

Siskiyou Community Health Center

PRILIMINARY SPACE ANALYSIS - Based on Staffing

| DEPARTMENT | TOTAL FTE's | DEPARTMENT TOTAL NET SQUARE FEET | GROSSING FACTOR SQUARE FEET | DEPARTMENTAL TOTAL SQUARE FEET |
|--------------------------------------------|-------------|-------------------------------------|--------------------------------|-----------------------------------|
| PRIMARY CARE SERVICES | 0 | 0 | 0 | 0 |
| PEDIATRIC SERVICES | 0 | 0 | 0 | 0 |
| OB/GYN SERVICES | 0 | 0 | 0 | 0 |
| SPECIALTY SERVICES | 0 | 0 | 0 | 0 |
| OTHER PROGRAMS | 0 | 0 | 0 | 0 |
| BEHAVIORAL HEALTH / COUNSELING SERVICES | 0 | 0 | 0 | 0 |
| DENTAL SERVICES | 0 | 0 | 0 | 0 |
| RADIOLOGY | 0 | 0 | 0 | 0 |
| CENTRAL LABORATORY SPACE | 0 | 0 | 0 | 0 |
| WIC PROGRAMS | 0 | 0 | 0 | 0 |
| ADMINISTRATION | 0 | 0 | 0 | 0 |
| | 0 | 0 | 0 | 0 |

PRILIMINARY SPACE ANALYSIS - Based on Annual Visits &/or Procedures

| DEPARTMENT | TOTAL FTE's | DEPARTMENT TOTAL NET SQUARE FEET | GROSSING FACTOR SQUARE FEET | DEPARTMENTAL TOTAL SQUARE FEET |
|--------------------------------------------|-------------|-------------------------------------|--------------------------------|-----------------------------------|
| PRIMARY CARE SERVICES | 0 | #DIV/0! | #DIV/0! | #DIV/0! |
| PEDIATRIC SERVICES | 0 | #DIV/0! | #DIV/0! | #DIV/0! |
| OB/GYN SERVICES | 0 | #DIV/0! | #DIV/0! | #DIV/0! |
| SPECIALTY SERVICES | 0 | #DIV/0! | #DIV/0! | #DIV/0! |
| OTHER PROGRAMS | 0 | #DIV/0! | #DIV/0! | #DIV/0! |
| BEHAVIORAL HEALTH / COUNSELING SERVICES | 0 | #DIV/0! | #DIV/0! | #DIV/0! |
| DENTAL SERVICES | 0 | #DIV/0! | #DIV/0! | #DIV/0! |
| RADIOLOGY | 0 | 0 | 0 | 0 |
| CENTRAL LABORATORY SPACE | 0 | 0 | 0 | 0 |
| WIC PROGRAMS | 0 | #DIV/0! | #DIV/0! | #DIV/0! |
| ADMINISTRATION | 0 | 0 | 0 | 0 |
| | 0 | #DIV/0! | #DIV/0! | #DIV/0! |

Disclaimer about this document <http://bphc.hrsa.gov/technicalassistance/resourcecenter/disclaimers.html>

Siskiyou Community Health Center

Sources and Uses of Project Funds Based on Staffing

Sources of Funds:

| | |
|------------|--|
| Grant from | |
| Loan from | |

Total Sources of Funds \$0

Uses of Funds:

| | |
|------------------------------|-----|
| Estimated Hard Cost/Square F | \$0 |
| Real Estate Related Costs | \$0 |
| Total Hard Costs | \$0 |
| Total Equipment Costs | \$0 |
| Total Soft Costs | \$0 |

Total Uses of Funds \$0

Sources and Uses of Project Funds Based on Annual Visits &/or Procedures

Sources of Funds:

| | |
|------------|-----|
| Grant from | \$0 |
| Loan from | \$0 |

Total Sources of Funds \$0

Uses of Funds:

| | |
|---------------------------------|-----|
| Estimated Hard Cost/Square Foot | \$0 |
| Real Estate Related Costs | \$0 |
| Total Hard Costs | \$0 |
| Total Equipment Costs | \$0 |
| Total Soft Costs | \$0 |

Total Uses of Funds \$0

Preliminary budget estimate based on health center budgetary projections.

Siskiyou Community Health Center

Sources and Uses of Project Funds Based on Staffing

Sources of Funds:

| | |
|------------|-----|
| Grant from | \$0 |
| Loan from | \$0 |
| | \$0 |

Total Sources of Funds \$0

Uses of Funds:

| | |
|------------------------------|-----|
| Estimated Hard Cost/Square F | \$0 |
| Real Estate Related Costs | \$0 |
| Total Hard Costs | \$0 |
| Total Equipment Costs | \$0 |
| Total Soft Costs | \$0 |
| | \$0 |

Total Uses of Funds \$0

Sources and Uses of Project Funds Based on Annual Visits &/or Procedures

Sources of Funds:

| | |
|------------|-----|
| Grant from | \$0 |
| Loan from | \$0 |
| | \$0 |

Total Sources of Funds \$0

Uses of Funds:

| | |
|---------------------------------|-----|
| Estimated Hard Cost/Square Foot | \$0 |
| Real Estate Related Costs | \$0 |
| Total Hard Costs | \$0 |
| Total Equipment Costs | \$0 |
| Total Soft Costs | \$0 |
| | \$0 |

Total Uses of Funds \$0

Preliminary budget estimate based on a dollar/square foot cost estimate for hard cost of construction.

