



## **Bridge to Recovery Grant Program Permissible and Impermissible Guidance Document**

This guidance document is intended to further assist applicants with understanding the goals of the Bridge to Recovery Grant Program (BTR), and items that are eligible for funding, in addition to the Official Request for Application (RFA) and Addendum documents that are posted on the California Department of Aging's (CDA) website. This guidance document provides an overview of permissible and impermissible items and examples of application errors.

The goals of the BTR Grant Program are to address and to help combat senior isolation, improve the health, safety and well-being of vulnerable seniors and individuals with disabilities through safe access to vital services by centers adopting more aggressive infection mitigation measures. Examples to accomplish these goals are, adding or improving ventilation systems and physical spaces to meet recommended Centers for Disease Control (CDC) and Prevention standards; repurposing outdoor areas to expand safe, useable program areas; or modifying indoor spaces to promote health and safety, and address workforce shortages for the purpose of encouraging in-center congregate services and participant engagement.

Applicant goals and funding requests must address and align with infection prevention and control, workforce shortages, or other programmatic improvements.

***For further details, guidelines, and eligibility for the BTR Grant Program please visit the CDA website:***

**[https://www.aging.ca.gov/Providers\\_and\\_Partners/Grant\\_Opportunities/Bridge\\_to\\_Recovery\\_for\\_Adult\\_Day\\_Services/](https://www.aging.ca.gov/Providers_and_Partners/Grant_Opportunities/Bridge_to_Recovery_for_Adult_Day_Services/)**

## Permissible Items

*Below are examples of permissible items that align with infection prevention, modifying usable space, and workforce shortages.*

### Examples of Permissible Items for Infection Prevention:

- Upgrade or replace ventilation systems/HVAC system to maximize efficiency (must meet Center for Disease Control (CDC) standards).
- Install air filter system/upgrade or replace duct system.
- HEPA filtration system, Ultraviolet Germicidal Irradiation Device (air/surface treatment tool) to enhance clean air.
- Maintain back-up equipment such as: portable in-room air cleaners/air purifiers, fans, A/C units, HEPA cleaners, filters, etc.
- Carbon monoxide detectors.
- Replace/purchase air supply & exhaust fans.
- Personal Protective Equipment (PPE) such as:
  - Disposable gloves, aprons, gowns, eye protection, masks/respirators, face shields, etc.
  - Cleaning supplies focusing on sanitation of center.
  - Soap/hand sanitizer.
- Replace carpet with vinyl/wood flooring (wipeable surface).
- Hand sanitizer dispenser stand(s)
- Cleaning service focused on sanitation to mitigate viruses and the spread of diseases, cleaning high touch surfaces/areas (not for general cleaning of blinds, windows inside or outside, etc.).
- Installing plexiglass shield(s)
- Signs for patients/workers (e.g., 6 feet apart to place on floor, chairs, etc.).
- Hoyer lift (bathroom only) for biohazard protection.

### Examples of Modifying Usable Space:

*Repurposing outdoor areas or modifying indoor space to promote health & safety, such as:*

- Adding or removing walls inside existing building to re-create space for social distancing.
- Repurposing existing space to allow for safe participant distance for: exercise, learning activities, group gatherings etc.
  - Example: pour concrete slab for a new patio area or extend existing patio, adding a permanent shade structure.
- Adding permanent fixed benches, tables, patio cover or pergola for learning, or social outdoor activities.

**Note:** All building modifications require proof of landlord approval, and a copy of the lease or deed, and all construction work required at least one bid or a cost estimate at time of application.

## Workforce Shortages:

*Hiring Temporary Workers in **Key Required Positions** (per licensing and or statutory/regulatory requirements) for salaries, bonuses, or wage differentials.*

- Salaries for workers where there is a vacancy in **key required positions** (pursuant to center type licensing and or statutory/regulatory requirements) to comply with regulations and staffing ratios.
  - Examples: registered nurses (RNs), social workers, therapists, etc. Transportation positions per each center's licensing/regulatory requirements.
- Wage differentials – provide raises for eligible staff in key required positions per licensing and or statutory/regulatory requirements. Funding is for the difference between the previous wage and the new wage.
- \$1,000 maximum bonus for employees in key required positions per licensing and or statutory/regulatory requirements. A bonus can be issued incrementally as long as the entire bonus over the life of the grant does not exceed \$1,000.
- Stipend(s) must relate to the goals of the BTR grant and the total over the life of the grant cannot exceed a \$1,000.
- Each centers eligible staff titles are based on individual center licensing and or statutory/regulatory requirements.

For example: All centers require a director for licensing purposes, but not all centers require a dietician or center manager.

**Note:** Wages from salary increases should comport with or be comparable to local labor laws, current rates based on geographic locations and occupation to comply with standards & prevailing wages.

