in the racial minority. Historically, the majority of our service population consists of low-income and minority residents who encounter significant barriers to accessing treatment.

The mission of Sitka Counseling and Prevention Services is "To contribute to the social, behavioral, and emotional well-being of our diverse community and its members by providing professional preventative and therapeutic behavioral health services in a welcoming, accessible, integrated, continuous, and comprehensive continuum of care."

The purpose of our capital improvement plan is to make the programs more accessible with increased ease of use for clients and trust beneficiaries, as well as ADA compliant. Sitka

Counseling and Prevention Services has existed for over a decade in Sitka, AK. Sitka Counseling and Prevention Servers was the result of a merger between Sitka Prevention & Treatment Services and Sitka Mental Health Clinic dba Islands Counseling Services which finalized on January 1, 2004. Prior to the merger, both agencies had been in operation in Sitka for approximately 25 years. Since the merger, Sitka Counseling has continued to be an active force in the community striving to prevent and treat behavioral health issues; improve quality of life for citizens affected by behavioral health issues; and promote healthy, productive lifestyles. While we have been through a variety of names and mergers we have always had the best interest of the clients and beneficiaries in mind.

Our goals are to keep the focus of the agency on the clients and to serve them to the best of our abilities. Sitka Counseling has many primary goals within each program. Harbor Lights primary service is a drop in center to help clients when they need help. There are approximately 40 clients enrolled, with 25 active clients who visit and utilize the services daily. The Family Center is there to help kids with life skills and therapeutic interventions. We have over 27 active clients enrolled in this program who receive services in the local schools and our family center facility.

Sitka Counseling's operating plan for the next three years is to get the recovery campus to a proud and highly functional state. We would like to utilize the rental properties to grow our women with children program and have a larger range of support for the active clients. With this grant funding we will be able to upgrade our programs and facilities to provide a higher standard for our populations. The projects listed within this narrative will allow us to continue to meet the needs of the community, clients and trust beneficiaries. These upgrades will also allow us to continue to expand our programs to satisfy the increased demand for our services and allow us to provide new services such as the supportive housing for women with children and the added services for that proposed program.

FY2012 Capital Improvement Grant

\$	4,317.60	wall heaters
\$	78,900.00	new roofs + labor
\$	18,000.00	elec panel + labor
\$	36,192.00	gravel and ADA parking
\$	68,291.70	gutters/primer/ windows/ada rails/ada toilets/ada sinks
\$	1,247.40	lumber for ada ramps
\$	7,848.00	paint
\$	32,400.00	window labor
\$	29,700.00	paint / ramp labor
\$	15,228.21	admin cost
\$	<u>292,124.91</u>	

**APPENDIX
Capital Budget Form**

	A Grant Funds	B Other Funds
1. General Construction	\$ 279,896.70	\$
2. Fixed Equipment.....	\$ 0	\$
3. Major Movable Equipment.....	\$ 0	\$
4. Other Costs (includes breakout below).....	\$ 15,228.21	\$
a. Administration Expense.....	15,228.21	
b. Architects and Engineering Fees.....	0	
c. Building permits.....	0	
d. Additional Project Inspection Fees	0	
e. Consultation Fees	0	
f. Project Contingency Fund	0	
g. Insurance (Required During Construction Period)		
5. Total Project Cost: (Sum of Items 1-4, Columns A & B)	\$292,124.91	
6. Grant Amount Requested.....	<u>\$292,124.91</u>	
7. Difference between line 5 and line 6 (resources to be used, e.g. available cash, investments, other grant funds, etc.)	\$ 0	