Siskiyou Community Health Center

PRILIMINARY SPACE ANALYSIS

FTE Analysis

| | Existing | Changes (+ &/OR -) | New Facility Staffing | Maximum Annual Visits | Max FTE's in Space |
|--------------------------------------|-----------|-----------------------|--------------------------|--------------------------|-----------------------|
| PROVIDERS | | | | | |
| Physicians | 0 | 0 | 0 | 0 | 0 |
| Dentists | 0 | 0 | 0 | 0 | 0 |
| Physican Assistants | 0 | 0 | 0 | 0 | 0 |
| Nurse Practioners | 0 | 0 | 0 | 0 | 0 |
| Psychologist/Social Worker | 0 | 0 | 0 | 0 | 0 |
| Dental Hygienist | 0 | 0 | 0 | 0 | 0 |
| Behavioral Health Counselor | 0 | 0 | 0 | 0 | 0 |
| Program Counselors | 0 | 0 | 0 | 0 | 0 |
| Radiology Procedures - Medical | NA | NA | NA | 0 | NA |
| Radiology Procedures - Dental | NA | NA | 0 | #DIV/0! | NA |
| Laboratory Procedures | NA | NA | NA | 0 | NA |
| Total Provider FTE | 0 | 0 | 0 | NA | 0 |
| Total Visits | NA | NA | NA | 0 | NA |
| Total Procedures | NA | NA | 0 | #DIV/0 | NA |
| SUPPORT STAFF | | | | | |
| | Existing | Changes (+ &/OR -) | New Facility Staffing | | Max FTE's in Space |
| Nurses | 0 | 0 | 0 | | 0 |
| Medical Assistants | 0 | 0 | 0 | | 0 |
| Dental Assistants | 0 | 0 | 0 | | 0 |
| Lab Techs | 0 | 0 | 0 | | 0 |
| Radiology Techs | 0 | 0 | 0 | | 0 |
| Check-in/Reception | 0 | 0 | 0 | | 0 |
| Financial Eligibility Support Person | 0 | 0 | 0 | | 0 |
| Check-out | 0 | 0 | 0 | | 0 |
| Scheduler | 0 | 0 | 0 | | 0 |
| Medical Records | 0 | 0 | 0 | | 0 |
| Operator | 0 | 0 | 0 | | 0 |
| Other Clerical Support | 0 | 0 | 0 | | 0 |
| Total Support FTE's | 0 | 0 | 0 | | 0 |
| ADMINISTRATORS | | | | | |
| | Existing | Changes (+ &/OR -) | New Facility Staffing | | Max FTE's in Space |
| Senior Leadership | 0 | 0 | 0 | | 0 |
| Middle Managers | 0 | 0 | 0 | | 0 |
| Human Resources | 0 | 0 | 0 | | 0 |
| IT Staff | 0 | 0 | 0 | | 0 |
| Billing & Collecting | 0 | 0 | 0 | | 0 |
| Supervisors | 0 | 0 | 0 | | 0 |
| Total Administrator FTE's | 0 | 0 | 0 | | 0 |
| Health Center Total FTE | 0 | 0 | 0 | | 0 |

Space Analysis

| AREA | Unit of Measure | Existing | Proposed based on # of Providers | Proposed based on Annual Visits | Size | Square Feet based on # of Providers | Square Feet based on Annual Visits |
|----------------------------------------|-----------------|----------|-------------------------------------|------------------------------------|----------------------------|-------------------------------------------|---------------------------------------|
| Clinical/Program Administration | | | | | | | |
| Patient Waiting (Number of Seats) | Seats | 0 | 0 | 0 | Varies By Specialty | 0 | 0 |
| Check-in/Reception | FTE | 0 | 0 | | 30 sqft per FTE | 0 | 0 |
| Financial Eligibility Support | FTE | 0 | 0 | | 30 sqft per FTE | 0 | 0 |
| Check-out | FTE | 0 | 0 | | 30 sqft per FTE | 0 | 0 |
| Scheduling | FTE | 0 | 0 | | 30 sqft per FTE | 0 | 0 |
| Other Clerical Support | FTE | 0 | 0 | | 30 sqft per FTE | 0 | 0 |
| Work/Copy/Printer | Rooms | 0 | 0 | | 4 x 6 | 0 | 0 |
| File Storage - Programs | Area | 0 | 0 | #DIV/0! | 12 sqft per 1,000 Records | 0 | #DIV/0! |
| Medical Records File Storage | Files | 0 | 0 | #DIV/0! | 12 sqft per 1,000 Records | 0 | #DIV/0! |
| Radiology Records Storage - Medical | Files | 0 | 0 | 0 | 13.5 sqft per 1900 Records | 0 | 0 |
| Radiology Records Storage - Dental | Files | 0 | 0 | #DIV/0! | 13.5 sqft per 1900 Records | 0 | #DIV/0! |
| Laboratory Records Storage | Files | 0 | 0 | 0 | 12 sqft per 1,900 Records | 0 | 0 |
| Medical Records Work Area | FTE | 0 | 0 | | 30 sqft per FTE | 0 | 0 |
| Subtotal | | | | | | 0 | #DIV/0 |
| Clinical Practice | | | | | | | |
| Exam Room | Rooms | 0 | 0 | #DIV/0! | Varies By Specialty | 0 | #DIV/0! |
| Dental Operatory | Rooms | 0 | 0 | #DIV/0! | 8 x 12 | 0 | #DIV/0! |
| Individual Treatment Room - BH | Rooms | 0 | 0 | #DIV/0! | 8 x 12 | 0 | #DIV/0! |
| Group Treatment Room - BH | Rooms | 0 | 0 | | 12 x 12 | 0 | 0 |
| Vitals Area - Medical | Area | 0 | 0 | | 3 x 6 | 0 | 0 |
| Vitals Area - Dental | Area | 0 | 0 | | 3 x 4 | 0 | 0 |

