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SAPC INFORMATION NOTICE 24-07
Superseded by 25-01 Effective 01-31-25

TO: All Recovery Bridge Housing and Recovery Housing Providers

FROM: Gary Tsai, M.D., Bureau Director 
Substance Abuse Prevention and Control Bureau

SUBJECT: RECOVERY BRIDGE HOUSING/RECOVERY HOUSING SERVICES – HOME IMPROVEMENT FUNDS

The County of Los Angeles, Department of Public Health’s Substance Abuse Prevention and Control Bureau (DPH-SAPC) secured funding from the State of California Department of Health Care Services (DHCS) under the Behavioral Health Bridge Housing (BHBH) Program. The funding allows DPH-SAPC to increase the Recovery Bridge Housing (RBH) network by expanding the number of sites and beds for this service type. The BHBH Program will also introduce Recovery Housing (RH) as a new service type for eligible individuals in LA County. Additionally, BHBH funding allows for infrastructure funding to be utilized to support associated home improvement costs for RBH and RH beds added as part of the infrastructure category of the BHBH Program.

The purpose of this Information Notice is to guide eligible RBH and RH provider agencies on the use of BHBH funds to support site improvement costs for RBH and RH beds added through the BHBH program. As the BHBH funds are limited, not all sites, or beds may qualify to receive funding for infrastructure enhancements. DPH-SAPC will provide existing provider agencies that have introduced new bed capacity in Fiscal Year 2023/24 or 2024/25 with the available funding amount for infrastructure, and those costs will be added to the RBH or RH contractual agreement.

INFRASTRUCTURE FUNDS AND ALLOWABLE USES

The BHBH infrastructure funds may be used by selected RBH and RH providers to support costs associated with making facilities more accessible, including the costs related to minor renovations of facilities that expand the County's inventory of RBH and RH beds. All bridge housing start-up infrastructure activities must be completed, and beds made available by January 31, 2025.

Each eligible provider will be notified by the DPH-SAPC Finance Services Division of their allocated amount (up to \$5000 per new and eligible bed). These funds will be distributed after providers complete the approved project and submit proof of expenditures. Funds may only be used on currently contracted DPH-SAPC RBH and RH sites.

Examples of allowable use

- Purchase of furniture, equipment, and appliances.
- Minor renovations to make necessary accessibility modifications for individuals with disabilities.
- Costs related to the facility renovations. Please see below for additional information on renovations.

Renovations

- As with all activities funded with these funds, renovations require prior DPH-SAPC approval.
- Sites may be inspected at all reasonable times during normal business hours to ensure funds were spent as requested and following all guidelines.
- Minor renovations are defined as those renovations that do not require a permit as per applicable laws and regulations.

Providers must establish strict organizational controls which include policies and procedures, clearly identifying organization responsibilities, and avoiding project overruns and failure to perform.

SPECIAL PROGRAM REQUIREMENTS

- Providers must establish unique cost centers that can efficiently and accurately be submitted via the DPH-SAPC Fiscal Reporting Tool(s) showing how funds were appropriately used.
- Provision against supplantation - Activities funded under Infrastructure Funds are limited to activities that cannot be funded by any other funding source that the provider may have available. To confirm funds were not supplanted, DPH-SAPC may require access to the Provider's Financial Statements, including but not limited to Audited Financials and other financial reports.

NEXT STEPS AND PROJECT LAUNCH

Providers must submit a Home Improvement Plan to DPH-SAPC, see Attachment I, to receive prior approval for any planned use of these funds. Only activities described in approved plans are eligible for reimbursement.

The approval and reimbursement process are described below:

APPROVAL PROCESS

1. Confirm your Home Improvement Funds allocation.
2. Identify the needed activities to improve the overall use and look of the facility.
3. Ensure the beds and facilities are listed in your DPH-SAPC RBH/RH contract.
4. Identify a Project Manager who will be responsible for overseeing the activity and serve as the main point of contact and who can address any SAPC questions or concerns.
5. Complete Attachment I, Home Improvement Funds Approval Form, and submit it to SAPC_ASOC@ph.lacounty.gov
 - a. To ensure organizational responsibility, the form must be signed by executive agency leadership.

REIMBURSEMENT

Providers must follow the steps described below to receive reimbursement for approved activities and/or projects:

1. Complete the BHBH Infrastructure Invoice (Attachment II).
2. Compile supporting documentation to confirm the use of funds:
 - a. Examples: Receipts, Invoices, canceled checks, etc.
3. Attached supporting documentation to approved Home Improvement Approval Form and submit to SAPC_ASOC@ph.lacounty.gov.

ADDITIONAL INFORMATION

For any questions regarding this notice, contact the Adult Services Unit, at SAPC_ASOC@ph.lacounty.gov or (626) 299-3202.

GT:hk

Attachments

c: Michelle Gibson
Yanira A. Lima
Daniel Deniz
Sandy Song