



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



MARK B HORTON, MD, MSPH
Director

ARNOLD SCHWARZENEGGER
Governor

May 20, 2009

TO: COMMUNITY CHALLENGE GRANTS (**CCG**) and INFORMATION AND EDUCATION (**I&E**) PROJECT DIRECTORS/COORDINATORS, and FISCAL OFFICERS

SUBJECT: FISCAL YEAR 2009-2010 (**FY 09-10**) AGREEMENT FUNDING APPLICATION (**AFA**) SUBMISSION REQUIREMENTS

At the beginning of each fiscal year, CCG/I&E grantees are required to submit specific documents to receive approval to continue administration of the above referenced Teen Pregnancy Prevention (**TPP**) Programs. We refer to these documents as the AFA Package.

For FY 09-10, your AFA Package is due on or before July 1, 2009. The method of submitting the AFA Package will be the same as last fiscal year, via **e-mail**. Each agency will submit one e-mail with all of the required documents to their Contract Manager (CM). Please refer to the enclosed OFP State Contact list to identify your assigned CM. Unfortunately this fiscal year we will not be able to meet regionally for AFA negotiations due to our limited travel funding. However, we would like to offer you two options to receive technical assistance in developing your AFA documents. You may come to Sacramento at your own cost or via Teleconferencing. Please contact **Michael Neff, at (916) 650-0315 no later than June 12, 2009** if you would like to schedule either of these options. This meeting will be to review all of your AFA documents and provide technical assistance to develop your budget and revise your workplan as needed. If you do not require any technical assistance you may submit your documents accordingly.

Documents may be submitted in their original format, however:

- The Agency Budget, Agency Information Form, School Agreements, AFA Checklist and Subcontractor Agreement Transmittal Form(s), must be submitted in PDF format, and
- The budget template must also be submitted in MS Excel format.

The AFA Check List and all of the required documents are located on the Office of Family Planning Website at the following link:

<http://www.cdph.ca.gov/programs/tpp/Pages/FiscallInformation-FY2009-2010.aspx>

You must use these documents to complete your AFA package.

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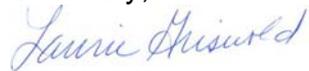
When transmitting your AFA documents, the following naming protocol must be used in the subject line of your e-mail to your CM: **"FY 09-10 AFA Package (Grant # and Agency Name)"**.

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

After all approvals have been secured, an AFA approval letter will be e-mailed to you. **Please do not submit invoices for payment until you have received this notification.** If you have any questions, please contact your contract manager.

Thank you for your careful review and monitoring through the AFA process.

Sincerely,



Laurie Griswold, Chief
OFP Allocation and Matched Funding

Enclosures

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