| | | | | | | | |
|--------------------------------------------------------|---------------------------|---|---|---|----------------------------|----------|----------------|
| Procedure/Multi-purpose | Rooms | 0 | 0 | | 12 x 12 | 0 | 0 |
| Testing | Rooms | 0 | 0 | | 8 x 12 | 0 | 0 |
| Ultra Sound | Rooms | 0 | 0 | | 12 x 12 | 0 | 0 |
| Provider Work Area | Rooms | 0 | 0 | | 3 x 6 | 0 | 0 |
| Nurse Station | FTE | 0 | 0 | | 30 sqft per FTE | 0 | 0 |
| Microscope area | Rooms | 0 | 0 | | 3 x 5 | 0 | 0 |
| Patient Toilet | Rooms | 0 | 0 | | 6 x 6 | 0 | 0 |
| Patient Toilet w/ pass through | Rooms | 0 | 0 | | 6 x 6 | 0 | 0 |
| Drug Closet | Rooms | 0 | 0 | | 2 x 6 | 0 | 0 |
| Clean Utility | Rooms | 0 | 0 | | 6 x 8 | 0 | 0 |
| Dirty Utility | Rooms | 0 | 0 | | 6 x 8 | 0 | 0 |
| Subtotal | | | | | | 0 | #DIV/0! |
| Lab | | | | | | | |
| Equipment & Tech Work Area - Medical | Rooms | 0 | 0 | | 8 x 12 | 0 | 0 |
| Equipment & Tech Work Area - Dental | Rooms | 0 | 0 | | 5 x 8 | 0 | 0 |
| Drawing stations | Seats | 0 | 0 | | 30 sqft per Seat | 0 | 0 |
| Patient Toilet w/ pass through | Rooms | 0 | 0 | | 6 x 6 | 0 | 0 |
| Storage | Area | 0 | 0 | | Varies By Specialty | 0 | 0 |
| Subwaiting | Seats | 0 | 0 | 0 | 6 sqft per seat | 0 | 0 |
| Subtotal | | | | | | 0 | 0 |
| Radiology | | | | | | | |
| Camera Room (Medical) | Rooms | 0 | 0 | | 9 x 14 | 0 | 0 |
| Camera Room (Dental) | Rooms | 0 | 0 | | 6 x 6 | 0 | 0 |
| Dark Room / Film Processing / Tech Work Area - Medical | Rooms | 0 | 0 | | 8 x 12 | 0 | 0 |
| Dark Room/Film Processing/Tech Work Area - Dental | Rooms | 0 | 0 | | 5 x 6 | 0 | 0 |
| Film Storage | Rooms | 0 | 0 | | 8 x 12 | 0 | 0 |
| Dressing Room (handicapped) | Rooms | 0 | 0 | | 6 x 6 | 0 | 0 |
| Dressing Room (standard) | Rooms | 0 | 0 | | 3 x 6 | 0 | 0 |
| Reading area - Medical | Area | 0 | 0 | | 3 x 6 | 0 | 0 |
| Reading Area - Dental | Area | 0 | 0 | | 3 x 3 | 0 | 0 |
| Subwaiting | Seat | 0 | 0 | 0 | 6 sqft per Seat | 0 | 0 |
| Subtotal | | | | | | 0 | 0 |
| Support Space | | | | | | | |
| Provider Offices | Rooms | 0 | 0 | | 8 x 12 | 0 | 0 |
| Program Counselor Work Space | FTE | 0 | 0 | | 36 sqft per FTE | 0 | 0 |
| Patient Education (Large) | Rooms | 0 | 0 | | 12 x 12 | 0 | 0 |
| Patient Education (Small) | Rooms | 0 | 0 | | 8 x 12 | 0 | 0 |
| Storage | Rooms | 0 | 0 | | 8 x 12 | 0 | 0 |
| Wheelchair Storage | Area | 0 | 0 | | 4 x 4 | 0 | 0 |
| Staff Breakroom/Lounge | Max FTE at Any Given Time | 0 | 0 | | 25 sqft per FTE | 0 | 0 |
| Staff Toilets | Rooms | 0 | 0 | | 6 x 6 | 0 | 0 |
| Subtotal | | | | | | 0 | 0 |
| Administration | | | | | | | |
| Waiting (Number of Seats) | Seats | 0 | 0 | | 20 sqft per Seat | 0 | 0 |
| Reception | FTE | 0 | 0 | | 30 sqft per FTE | 0 | 0 |
| Senior Leadership Offices | Rooms | 0 | 0 | | 10 x 10 | 0 | 0 |
| SL Offices w/ Meeting Space | Rooms | 0 | 0 | | 12 x 14 | 0 | 0 |
| Middle Management Offices | Rooms | 0 | 0 | | 8 x 12 | 0 | 0 |
| Supervisor Work Space | FTE | 0 | 0 | | 36 sqft per FTE | 0 | 0 |
| Clerical Support | FTE | 0 | 0 | | 30 sqft per FTE | 0 | 0 |
| Work/Copy/Printer | Area | 0 | 0 | | 4 x 6 | 0 | 0 |
| File Storage | Files | 0 | 0 | | 10 5 sqft per file cabinet | 0 | 0 |
| Conference Room (Large) | Rooms | 0 | 0 | | 14 x 18 | 0 | 0 |
| Conference Room (Small) | Rooms | 0 | 0 | | 10 x 12 | 0 | 0 |
| Human Resources | FTE | 0 | 0 | | 36 sqft per FTE | 0 | 0 |
| Billing & Collection (Employee) | FTE | 0 | 0 | | 30 sqft per FTE | 0 | 0 |
| Billing & Collection (IT Equipment) | Rooms | 0 | 0 | | 6 x 6 | 0 | 0 |
| Receiving | Rooms | 0 | 0 | | 12 x 12 | 0 | 0 |
| IT Equipment/Work Area | Rooms | 0 | 0 | | 6 x 6 | 0 | 0 |
| IT/Phone Closet | Rooms | 0 | 0 | | 8 x 12 | 0 | 0 |
| Operator | FTE | 0 | 0 | | 30 sqft per FTE | 0 | 0 |
| Subtotal | | | | | | 0 | 0 |
| Primary Care Space - Subtotal | | | | | | 0 | #DIV/0! |
| 30% Add for Circulation | | | | | | 0 | #DIV/0! |
| Estimated Primary Care Space | | | | | | 0 | #DIV/0! |

