



MARK B HORTON, MD, MSPH  
Director

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



ARNOLD SCHWARZENEGGER  
Governor

May 5, 2009

TO: MATERNAL, CHILD AND ADOLESCENT HEALTH (MCAH) DIRECTORS  
ADOLESCENT FAMILY LIFE PROGRAM (AFLP) DIRECTORS

CC: MCAH AND AFLP FISCAL OFFICERS AND CONTACTS

SUBJECT: AGREEMENT FUNDING APPLICATION (AFA)  
THIRD YEAR OF THREE-YEAR AGREEMENT FUNDING DOCUMENTS;  
FIFTH YEAR OF SEVEN-YEAR GRANT FUNDING DOCUMENTS;  
FISCAL YEAR (FY) 2009-10

This letter provides instructions for your Agency's FY 2009-10 AFA, the third year of the three-year Agreement funding period for Local Health Jurisdictions (LHJs) and the fifth year of the seven-year Grant period for Community Based Organizations (CBOs). Please complete the required documents and provide them to your Contract Manager by June 30, 2009. You can locate all needed 2009-10 AFA documents, Allocation Tables, Policy and Procedure Manuals, Forms, Budget/Invoice Templates, Contract Manager/ Program Consultant Assignment Listing, Title XIX and Title V time study documents at our MCAH Fiscal website located at <http://cdph.ca.gov/MCAHfiscal>.

**FY 2008-09 IN SUMMARY**

The late finalization of the State's 2008-09 Budget in September 2008 caused a very late revision (Revision #1) to the MCAH/BIH and AFLP Allocation Tables. The overall fiscal impact, however, was minimal to all three programs. The Black Infant Health (BIH) Program State General Fund (SGF) was fully restored to FY 2007-08 levels. The second revision to the MCAH/BIH Allocation Table was due to (1) the withdrawal of the Bay Area Data Collaborative (BADC) from the Local Assistance for Maternal Health (LAMH) program and the shifting of their funding to the other four participating agencies, (2) the implementation of Solano County's BIH Outreach Liaison program, and (3) the restoration of Mariposa's small county funding.

The FY 2008-09 AFLP months of services (MOS) which were initially removed for the ten percent SGF reduction were reinstated with the final State Budget using Title V funds. Restored MOS meant that the MCAH Division was able to shift client allocations in AFLP's revised Allocation table to maximize the number of clients able to receive services in the most needed regions of the state.

### **Moratorium on Promotional Items**

The moratorium on promotional Items still stands as it was last stated in the January 28, 2008 CDPH letter. The moratorium is directed to promotional and incentive items purchased in any part with State or Federal funding. Items that are no longer under the moratorium include:

- Printed materials and brochures,
- Plastic gift cards,
- Compact discs, and
- DVDs and video cassettes.

When budgeting promotional and incentive items with State or Federal funds you will need to verify on your Budget J-Oper worksheet that you are following the moratorium guidelines. You can view the moratorium guidelines online at <http://www.cdph.ca.gov/healthinfo/news/pages/lunchboxrecall.aspx> .

### **Title V 30/30 Earmarking and Time Study (MCAH Agencies only)**

As a corrective action to a Bureau of State Audits/KPMG audit finding, local MCAH agencies and the State successfully implemented Title V time studies to document Title V expenditures in FY 2008-09. For FY 2008-09, the Bureau of State Audits has confirmed that we are now compliant with the requirements of Title V, Section 505 of the Social Security Act by implementing the 30/30 Earmarking requirements. These Title V 30/30 time studies by local MCAH agencies are an ongoing requirement for receipt of Title V funding under the Social Security Act. The State will continue to collect quarterly time study data from the local MCAH agencies and provide technical assistance. Thank you for your diligence in completing and submitting your Title V time studies!

### **Funding for FY 2009-10**

**This letter is being released prior to the final amended State Budget decisions for FY 2009-10. It is assumed that MCAH, AFLP and BIH will have the same funding for FY 2009-10 as FY 2008-09. However, if the final State 2009-10 Amended Budget is different than what is shown on the attached Allocation Tables, the Tables will be revised to align with the Amended State Budget.**

### **2009-10 AFLP Annual Months of Service (MOS) Adjustments**

The overall LodeStar MOS utilization for the first two quarters of 2008-09 was an astounding 95.5%. Between all 41 AFLP Agencies the data showed 95 clients were served for every 100 clients allocated. Our goal is to obtain 100% MOS utilization, and 95.5% is a great increase from the 89-90% average we normally see. This utilization increase reflects how hard you, the Agencies, are working to provide needed services - so thank you!

Annual adjustments were made to FY 2009-10 AFLP allocations utilizing data from LodeStar, percent of potential clients served for the region, and teen birth ranking. Only two agencies received MOS reductions for FY 2009-10, and eight agencies received increases. A total of 207 clients, or 2484 MOS, were shifted. This shifting of MOS allows "unserved" MOS allocations to go to regions that are currently better able to provide services for pregnant and parenting teens in California.

