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January 23, 2017

TO: General Program Services Treatment Providers

FROM: Wayne K. Sugita, M.P.A, Interim Director
Substance Abuse Prevention and Control

A handwritten signature in blue ink, appearing to be "W. Sugita", written over the printed name of the sender.

SUBJECT: **ADDITIONAL FUNDING FOR CAPACITY BUILDING INITIATIVE**

In efforts to further Substance Abuse Prevention and Control's (SAPC) existing capacity building efforts to help prepare its provider network for the System Transformation to Advance Recovery and Treatment (START) - Los Angeles County's Substance Use Disorder Organized Delivery System, additional funding will be made available for targeted capacity building activities. This amendment will be effective January 17, 2017 through June 30, 2017.

Due to the relatively short timeframe, it is critical that agencies wishing to participate in the Capacity Building Initiative and to receive these funds respond in the following ways:

- Attend the informational meeting to launch this Capacity Building Initiative on January 31, 2017 (more information to follow).
- Review the capacity building assessment on SAPC's webpage if you have not already completed an organizational capacity building assessment.
- Review the draft amendment and budget documents which you will be receiving shortly and bring any questions you have to the meeting.
- Identify the agency representative who will serve as the *Program Manager* for the Capacity Building Initiative. This person will be responsible for supervising and coordinating the capacity building activities as well as ensuring timely completion of the approved program activities.
- Submit your completed budget and signed amendment as soon as possible.

Brief Description of Capacity Building Initiative

Through an amendment to your existing General Program Services Statement of Work, a scope of work has been added that allows activities to be conducted based on specific program requirements for two categories of capacity building.

Category 1: Organizational Capacity

Organizational capacity activities include any combination of the following five areas to strengthen or develop business protocols for sustainability:

- ✓ Organizational Leadership and Planning
- ✓ Strategic Relationships
- ✓ Internal Operations and Management
- ✓ Technology Infrastructure Development
- ✓ Clinical Practices and Workforce Development

Category 2: Strengthening Residential Facility Infrastructure

This category is ONLY for current Residential contractors and includes activities to strengthen the infrastructure capacity to provide residential treatment services through the following types of residential facility repairs or improvements:

- ✓ General repair or improvements
- ✓ Health and safety improvements
- ✓ Accessibility improvements to comply with the Americans with Disabilities Act

If you have any questions or require additional information, please contact Michelle Palmer at (626) 299-4598.

WKS:am

c: Wesley L. Ford
John Connolly
Gary Tsai
Raymond Low
Daniel Deniz