**Siskiyou Community Health Center
PROPOSED PROJECT BUDGET
Based on Staffing**

This sample budget is intended as a comprehensive checklist. Don't worry! You will not need every item shown on the checklist! A detailed budget is useful, however, because it reminds you to consider services and expenses that are not necessarily apparent or anticipated but may be required. Some health centers use a detailed budget for internal planning purposes and a more consolidated budget for external presentations.

| Total Sq. Footage | | Total Costs | Cost/ Sq. Foot |
|--------------------------------------------------------------|--|------------------------|---------------------------|
| Construction Cost per Square Foot | | | |
| Real Estate Related Costs: | | | |
| Land Acquisition | | | |
| Acquisition of Existing Building | | | |
| Total Real Estate Costs: | | 0 | #DIV/0! |
| Hard Costs: | | | |
| Site Preparation | | | |
| Construction/Renovation: | | | |
| Asbestos Abatement | | | |
| Environmental Remediation | | | |
| Construction | | 0 | 0 |
| Owner "Not in Contract" Items | | | #DIV/0! |
| Construction Contingency | | | #DIV/0! |
| Total Hard Costs: | | 0 | #DIV/0! |
| Furniture, Fixtures & Equipment (FF&E) Costs: | | | |
| Furniture | | | #DIV/0! |
| Medical Equipment | | | #DIV/0! |
| Dental Equipment | | | #DIV/0! |
| Computers | | | #DIV/0! |
| Telephone/Data | | | #DIV/0! |
| Security Systems | | | #DIV/0! |
| Signage | | | #DIV/0! |
| Artwork/Plants | | | #DIV/0! |
| Installation Costs | | | #DIV/0! |
| Equipment Contingency | | | #DIV/0! |
| Total FF&E Costs: | | 0 | #DIV/0! |

**Siskiyou Community Health Center
PROPOSED PROJECT BUDGET
Based on Staffing**

| | Total Costs | Cost/ Sq. Foot |
|----------------------------------------------------------------|----------------|-------------------|
| Soft Costs: | | |
| Architectural Fees | | #DIV/0! |
| Reimbursibles | | #DIV/0! |
| Engineering Fees | | |
| Geotechnical (Test Borings) | | #DIV/0! |
| Environmental | | #DIV/0! |
| Civil | | #DIV/0! |
| Structural | | #DIV/0! |
| Plumbing | | #DIV/0! |
| Fire Protection | | #DIV/0! |
| Mechanical | | #DIV/0! |
| Electrical | | #DIV/0! |
| Reimbursibles | | #DIV/0! |
| Environmental Assessment | | #DIV/0! |
| Surveys | | #DIV/0! |
| Title Reports & Title Insurance | | #DIV/0! |
| Appraisal | | #DIV/0! |
| Construction Testing | | #DIV/0! |
| Controlled Tests & Inspections | | #DIV/0! |
| Owner's Representative | | #DIV/0! |
| Owner's Attorney (corporate, finance, real estate) | | #DIV/0! |
| Consultants | | |
| Project Management | | #DIV/0! |
| Program & Space Planning | | #DIV/0! |
| Financial Feasibility | | #DIV/0! |
| Construction Manager (pre-construction) | | #DIV/0! |
| Cost Estimator | | #DIV/0! |
| Interior Designer | | #DIV/0! |
| Signage/Graphic Designer | | #DIV/0! |
| Telecommunications Consultant | | #DIV/0! |
| MIS Consultant | | #DIV/0! |
| Equipment Planner | | #DIV/0! |
| Security Consultant | | #DIV/0! |
| Other Consultants | | #DIV/0! |
| Owner's Insurance (Builder's Risk, Liability, Property, Other) | | #DIV/0! |

**Siskiyou Community Health Center
PROPOSED PROJECT BUDGET
Based on Staffing**

| | Total Costs | Cost/ Sq. Foot |
|--------------------------------------------|------------------------|---------------------------|
| Soft Costs (continued): | | |
| Permits and Fees | | #DIV/0! |
| Building | | #DIV/0! |
| Filing | | #DIV/0! |
| Regulatory | | #DIV/0! |
| Other | | #DIV/0! |
| Financing Costs | | |
| Commitment/Issuance Fee | | #DIV/0! |
| Development Fee | | #DIV/0! |
| Lender's Attorney | | #DIV/0! |
| Bond Counsel | | #DIV/0! |
| Engineer/Lender's Rep. Fee | | #DIV/0! |
| Closing Costs | | |
| Mortgage Recording Tax | | #DIV/0! |
| Other | | #DIV/0! |
| Interest Costs during Construction | | #DIV/0! |
| Payment and Performance Bonds | | #DIV/0! |
| Temporary Utilities | | #DIV/0! |
| Working Capital/Initial Operating Expenses | | #DIV/0! |
| Moving | | #DIV/0! |
| Rent | | #DIV/0! |
| Soft Costs Contingency | | #DIV/0! |
| Total Soft Costs: | 0 | #DIV/0! |
| Total Project Costs: | 0 | #DIV/0! |