### **FY 2009-10 AFA Process**

**To complete the AFA process for the new fiscal year, please review these instructions and submit an original and two copies of the following documents (as applicable) to your Contract Manager by June 30, 2009.**

**For Local Health Jurisdictions (LHJs)** – Since this is the third year of a three-year funding agreement period, you are required to submit certain documents each fiscal year, and other documents only when there are changes since your FY 2008-09 AFA submission.

- You will need to submit the AFA Checklist, completed AFA Update Form with original signatures, the AB 629 Certification of Compliance Form (AFLP Agencies only), and the Annual Inventory Form CDPH 1204.
- Since a new CDPH Base Medi-Cal Factor (MCF) is factored every year you will need to submit an updated Budget for FY 2009-10.
- If you use any alternate MCFs in your MCAH Budget (as outlined in our recent Policy Letter #200809-03) you will need to include the required information on the J-Pers worksheet of the MCAH Budget Template.
- The MCAH, FIMR, and BIH-FIMR Scope of Works (SOWs) are all being updated for FY 2009-10 and will need to be submitted with your FY 2009-10 AFA packages.
- If you have any organizational or staffing/position changes you will need to submit updated duty statements, specifications, organizational charts, and/or waiver requests.

**For Community Based Organizations (CBOs)** – Since this is the fifth of your seven-year grant period you are required to submit certain documents each fiscal year, and other documents only when there are changes since your FY 2008-09 AFA submission.

- You will need to submit the AFA Checklist, completed AFA Update Form with original signatures, the AB 629 Certification of Compliance Form, and the Annual Inventory Form CDPH 1204.
- The AFLP SOW has been updated for 2009-10 and will need to be submitted with your AFA package.
- If you have revised budgets, or for each agency that received 2009-10 allocation adjustments, you will need to submit an updated Budget at least for FY 2009-10.

- If you have any organizational or staffing/position changes you will need to submit updated budgets (personnel pages), duty statements, organizational charts, and/or waiver requests.

### **AFA Documents**

You can locate all needed FY 2009-10 AFA documents, Allocation Tables, Policy and Procedure Manuals, Forms, Budget/Invoice Templates, Title XIX and Title V time study documents, and the Contract Manager/ Program Consultant Assignment Listing at our MCAH Fiscal website located at <http://cdph.ca.gov/MCAHfiscal> . Under the heading of "Agreement Funding Application (AFA)", and then "Fiscal Year 2009-10", you'll find all the updated documents needed to complete your 2009-10 AFA Packet and to budget and invoice for reimbursement.

If you have any questions finding or completing the required documents, regarding the submission of your FY 2009-10 AFA package, or if you find that you are unable to meet the deadline, please contact your Contract Manager as soon as possible for assistance. If you prefer to send the AFA package Federal Express or Overnight we will not necessarily receive it earlier than regular mail. Please use the appropriate address below to submit your AFA package.

#### **Regular Mail:**

California Department of Public Health  
Maternal, Child and Adolescent Health Division  
Attn: "Contract Manager Name"  
1615 Capitol Avenue, Suite 73. 560, MS 8305  
P.O. Box 997420  
Sacramento, CA 95899-7420

#### **FedEx/UPS/Overnight Courier:**

California Department of Public Health  
Maternal, Child and Adolescent Health Division  
Attn: "Contract Manager Name"  
1615 Capitol Avenue, Suite 73. 560, MS 8305  
Sacramento, CA 95814-5015

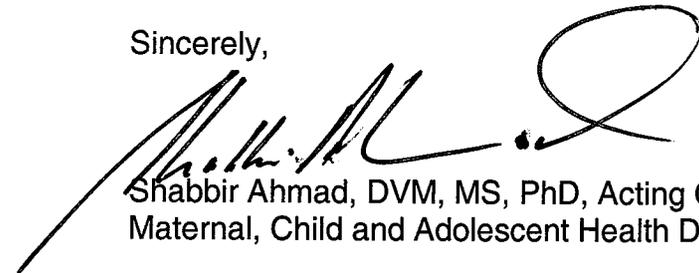
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**Approval Process – As with all state funding agreements, final funding is contingent on appropriations in the final amended 2009-10 Federal and State Budget Acts. For your protection, do not incur any expenses or fiscal liabilities against this funding agreement until you have received your AFA approval letter (or executed Grant Amendments). Any expenses incurred in advance of that approval are at your own risk and the State acknowledges no responsibility for reimbursement.**

As a reminder, please do not submit invoices for payment for FY 2009-10 until the FY 2009-10 amended State Budget has been finalized and you have received your AFA approval letter. We will not be issuing approval letters, and 2009-10 invoices cannot be processed for payment until the FY 2009-10 amended State Budget is signed by the Governor. Please be sure to use the correct Agreement or Contract Number on all your correspondence, budgets, invoices, and reports (“2009-10/County#” or “05 or 07-451##”).

