



# California Department of Public Health



Office of Family Planning

## Office of Family Planning Teen Pregnancy Prevention (TPP) Program

# September 2011 Newsletter

### INVOICING AND DOCUMENTATION WEBINAR – SAVE THE DATE!

A mandatory *Invoicing and Supporting Documentation* Webinar will be held on **Thursday, September 22, 2011 at 10:00 A.M.** The purpose of the Webinar is to review how to prepare an invoice and provide information on the supporting documentation that should be maintained and submitted to OFP. Registration information will be sent out to I&E Grantees via email. Program Coordinators and Fiscal Staff should attend this Webinar.

### I&E ORIENTATION PROJECT MANUAL

The Office of Family Planning (OFP) held an I&E Orientation Meeting on August 18-19, 2011 in Sacramento, CA. The purpose of the Orientation was to provide Grantees with information and tools to assist Grantees in implementing their local programs.

At the Orientation, an I&E Project Manual was provided for each Agency's Executive Director/Project Director, Program Coordinator, and Health Educator. Each binder contained a CD with an electronic copy of:

- The Agency's executed Grant Agreement,
- The Agency's Final Workplan, and
- A complete copy of the I&E Request for Applications #11-10017.

There is a tab in the binder where you can place a printed copy of each of these documents for future reference.

It is the OFP's intention that Grantees utilize this binder throughout the duration of the grant as a "*living binder*" and incorporate documents that are needed to assist Grantees to implement and maintain their I&E Project throughout the grant term.

If you have any questions regarding the I&E Project Manual, please contact your Program Consultant.

### I&E PROGRAM TIME STUDY FOR FIRST QUARTER OF FISCAL YEAR (FY) 2011-12

The designated time study period for the first quarter of Fiscal Year (FY) 2011-2012 for the I&E Program Grantees is the **month** of September 2011. Grantees are required to time study for the **entire month**. Grantees must use the Monthly Time Study FFP Calculation forms (Version 2.3)

that are found in the Fiscal Information Section of the TPP website at: <http://www.cdph.ca.gov/PROGRAMS/TPP/Pages/default.aspx>. The Monthly Time Study FFP Calculation forms must be submitted with your Agency's first quarter invoice for FY 2011-2012.

Please refer to the links below to find the Federal Financial Participation (FFP) Users Guide for activity coding assistance.

**FFP Users Guide Link:**  
[Federal Financial Participation \(FFP\) Information](#)

If you have additional questions, please contact your Program Consultant.

**MONTHLY PERFORMANCE REPORT**

The MPR for the month of August 2011 is due to your PC by September 12, 2011 since September 10<sup>th</sup> falls on a Saturday.

The Monthly Performance Report (MPR) is available on the TPP website at: <http://www.cdph.ca.gov/programs/tpp/Pages/default.aspx>. The MPR has two tabs: 1) the MPR document and 2) Instructions. Please take a moment to read the instructions.

Please note that the MPR due date is **the 10<sup>th</sup> of each month**. The MPR should be emailed to your PC. Please do not submit the MPR using PDF or Adobe Acrobat.

**IMPORTANT DATES FOR THE MONTH OF SEPTEMBER**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 TIME STUDY MONTH FOR FIRST QUARTER OF FY 10-11 BEGINS	2	3
4	5 LABOR DAY	6	7	8	9	10
11	12 MPR DUE	13	14	15 FAMILY PACT PROVIDER INFORMATION DUE	16	17
18	19	20	21	22 INVOICING WEBINAR	23	24
25	26	27	28	29	30 END OF THE TIME STUDY MONTH & END OF FIRST QUARTER OF FY 10-11	

## **I&E PROGRAM CONSULTANT AND CONTRACT MANAGER**

The OFP has assigned the following Program Consultants and Contract Managers to the I&E Grantees as follows:

### **Northern Region:**

- East Valley Community Clinic
- La Clinica de La Raza, Inc.
- Planned Parenthood Shasta-Pacific
- Six Rivers Planned Parenthood
- Southwest Community Health Center DBA Santa Rosa Community Health Center