**Siskiyou Community Health Center
PROPOSED PROJECT BUDGET
Based on Annual Visits &/or Productivity**

This sample budget is intended as a comprehensive checklist. Don't worry! You will not need every item shown on the checklist! A detailed budget is useful, however, because it reminds you to consider services and expenses that are not necessarily apparent or anticipated but may be required. Some health centers use a detailed budget for internal planning purposes and a more consolidated budget for external presentations.

| | | Total Costs | Cost/ Sq. Foot |
|--------------------------------------------------------------|----------|------------------------|---------------------------|
| Total Sq. Footage | #DIV/0! | | |
| Construction Cost per Square Foot | 0 | | |
| Real Estate Related Costs: | | | |
| Land Acquisition | 0 acres | 0 | |
| Acquisition of Existing Building | 0 sq.ft. | 0 | |
| Total Real Estate Costs: | | 0 | #DIV/0! |
| Hard Costs: | | | |
| Site Preparation | | 0 | |
| Construction/Renovation: | | 0 | |
| Asbestos Abatement | | 0 | |
| Environmental Remediation | | 0 | |
| Construction | | #DIV/0! | 0 |
| Owner "Not in Contract" Items | | 0 | #DIV/0! |
| Construction Contingency | | 0 | #DIV/0! |
| Total Hard Costs: | | #DIV/0! | #DIV/0! |
| Furniture, Fixtures & Equipment (FF&E) Costs: | | | |
| Furniture | | 0 | #DIV/0! |
| Medical Equipment | | 0 | #DIV/0! |
| Dental Equipment | | 0 | #DIV/0! |
| Computers | | 0 | #DIV/0! |
| Telephone/Data | | 0 | #DIV/0! |
| Security Systems | | 0 | #DIV/0! |
| Signage | | 0 | #DIV/0! |
| Artwork/Plants | | 0 | #DIV/0! |
| Installation Costs | | 0 | #DIV/0! |
| Equipment Contingency | | | #DIV/0! |
| Total FF&E Costs: | | 0 | #DIV/0! |

**Siskiyou Community Health Center
PROPOSED PROJECT BUDGET
Based on Annual Visits &/or Productivity**

| | Total Costs | Cost/ Sq. Foot |
|----------------------------------------------------------------|------------------------|---------------------------|
| Soft Costs: | | |
| Architectural Fees | 0 | #DIV/0! |
| Reimbursibles | 0 | #DIV/0! |
| Engineering Fees | | |
| Geotechnical (Test Borings) | 0 | #DIV/0! |
| Environmental | 0 | #DIV/0! |
| Civil | 0 | #DIV/0! |
| Structural | 0 | #DIV/0! |
| Plumbing | 0 | #DIV/0! |
| Fire Protection | 0 | #DIV/0! |
| Mechanical | 0 | #DIV/0! |
| Electrical | 0 | #DIV/0! |
| Reimbursibles | 0 | #DIV/0! |
| Environmental Assessment | 0 | #DIV/0! |
| Surveys | 0 | #DIV/0! |
| Title Reports & Title Insurance | 0 | #DIV/0! |
| Appraisal | 0 | #DIV/0! |
| Construction Testing | 0 | #DIV/0! |
| Controlled Tests & Inspections | 0 | #DIV/0! |
| Owner's Representative | 0 | #DIV/0! |
| Owner's Attorney (corporate, finance, real estate) | 0 | #DIV/0! |
| Consultants | | |
| Project Management | 0 | #DIV/0! |
| Program & Space Planning | 0 | #DIV/0! |
| Financial Feasibility | 0 | #DIV/0! |
| Construction Manager (pre-construction) | 0 | #DIV/0! |
| Cost Estimator | 0 | #DIV/0! |
| Interior Designer | 0 | #DIV/0! |
| Signage/Graphic Designer | 0 | #DIV/0! |
| Telecommunications Consultant | 0 | #DIV/0! |
| MIS Consultant | 0 | #DIV/0! |
| Equipment Planner | 0 | #DIV/0! |
| Security Consultant | 0 | #DIV/0! |
| Other Consultants | 0 | #DIV/0! |
| Owner's Insurance (Builder's Risk, Liability, Property, Other) | 0 | #DIV/0! |

**Siskiyou Community Health Center
PROPOSED PROJECT BUDGET
Based on Annual Visits &/or Productivity**

| | Total Costs | Cost/ Sq. Foot |
|--------------------------------------------|------------------------|---------------------------|
| Soft Costs (continued): | | |
| Permits and Fees | 0 | #DIV/0! |
| Building | 0 | #DIV/0! |
| Filing | 0 | #DIV/0! |
| Regulatory | 0 | #DIV/0! |
| Other | 0 | #DIV/0! |
| Financing Costs | | |
| Commitment/Issuance Fee | 0 | #DIV/0! |
| Development Fee | 0 | #DIV/0! |
| Lender's Attorney | 0 | #DIV/0! |
| Bond Counsel | 0 | #DIV/0! |
| Engineer/Lender's Rep. Fee | 0 | #DIV/0! |
| Closing Costs | | |
| Mortgage Recording Tax | 0 | #DIV/0! |
| Other | 0 | #DIV/0! |
| Interest Costs during Construction | 0 | #DIV/0! |
| Payment and Performance Bonds | 0 | #DIV/0! |
| Temporary Utilities | 0 | #DIV/0! |
| Working Capital/Initial Operating Expenses | 0 | #DIV/0! |
| Moving | 0 | #DIV/0! |
| Rent | 0 | #DIV/0! |
| Soft Costs Contingency | 0 | #DIV/0! |
| Total Soft Costs: | 0 | #DIV/0! |
| Total Project Costs: | #DIV/0! | #DIV/0! |

