



MARK B HORTON, MD, MSPH  
Director

State of California—Health and Human Services Agency  
California Department of Public Health



ARNOLD SCHWARZENEGGER  
Governor

May 10, 2010

TO: INFORMATION AND EDUCATION (I&E) PROJECT  
DIRECTORS/COORDINATORS, AND FISCAL OFFICERS

SUBJECT: FISCAL YEAR (FY) 2010-2011 INFORMATION AND EDUCATION  
(I &E) AGREEMENT FUNDING APPLICATION (AFA) DOCUMENTS  
SUBMISSION

This letter provides notification that The Office of Family Planning (OFP) will be conducting I&E Agreement Funding Application (AFA) meetings for fiscal year 2010-2011. I&E grantees are required to participate in a meeting with their OFP program consultant and contract manager (CM) to revise the budget and/or workplan as needed. This meeting may be conducted in person at our Sacramento office or via teleconference. OFP has set aside available dates and times to accommodate meeting requests as follows:

**Dates:** 6/7/10 through 6/17/10 (excluding Friday 6/11/10)  
**Times:** 9:00 a.m. – 10:00, 10:30 a.m.-11:30 a.m., 1:30 p.m.-2:30 p.m.  
**Location:** OFP Sacramento office or via teleconference.

Using the attached form, please communicate your preferred meeting options via e-mail to your CM by 5/20/10. Please indicate the name of the agency and grant number, name the representative(s) that will be participating in the meeting, whether the representative(s) will appear in person or by telephone, and two meeting dates.

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**AFA Submission:**

Please refer to the OFP website link below to access the AFA Checklist that will identify all of the AFA documents needed for submission:

<http://www.cdph.ca.gov/programs/tpp/Pages/FiscallInformation-FY2010-2011.aspx>

Once the AFA meeting has concluded grantees are asked to submit completed AFA documents Via E-mail to their assigned contract manager within (5) days. (OFP requests that the following naming protocol be used in the subject line of the AFA documents submission e-mail: "FY 10-11 AFA Documents (Grant # and Agency Name)").

Once all approvals have been secured for the AFA documents, grantees will receive an approval letter from their CM. Please do not submit invoices for payment until the grant amendment has been executed and the AFA approval letter has been received. If you have any questions, please contact your contract manager.

As with all state funded agreements, final funding is contingent upon appropriations in the final State Budget Act.

Sincerely,



Susan Henry, Chief  
OFP Contracts and Grants

Enclosures

Cc: Contract Managers  
Jo Miglas, Chief FMCO  
Laurie Weaver, Chief  
Office of Family Planning  
Program Consultants  
Central File



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**NOTICE OF FISCAL YEAR (FY) 2010-2011 I&E AFA MEETING OPTION FORM**

To expedite the I&E AFA process, OFP is providing Grantees with the following meeting options, please check your preferred date and time and e-mail this form to your Contract Manager (CM) by 5:00pm Thursday, May 20th, 2010. Available dates and times are listed below:

**Dates:** 6/7/10 through 6/17/10 (excluding Friday 6/11/10) due to State Furlough  
**Time:** 9:00a.m. -10:00 a.m., 10:30 a.m.-11:30 a.m., 1:30 p.m.-2:30  
**Location:** OFP Sacramento office or via teleconference.

I will participate in the 2010-11 I&E AFA meeting with an OFP Program Consultant and Contract Manager on the following dates/times:

**Dates:** Prefer: June , 2010  
Second choice: June , 2010

**Times:** Prefer:  9:00 a.m.-10:00 a.m.  10:30 a.m.-11:30 a.m.  1:30 p.m.-2:30 p.m.  
Second choice:  9:00 a.m. – 10:00 a.m.  10:30 a.m.-11:30 a.m.  1:30 p.m.-2:30 p.m.

**Location:**  OFP Sacramento office  
 Via teleconference

**Grantee Name:**

**Grant#:**

**Contact Name:**

**Contact #:**

Identify agency representative(s) that will be participating in the meeting:

- 1. 4.
- 2. 5.
- 3. 6.

Upon receipt of your completed form, your CM will confirm receipt of your response, the date and time of your meeting.