

REQUEST FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING

Name: Laura Norman	Date: 12/30/11
Representing: West Yavapai Guidance Clinic	Phone: 928-445-5211 x2650
<p>The project is: To complete four building improvement projects at West Yavapai Guidance Clinic's Prescott Valley Campus ("Windsong Center," 3345 N Windsong Dr, and "Windhaven Center," 3347 N Windsong Dr)</p>	
<p><u>How will the CDBG funds be used?</u></p> <p>Attached with photos is a detailed list of the four projects (but we refer to all four together in this request as "The Project"). Each of these efforts addresses an important environment of care issue. West Yavapai Guidance Clinic is the largest local nonprofit provider of mental health, crisis and addiction services, and we pride ourselves on having safe and quality service sites. One of the buildings on our Prescott Valley campus (Windsong Center) opened in 2000, while the other (Windhaven Center) opened in 2008.</p> <ul style="list-style-type: none"> - With hundreds of clients plus staff coming and going every day, the expected wear and tear has been put on our parking lots. We intend to repave, but in addition upgrade the four north facing handicapped spaces at our Windsong Center building to improve the drainage and improve the safety of these parking spots, particularly for the winters. - The roof on our Windsong Center is in need of some repairs/resealing. - At the Windhaven Center, we would like to address two safety issues that have surfaced since the building's opening in 2008. First, the basement expanded from its original planned usage of just Pharmacy and Storage to include a training room. Since both clients and staff are in this room, it needs to be gated off from the storage area. - The second safety issue we are addressing at Windhaven Center is the current method available to Maintenance staff for accessing the roof. The only current way to get up the 20+foot wall is on the external ladder, which makes carrying industrial HVAC filters and other products precarious. By replacing a current window that views onto the roof into a door, the Maintenance Team can access the roof in a much less hazardous manner. <p><u>Location and mailing address for the project:</u> 3345 North Windsong Drive, Prescott Valley, AZ 86314</p>	
<p><u>What is the problem that will be solved with the project?</u> As described above, the problem we are solving varies within each element of The Project. But overall, West Yavapai Guidance Clinic is striving to ensure that our buildings are as safe and as aesthetically pleasing as they can be, while still keeping an eye on cost-efficiency.</p>	

Describe the persons who will benefit. Clients of West Yavapai Guidance Clinic; specifically, the majority of the people who receive services at our Windsong Center/Windhaven Center live in Prescott Valley or along the Highway 69 corridor. Opportunities such as the Town of Prescott Valley's CDBG funds mean that we have more dollars to apply to direct client care as opposed to facility maintenance.

At least 51% of the persons who benefit must be low-to-moderate income. What is the proof that they are low to moderate income? (There must be solid statistical proof from the U.S. Census, a pre-approved survey, or other firm documentation.) The majority of the people served by West Yavapai Guidance Clinic are low to moderate income. Approximately 90% are receiving AHCCCS/Medicaid benefits and are therefore categorically low to moderate income. Our agency is required as a contracted provider of state-funded behavioral health services to periodically ensure that recipients still meet the criteria for services, and the most common fund source for our clients is AHCCCS. We are audited periodically to ensure that this eligibility process is done properly.

Total number of persons who will benefit 3,500	# of low-moderate income persons who will benefit: 2,800
Estimated cost is at least \$ 40,900 and \$ 30,000 in CDBG funds is needed.	
How were the cost estimates derived? Costs are derived from a mixture of experience and actual estimates.	
If other funds are needed for the project, what is their source? West Yavapai Guidance Clinic would provide the remainder of the funds needed for the four projects described in this request, if additional funds are needed.	
Are the other funds legally committed to the project? If they are not legally committed by December 31, 2011, the project is not eligible. (You will need proof for the application.) See attached.	

Contact Person for this project: Laura Norman, Director of Development & Communication for WYGC	
Address: 505 S. Cortez St.(WYGC's Administrative Office) Community: Prescott Zip: 86303	Phone: 928-445-5211 ext2650
E-mail (if available): L.norman@wygc.org	Fax: 928-445-9522

I/we understand that the Council may not prioritize my project at the top of the list for CDBG funding and I/we may not receive a CDBG allocation.