Siskiyou Community Health Center

PRIMARY CARE SERVICES

FTE & Visit Analysis

| PROVIDERS | Existing | Changes (+ &/OR -) | New Facility Staffing | Maximum Annual Visits | Max FTE's in Space |
|----------------------|------------|-----------------------|--------------------------|--------------------------|-----------------------|
| | Physicians | | | 0 | 0 |
| Physician Assistants | | | 0 | 0 | 0 |
| Nurse Practitioners | | | 0 | 0 | 0 |
| Total | 0 | 0 | 0 | 0 | 0 |

| SUPPORT STAFF | Existing | Changes (+ &/OR -) | New Facility Staffing | Maximum Annual Visits | Max FTE's in Space |
|--------------------------------------|----------|-----------------------|--------------------------|--------------------------|-----------------------|
| | Nurses | | | 0 | |
| Medical Assistants | | | 0 | | 0 |
| Lab Techs | | | 0 | | 0 |
| Radiology Techs | | | 0 | | 0 |
| Check-in/Reception | | | 0 | | 0 |
| Financial Eligibility Support Person | | | 0 | | 0 |
| Check-out | | | 0 | | 0 |
| Scheduler | | | 0 | | 0 |
| Medical Records | | | 0 | | 0 |
| Other Clerical Support | | | 0 | | 0 |
| Total | 0 | 0 | 0 | 0 | 0 |

| DEPARTMENT TOTAL | Existing | Changes (+ &/OR -) | New Facility Staffing | Maximum Annual Visits | Max FTE's in Space |
|------------------|----------|-----------------------|--------------------------|--------------------------|-----------------------|
| | 0 | 0 | 0 | 0 | 0 |

Space Analysis

| AREA | Unit of Measure | Existing | Proposed based on Staffing | Proposed based on Annual Visits | Size | Square Feet based on Staffing | Square Feet based on Annual Visits |
|--------------------------------------|---------------------------|----------|-------------------------------|------------------------------------|---------------------------|----------------------------------|---------------------------------------|
| Clinical Administration | | | | | | | |
| Patient Waiting (Number of Seats) | Seats | | 0 | 0 | 20 sqft per Seat | 0 | 0 |
| Check-in/Reception | FTE | 0 | 0 | | 30 sqft per FTE | 0 | 0 |
| Financial Eligibility Support | FTE | 0 | 0 | | 30 sqft per FTE | 0 | 0 |
| Check-out | FTE | 0 | 0 | | 30 sqft per FTE | 0 | 0 |
| Scheduling | FTE | 0 | 0 | | 30 sqft per FTE | 0 | 0 |
| Other Clerical Support | FTE | 0 | 0 | | 30 sqft per FTE | 0 | 0 |
| Work/Copy/Printer | Rooms | | | | 4 x 6 | 0 | 0 |
| Medical Records File Storage | Files | | 0 | #DIV/0! | 12 sqft per 1,000 Records | 0 | #DIV/0! |
| Medical Records Work Area | FTE | 0 | 0 | | 30 sqft per FTE | 0 | 0 |
| Subtotal | | | | | | 0 | #DIV/0 |
| Clinical Practice | | | | | | | |
| Exam Room | Rooms | | 0 | #DIV/0! | 8 x 12 | 0 | #DIV/0! |
| Vitals Area | Rooms | | | | 3 x 6 | 0 | 0 |
| Procedure/Multi-purpose | Rooms | | | | 12 x 12 | 0 | 0 |
| Testing | Rooms | | | | 8 x 12 | 0 | 0 |
| Provider Work Alcove | Rooms | | 0 | | 3 x 6 | 0 | 0 |
| Nurse Station | FTE | 0 | 0 | | 30 sqft per FTE | 0 | 0 |
| Microscope area | Rooms | | | | 3 x 5 | 0 | 0 |
| Patient Toilet | Rooms | | | | 6 x 6 | 0 | 0 |
| Patient Toilet w/ pass through | Rooms | | | | 6 x 6 | 0 | 0 |
| Drug Closet | Rooms | | | | 2 x 6 | 0 | 0 |
| Clean Utility | Rooms | | | | 6 x 8 | 0 | 0 |
| Dirty Utility | Rooms | | | | 6 x 8 | 0 | 0 |
| Subtotal | | | | | | 0 | #DIV/0 |
| Lab | | | | | | | |
| Equipment & Tech work area | Rooms | | | | 8 x 12 | 0 | 0 |
| Drawing stations | Seats | | | | 30 sqft per Seat | 0 | 0 |
| Patient Toilet w/ pass through | Rooms | | | | 6 x 6 | 0 | 0 |
| Subwaiting | Seats | | | | 6 sqft per Seat | 0 | 0 |
| Storage | Rooms | | | | 3 x 6 | 0 | 0 |
| Subtotal | | | | | | 0 | 0 |
| Support Space | | | | | | | |
| Provider Offices | Rooms | | 0 | | 8 x 12 | 0 | 0 |
| Patient Education (Large) | Rooms | | | | 12 x 12 | 0 | 0 |
| Patient Education (Small) | Rooms | | | | 8 x 12 | 0 | 0 |
| Storage | Rooms | | | | 8 x 12 | 0 | 0 |
| Wheelchair Storage | Area | | | | 4 x 4 | 0 | 0 |
| Staff Breakroom/Lounge | Max FTE at Any Given Time | | 0 | | 25 sqft per FTE | 0 | 0 |
| Staff Toilets | Rooms | | 0 | | 6 x 6 | 0 | 0 |
| Subtotal | | | | | | 0 | 0 |
| Primary Care Space - Subtotal | | | | | | 0 | #DIV/0! |
| 30% Add for Circulation | | | | | | 0 | #DIV/0! |
| Estimated Primary Care Space | | | | | | 0 | #DIV/0 |