## Examples of Other Permissible Items:

- **Staff Recruitment & Retention:** Costs associated with staff recruitment such as job posting/job advertisement (key positions only) on the internet, costs for banners, flyers, etc.
- **Training:** Costs associated with training for infection prevention and control, health and safety (as it pertains to infection mitigation measures and disease control).
- **Vehicle Modifications and/or Preservation** (bid/cost estimate required): Modify/Repair existing vehicles used to transport participants and/or install surveillance equipment.  
Examples:
  - Maintenance (oil changes, rotate tires, fluids, windshield wipers, air filters)
  - Repairs
  - Auxiliary air purifier
  - HEPA filter
  - Upgrade cloth upholstery to vinyl, or vinyl seat covers
  - Security fencing around center transportation vehicles to protect from theft
  - Sanitation cleaning kit or supplies

## Impermissible Items

*The below section will provide examples of impermissible items that do not align with the goals of the grant to combat infection prevention, modifying usable space, or addressing workforce shortages:*

- Build out for new construction to add onto existing building (would not be considered repurposing an existing area).
- Installation or repair of elevators, stairs, ramps, railings, etc.
- Bathroom upgrade (touchless sinks, toilets, dispensers, stainless steel stalls, etc.).
- Kitchen remodel or purchase of appliances.
- Replace outdated vinyl or wood flooring (safety issue/possible code violation).
- Remodel existing bathroom from several stalls to one stall (code/health & safety requirements based on participant use; must be in alignment with licensing and or statutory/regulatory requirements).
- ADA compliancy (modifications to make something ADA compliant).
- Furniture (indoor or outdoor), including patio umbrellas, office cubicles, sofas, chairs, tables, etc.
- Medical equipment (mobility devices, pool Hoyer lift, medical tables/chairs, etc.).
- Exercise equipment.
- Monthly center fees (internet, maintenance etc.).
- Purchase or leasing a vehicle.
- Bonus that exceeds \$1,000 per eligible employee.
- Installation of a sport court, basketball court, tennis court, baseball field.
- Window cleaning (inside & out), blinds, etc. (this is general cleaning, not sanitation for infection control of high touch areas).
- Paving or re-design of center parking lot.
- Installation of perimeter fencing around the center and or an entrance gate.
- Replacing or fixing doors/hardware, automatic doors, bumpers.
- Purchase of new windows/screens or repair of windows.
- Security bars on windows.
- Landscaping, gardens, garden boxes, trees.
- Appliance purchases.
- Temporary Agency fees, staffing & recruitment service fees.
- Laptops, computers, printers (all office equipment).
- Bonuses/salaries/wage differentials for employees that are not in key required positions per licensing and or statutory/regulatory requirements (refer to Staffing Requirements & Associated Regulations document for eligible staff positions and regulatory details).
- Training classes or hiring trainers for CPR, first aid, safety training from violence, etc. (these trainings do not address infection prevention and align with the goals of the grant).

**Note:** Bridge to Recovery grant funds cannot be used for items or expenses paid for by other means, including Medicaid, insurance, other grants, or other funding sources.

## Application Errors

*This section will address application errors that were made during the application process which may have resulted in a partial award or denial of an application.*

- Did not submit a bid or cost estimate for construction, contractual, HVAC or vehicle modifications with the application.
- Did not provide a lease or proof of ownership for contractual work.
- Did not provide approval from landlord to modify space.
- Did not submit an LOI prior to submitting an application.
- Type of site not eligible for funding.
- Site not licensed by the application deadline.
- Retroactive funding request (items were purchased prior to execution of grant agreement).
- Staff titles not provided (salaries/fringe section of application).
- Staff titles ineligible for salary/bonus/wage differential (not in key required position to meet licensing and or statutory/regulatory requirements).
- Itemized details not provided and lumping several items together: Example: salary increases, purchase of PPE supplies, employee bonuses total \$8,000 (all 3 items lumped together without breaking out costs for each item requested).
- Bid included permissible and impermissible items with a lump sum (cost details for each item not broken out) therefore unable to decipher costs for permissible items.
- Impermissible purchase of items such as, vehicle, laptop, phone, furniture, medical equipment, (beds, chairs) etc.
- Request salary for staff training during regular work hours (already being paid during regular work hours).

### Examples of Incomplete Application Items:

- Missing information and or not providing the following details: staff titles and or staff descriptions, item description(s), did not list costs for each item, did not connect the scope of work to the goals of the grant.
- Lack of adequate detail to approve goals and or items requested.
- Lack of adequate detail for training request (did not state what the training is for, provide details for the class(s), and how the training meets the goals of the grant for infection prevention and mitigation).
- Provided a lump sum cost for training details and costs were not broken out (cost of training class, travel, hotel, meals, etc.). Estimates are acceptable.  
Project goals and or items requested do not align with the BTR grant goals.