<b>Program Consultant</b>	<b>Contract Manager</b>
<b>Susan Hunter</b>	<b>Michael Neff</b>
<a href="mailto:Susan.Hunter@cdph.ca.gov">Susan.Hunter@cdph.ca.gov</a>	<a href="mailto:Michael.Neff@cdph.ca.gov">Michael.Neff@cdph.ca.gov</a>
<b>(916) 650-0464</b>	<b>(916) 650-0436</b>

### **Central Region**

- California Health Collaborative
- Clinica Sierra Vista
- Community Action Partnership of Kern
- Community Action Partnership of San Luis Obispo
- Ebony Counseling Center
- Fresno County Economic Opportunities Commission
- Kern County Superintendent of Schools
- Planned Parenthood Mar Monte – Fresno
- Planned Parenthood Mar Monte – Merced County
- Proteus Inc.
- Stanislaus County Health Services Agency

<b>Program Consultant</b>	<b>Contract Manager</b>
<b>Tijuana Alexander</b>	<b>Gloria Gastelum</b>
<a href="mailto:Tijuana.Alexander@cdph.ca.gov">Tijuana.Alexander@cdph.ca.gov</a>	<a href="mailto:Gloria.Gastelum@cdph.ca.gov">Gloria.Gastelum@cdph.ca.gov</a>
<b>(916) 552-8731</b>	<b>(916) 650-0337</b>

### **Southern Region**

- JWCH Institute
- Northeast Valley Health Corporation
- Operation Samahan
- Planned Parenthood of Orange & San Bernardino Counties
- Planned Parenthood of Orange & San Bernardino Counties
- Riverside County Community Health Agency
- San Diego Family Care
- Vista Community Clinic

<b>Program Consultant</b>	<b>Contract Manager</b>
<b>Eileen Harvey</b>	<b>Oanh Tu</b>
<a href="mailto:Eileen.Harvey@cdph.ca.gov">Eileen.Harvey@cdph.ca.gov</a>	<a href="mailto:Oanh.Tu@cdph.ca.gov">Oanh.Tu@cdph.ca.gov</a>
<b>(916) 650-0466</b>	<b>(916) 341-6417</b>

## REMINDERS

### OFP TPP WEBSITE

The OFP TPP Website contains information, updates, resources, and documents, and forms Grantees should become familiar with. The OFP is in the process of updating some of its forms and documents. Please visit the TPP Website frequently.

If you have difficulty locating a document on the website, please contact the Program Consultant or Contract Manager assigned to your agency for assistance.

### LESSON PLAN OR CURRICULA

As a reminder, please submit your Lesson Plan or Curricula to OFP for review prior to implementing the Lesson Plan or Curricula. The OFP will need a minimum of fourteen days to review your Lesson Plan or Curricula. Please ensure sufficient time for the review and approval process of your Lesson Plan or Curricula. Lesson Plan or Curricula were due no later than August 31, 2011 for OFP review.

If you have any questions, please contact your Program Consultant.

### I&E PROGRAM STAFF CHANGES

Please inform OFP as soon as staff changes or vacancies occur. Submit an **Agency Information Form** (AIF) to report changes to your Agency Name or address, Executive Director, Project Director, Project Coordinator, Fiscal Contact, or Health Educator. Forward the AIF to your Contract Manager and Program Consultant.

### POTENTIAL FUNDING OPPORTUNITIES

Please review the following potential funding opportunities for agencies providing health services to youth and families.

- **California Personal Responsibility Education Program**  
The California Personal Responsibility Education Program (CA PREP) for the Fiscal Year 2010 has been approved by the Federal Youth Services Bureau. The OFP will post a modified version of the PASP to the TPP website that excludes pertinent text that could reasonably be expected to adversely affect or unfairly inform, bias, or misrepresent the intent of the competitive RFA development, solicitation, or award process.
- **Federal Funding Opportunities**  
To find and apply for available federal funding opportunities, visit: <http://www.grants.gov/>
- **How to Apply for a California Wellness Foundation Grant**  
[http://www.calwellness.org/assets/docs/how\\_to\\_apply/HowToApply-web.pdf](http://www.calwellness.org/assets/docs/how_to_apply/HowToApply-web.pdf)  
This site takes time to download.