Space Estimator Operations Statistics

Operations Statistics

| <u>Provider Work Time</u> | <u>Primary Care</u> | <u>Pediatrics</u> | <u>OBGYN</u> | <u>Specialty Services</u> | <u>Other Programs</u> | <u>Behavioral Health</u> | <u>Dental</u> | <u>Radiology</u> | <u>Laboratory</u> | <u>WIC</u> |
|--------------------------------------------------------------------|---------------------|-------------------|--------------|---------------------------|-----------------------|--------------------------|---------------|------------------|-------------------|------------|
| MD &/or DDS - Number Weeks Paid Time Off (Vacation, Sick, Holiday) | | | | | | | | | | |
| MD &/or DDS - Number Weeks Continuing Medical Education | | | | | | | | | | |
| MD &/or DDS - Number Days in the Office | | | | | | | | | | |
| MD &/or DDS - Hours Worked Per Day | | | | | | | | | | |
| MD &/or DDS - Average Visits per Hour | | | | | | | | | | |
| Extender- Number Weeks Paid Time Off (Vacation, Sick, Holiday) | | | | | | | | | | |
| Extender - Number Weeks Continuing Medical Education | | | | | | | | | | |
| Extender - Number Days in the Office | | | | | | | | | | |
| Extender - Hours Worked Per Day | | | | | | | | | | |
| Extender - Average Visits per Hour | | | | | | | | | | |

Extender = NP/PA, Hygienist, Psychologist, Social Worker, Counselor

| <u>Accompany Multiplier</u> | <u>Primary Care</u> | <u>Pediatrics</u> | <u>OBGYN</u> | <u>Specialty Services</u> | <u>Other Programs</u> | <u>Behavioral Health</u> | <u>Dental</u> | <u>Radiology</u> | <u>Laboratory</u> | <u>WIC</u> |
|--------------------------------------------------------------|---------------------|-------------------|--------------|---------------------------|-----------------------|--------------------------|---------------|------------------|-------------------|------------|
| Average number of extra people accompanying patient to visit | | | | | | | | | | |

| <u>Clinical Space Multiplier</u> | <u>Primary Care</u> | <u>Pediatrics</u> | <u>OBGYN</u> | <u>Specialty Services</u> | <u>Other Programs</u> | <u>Behavioral Health</u> | <u>Dental</u> | <u>Radiology</u> | <u>Laboratory</u> | <u>WIC</u> |
|----------------------------------------------------|---------------------|-------------------|--------------|---------------------------|-----------------------|--------------------------|---------------|------------------|-------------------|------------|
| Average Room Turn Around Time | | | | | | | | | | |
| MD - # Patients Through Room Per Day | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | | | #DIV/0! |
| MD - Exam Rooms Per Provider | | | | | | | | | | |
| Extender - # Patients/Clients Through Room Per Day | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | | | #DIV/0! |
| Extender - Exam Rooms Per Provider | | | | | | | | | | |

| <u>Visit Statistics</u> | <u>Primary Care</u> | <u>Pediatrics</u> | <u>OBGYN</u> | <u>Specialty Services</u> | <u>Other Programs</u> | <u>Behavioral Health</u> | <u>Dental</u> | <u>Radiology</u> | <u>Laboratory</u> | <u>WIC</u> |
|-----------------------------------------------------------------------------------|---------------------|-------------------|--------------|---------------------------|-----------------------|--------------------------|---------------|------------------|-------------------|------------|
| # Patients in a Full Provider Panel | | | | | | | | | | |
| # Actual Health Center Patients | | | | | | | | | | |
| # Annual Visits per Patient | | | | | | | | | | |
| Radiology Multiplier (average # patients who will require an x-ray) | | | | | | | | | | |
| Laboratory Multiplier (average # patients who will require lab work) | | | | | | | | | | |
| Financial Counseling (average # patients who will require Medicaid Qualification) | | | | | | | | | | |

Appendix A: Space Planning

The first step to space planning is strategic planning (developing 3 to 5 year goals for the organizations). The strategic plan should be based on a comprehensive market analysis that identifies both the current and planned health center market, the demographics of that market, and how the demographics are predicted to change over time. Using this information, the health center should develop several things: 1) a comprehensive **program plan** detailing all the services the center plans to provide over the next 3 to 5 years, 2) a **provider recruitment plan** detailing the numbers and types of providers the center intends to hire and a timeline of when the center plans to hire these providers, and 3) a **staffing plan** that details all of the support staff that the health center will hire - including clinical, clerical, enabling and administrative staff.

You will use these three plans to develop a space plan. Your architect or space planner will work intensively with you to comprehend this information and translate it into a square foot number that accurately reflects what you need to provide services. The space planning process includes - listing every space you will need to provide services, estimating square footages, and calculating a total square foot estimate for the facility.

List every room or space that you need for your program. Also describe how these rooms will be grouped (e.g., in service or departmental clusters) and what services should be near each other.

Estimate the square footage for each individual space. This depends on such factors as the number of people likely to be in the space and the equipment to be housed there, as well as code requirements.