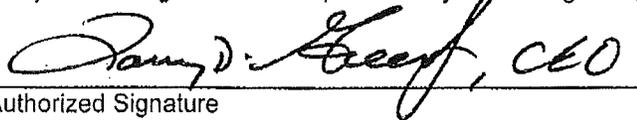
I/we have submitted, as appropriate (please check each that applies),

- Agency Operations Budget
- Project Operations Budget
- Firm Commitment of Financing
- Donation/Volunteer Pledge

I/we will submit all required back-up information at the request of the community. I/we understand that if the requested items are not received by the stated deadline, our request for funds will move to the bottom of the priority list and may not be funded.

If allocated CDBG funds, I/we certify that I/we will not engage in partisan politics or conduct religious proselytizing in the CDBG funded program or facility.

If allocated CDBG funds, I/we certify that I/we will continue the program for which CDBG funds are allocated for at least five years after grant close-out, which may be as long as eight years from now.

 Sam D. Keefe, CEO 12/30/2011

Authorized Signature

**THIS FORM MUST BE COMPLETE
UNSIGNED REQUESTS WILL NOT BE CONSIDERED
BY THE COUNCIL**



WEST YAVAPAI GUIDANCE CLINIC

A private not-for-profit community mental health center since 1966

December 30, 2011

Town of Prescott Valley

Attn: Ryan Judy

7501 E. Civic Circle

Prescott Valley, AZ 86314

Dear Ryan:

This letter accompanies our CDGB request and is a Firm Commitment of Funding. WYGC will pay for any remaining project costs over and above the \$30,000 which is requested from the Town of Prescott Valley's CDBG funds. The improvements as detailed in our request are necessary for the maintenance of a high quality environment of care for our clients.

Sincerely,

Larry D. Green, Jr.

CEO

Cortez Clinic
505 S. Cortez Street
Prescott, AZ 86303
(928) 445-5211
Fax (928) 445-9522

Hillside Center
642 Dameron Drive
Prescott, AZ 86301
(928) 445-5211
Fax (928) 776-0963

Human Resources
3112 Clearwater Drive,
Suite B
Prescott, AZ 86305
(928) 445-5211
Fax (928) 776-8031

Outpatient Mental Health
625 Hillside Ave
Prescott, AZ 86301
(928) 445-5211
Fax (928) 771-8483

Windhaven Center
3347 N. Windsong Dr.
Prescott Valley, AZ 86314
(928) 583-6411
Fax (928) 775-9286

Windsong Center
3345 N. Windsong Dr.
Prescott Valley, AZ 86314
(928) 583-6411
Fax (928) 772-5445

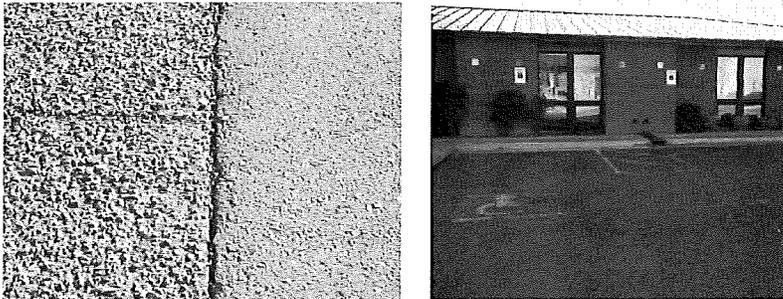
West Yavapai Guidance Clinic
Approved Budget
FYE June 30, 2012
September 14, 2011

	FYE '11-'12 Budget
NARBHA Contract Revenue	\$23,300,675
Other NARBHA Revenue	595,456
Client & Insurance Revenue	1,551,637
Local Contract Revenue	314,000
Other Local Revenue	978,031
Total Revenue	<u>\$26,739,799</u>
Salaries	\$11,208,093
ERE	2,802,023
PCS Meds	4,092,755
Kid's Out-of-Area	3,268,510
Adult's Out-of-Area	1,208,550
Professional Outside	662,790
Travel	469,456
Operating	1,225,667
Occupancy	1,801,954
Total Expense	<u>\$26,739,798</u>
Net Change	<u>\$0</u>