Calculate the total expected square footage of the facility. You base this on the program area and the space needed for hallways, mechanical rooms, and so forth. An experienced primary care space planner will know how to use standard multipliers to determine the size of these non-program areas.

Architects are often hired to prepare space plans, although a space planner need not be an architect and space planning happens before the standard package of an architect's design services begins. The Capital Link Space Planning Tool is a systematic approach to space

planning that uses the health center’s strategic plan to help the health center think through the critical elements of space planning and equip the project team with a base line of information from which to begin design.

The space plan is an essential part of the checks and balances built into the management process. By listing every single service and activity (and you do want to list everything!) you can ensure you have a space for each. This avoids the problem of “orphans” - areas you forget to include in the initial facility design. Orphaned spaces are often discovered too late in the design process to be incorporated into the design. By noting the size of every area, you can be sure to create the correct space - by room, function, and department. This too can save you from having to make expensive corrections later.

FTE & Visit Analysis

| | Existing | Changes (+ &/OR -) | New Facility Staffing | Facility Maximum Annual Visits | Max People in Space |
|-------------------------|----------|--------------------|-----------------------|--------------------------------|---------------------|
| PROVIDERS | | | | | |
| Physicians | | | 0 | 0 | 0 |
| Physician Assistants | | | 0 | 0 | 0 |
| Nurse Practitioners | | | 0 | 0 | 0 |
| Total | 0 | 0 | 0 | 0 | 0 |
| SUPPORT STAFF | | | | | |
| Nurses | | | 0 | | 0 |
| Medical Assistants | | | 0 | | 0 |
| Lab Techs | | | 0 | | 0 |
| Radiology Techs | | | 0 | | 0 |
| Check-in/Reception | | | 0 | | 0 |
| Enabling Staff | | | 0 | | 0 |
| Check-out | | | 0 | | 0 |
| Scheduler | | | 0 | | 0 |
| Medical Records | | | 0 | | 0 |
| Other Clerical Support | | | 0 | | 0 |
| Total | 0 | 0 | 0 | 0 | 0 |
| DEPARTMENT TOTAL | 0 | 0 | 0 | 0 | 0 |

Space Analysis

| | Unit of Measure | Existing | Proposed based on Staffing | Proposed based on Annual Visits | Size | Square Feet based on Staffing |
|-----------------------------------|---------------------------|----------|----------------------------|---------------------------------|---------------------------|-------------------------------|
| Clinical Administration | | | | | | |
| Patient Waiting (Number of Seats) | Seats | | 0 | 0 | 20 sqft per Seat | 0 |
| Check-in/Reception | FTE | 0 | 0 | | 30 sqft per FTE | 0 |
| Financial Eligibility Support | FTE | 0 | 0 | | 30 sqft per FTE | 0 |
| Check-out | FTE | 0 | 0 | | 30 sqft per FTE | 0 |
| Scheduling | FTE | 0 | 0 | | 30 sqft per FTE | 0 |
| Other Clerical Support | FTE | 0 | 0 | | 30 sqft per FTE | 0 |
| Work/Copy/Printer | Rooms | | | | 4 x 6 | 0 |
| Medical Records File Storage | Files | | 0 | 0 | 12 sqft per 1,000 Records | 0 |
| Medical Records Work Area | FTE | 0 | 0 | | 30 sqft per FTE | 0 |
| Subtotal | | | | | | 0 |
| Clinical Practice | | | | | | |
| Exam Room | Rooms | | 0 | 0 | 8 x 12 | 0 |
| Vitals Area | Rooms | | | | 3 x 6 | 0 |
| Procedure/Multi-purpose | Rooms | | | | 12 x 12 | 0 |
| Testing | Rooms | | | | 8 x 12 | 0 |
| Provider Work Alcove | Rooms | | 0 | | 3 x 6 | 0 |
| Nurse Station | FTE | 0 | 0 | | 30 sqft per FTE | 0 |
| Microscope area | Rooms | | | | 3 x 5 | 0 |
| Patient Toilet | Rooms | | | | 6 x 6 | 0 |
| Patient Toilet w/ pass through | Rooms | | | | 6 x 6 | 0 |
| Drug Closet | Rooms | | | | 2 x 6 | 0 |
| Clean Utility | Rooms | | | | 6 x 8 | 0 |
| Dirty Utility | Rooms | | | | 6 x 8 | 0 |
| Subtotal | | | | | | 0 |
| Lab | | | | | | |
| Equipment & Tech work area | Rooms | | | | 8 x 12 | 0 |
| Drawing stations | Seats | | | | 30 sqft per Seat | 0 |
| Patient Toilet w/ pass through | Rooms | | | | 6 x 6 | 0 |
| Subwaiting | Seats | | | | 6 sqft per Seat | 0 |
| Storage | Rooms | | | | 3 x 6 | 0 |
| Subtotal | | | | | | 0 |
| Support Space | | | | | | |
| Provider Offices | Rooms | | 0 | | 8 x 12 | 0 |
| Patient Education (Large) | Rooms | | | | 12 x 12 | 0 |
| Patient Education (Small) | | | | | 8 x 12 | 0 |
| Storage | Rooms | | | | 8 x 12 | 0 |
| Wheelchair Storage | Area | | | | 4 x 4 | 0 |
| Staff Break room/Lounge | Max FTE at Any Given Time | | 0 | | 25 sqft per FTE | 0 |
| Staff Toilets | Rooms | | 0 | | 6 x 6 | 0 |
| Subtotal | | | | | | 0 |

Primary Care Space - Subtotal

30% Add for Circulation

0
0

Primary Care Space