**Scope of Work for West Yavapai Guidance Clinic CDBG Projects
Being Proposed To Town of Prescott Valley, 12/11**

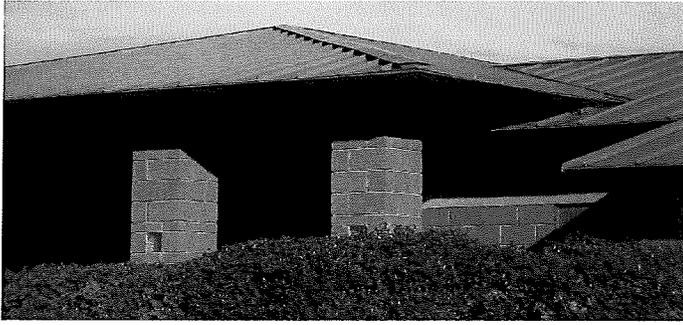
****Includes Project Operations Budget***

**West Yavapai Guidance Clinic, Prescott Valley Campus (home to
Windsong Center and Windhaven Center) 3345 and 3347 N. Windsong
Dr., Prescott Valley, 86314**



- a.) **Full parking lot sealing and restriping. In addition, improvements to the drainage in north facing handicapped parking spaces.** With hundreds of clients plus staff coming and going most days, the expected wear and tear has been put on our parking lots. We intend to repave, but in addition upgrade the four north facing handicapped spaces at our Windsong Center building to improve the drainage and improve the safety of these parking spots, particularly for the winters (*see photo above right*). Water tends to pool in these spots and being north facing, this creates a hazard on snowy/icy days. By removing the asphalt and adjusting the spaces' drainage with a concrete layout, we believe we will minimize this problem going forward. In addition, *the above left photo* shows the parking lot asphalt of Windsong Center on the left vs. Windhaven Center on the right. One is in tremendous need of resealing/paving, and the other is already showing signs that similar attention is needed. Since the two parking lots are contiguous, we plan to do the entire resealing/paving project as one.

Estimate for resealing/restriping, based on qualified estimate:	\$5,400
Estimate for the concrete work:	\$12,000

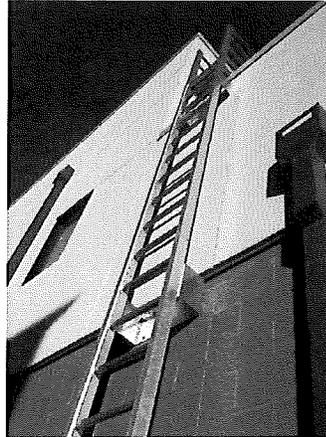


- b.) **Roof repairs:** It is vital that West Yavapai Guidance Clinic maintain our buildings and avoid major damage, with roof maintenance at our Windsong Center being something we have been keeping our eye on. This metal roof (*photo above*) has served us well since it was installed in 2000, but some repairs, resealing and maintenance are needed to avoid major situations and leaks.
Estimate based on experience : **\$18,000**



- c.) **Gate to separate storage from training room:** The basement of our Windhaven Center (3347 N. Windsong Drive) was originally intended to house two things – our Windhaven Pharmacy, and Storage. Since opening in 2008, one corner of the basement has been turned into a training room; *photo above*. Adult clients who are receiving vocational coaching such as computer skill building, resume writing, etc work in this room with our vocational specialist. Also, staff are trained here on electronic records usage and other software skills. No gate was installed initially to separate the spaces, as this utilization has developed in the past three years. The Fire Marshall has reviewed and approved this project with our Safety Officer, and a gate as we proposed is the proper option to separate these two spaces.

Estimate based on figures provided by local fence co.: **\$2,100**



d.) **Better and safer access to roof:** The second safety issue we are addressing at Windhaven Center is the current method available to Maintenance staff for accessing the roof. The only current way to get up the 20+foot wall is on the external ladder (*photo above right*), which makes carrying industrial HVAC filters and other products precarious. By replacing a current window that views onto the roof into a door (*photo above left*), the Maintenance Team can access the roof in a much less hazardous manner.

Estimate based on figures based on qualified estimate: \$3,400

PROJECT OPERATIONS BUDGET:

- a.) \$17,400
 - b.) \$18,000
 - c.) \$2,100
 - d.) \$3,400
- TOTAL: \$40,900**