Please remember that the longer your agency delays submittal of the AFA package, the longer it will be before it is reviewed and approved by CDPH MCAH. Thank you for all the services you provide, and for your continuing dedication to improving the health of Californians.

Sincerely,



Shabbir Ahmad, DVM, MS, PhD, Acting Chief  
Maternal, Child and Adolescent Health Division

Attachments:

FY 2009-10 MCAH/BIH Allocation Table  
FY 2009-10 AFLP Allocation Table

cc: CDPH MCAH Division staff

Central File

**MCAH/BIH ALLOCATION TABLE; FY 2009-10, May 5, 2009**

Pursuant to FY 2009-10 Budget Act, Chapter XXX, Statutes of 2009

FY 2009-10 May 5, 2009	TOTAL AGENCY FUNDING  MCAH & BIH	MCAH FUNDING									BIH FUNDING	
		MCAH Title V Portion						MCAH State General Fund Portion			Title V	SGF
		MCAH TV Base Allocation	SIDS	Small County	BIH FIMR	FIMR	Total MCAH Title V	MCAH SGF Base Allocation	Small County	Total MCAH SGF	BIH TV	BIH SGF
COUNTIES/CITIES	TOTAL TITLE V AND SGF											
ALAMEDA	\$737,252	\$115,454	\$11,800	0	\$0	\$24,869	\$152,123	\$43,016	\$0	\$43,016	\$290,304	\$251,809
ALPINE	\$60,033	21,833	3,000	10,000	0	0	34,833	11,700	13,500	25,200	0	0
AMADOR	\$60,033	21,833	3,000	10,000	0	0	34,833	11,700	13,500	25,200	0	0
BUTTE	\$107,580	75,908	3,000	0	0	0	78,908	28,672	0	28,672	0	0
CALAVERAS	\$60,033	21,833	3,000	10,000	0	0	34,833	11,700	13,500	25,200	0	0
COLUSA	\$60,033	21,833	3,000	10,000	0	0	34,833	11,700	13,500	25,200	0	0
CONTRA COSTA	\$608,107	101,335	6,241	0	0	31,769	139,345	37,004	0	37,004	230,935	200,823
DEL NORTE	\$60,033	21,833	3,000	10,000	0	0	34,833	11,700	13,500	25,200	0	0
EL DORADO	\$102,007	77,288	3,000	0	0	0	80,288	21,719	0	21,719	0	0
FRESNO	\$615,770	66,444	7,372	0	10,415	31,769	116,000	91,026	0	91,026	218,554	190,190
GLENN	\$60,033	21,833	3,000	10,000	0	0	34,833	11,700	13,500	25,200	0	0
HUMBOLDT	\$121,309	76,850	3,000	0	0	24,869	104,719	16,590	0	16,590	0	0
IMPERIAL	\$78,126	61,773	3,000	0	0	0	64,773	13,353	0	13,353	0	0
INYO	\$57,339	20,213	3,000	10,000	0	0	33,213	10,626	13,500	24,126	0	0
KERN	\$581,406	92,781	6,869	0	0	31,769	131,419	46,389	0	46,389	215,786	187,812
KINGS	\$97,824	43,999	3,000	0	0	0	46,999	50,825	0	50,825	0	0
LAKE	\$93,971	71,800	3,000	0	0	0	74,800	19,171	0	19,171	0	0
LASSEN	\$60,033	21,833	3,000	10,000	0	0	34,833	11,700	13,500	25,200	0	0
LOS ANGELES	\$2,359,517	568,425	67,390	0	124,364	71,765	831,944	185,792	0	185,792	575,713	766,068
MADERA	\$97,785	70,586	3,000	0	0	0	73,586	24,199	0	24,199	0	0
MARIN	\$136,478	113,737	3,000	0	0	0	116,737	19,741	0	19,741	0	0
MARIPOSA	\$60,033	21,833	3,000	10,000	0	0	34,833	11,700	13,500	25,200	0	0
MENDOCINO	\$97,622	73,000	3,000	0	0	0	76,000	21,622	0	21,622	0	0
MERCED	\$94,405	63,527	3,000	0	0	0	66,527	27,878	0	27,878	0	0
MODOC	\$60,033	21,833	3,000	10,000	0	0	34,833	11,700	13,500	25,200	0	0
MONO	\$60,033	21,833	3,000	10,000	0	0	34,833	11,700	13,500	25,200	0	0
MONTEREY	\$144,271	103,699	3,340	0	0	0	107,039	37,232	0	37,232	0	0
NAPA	\$91,937	70,277	3,000	0	0	0	73,277	18,660	0	18,660	0	0
NEVADA	\$85,024	64,265	3,000	0	0	0	67,265	17,759	0	17,759	0	0
ORANGE	\$269,047	184,311	19,432	0	0	0	203,743	65,304	0	65,304	0	0
PLACER	\$127,212	78,269	3,000	0	0	24,869	106,138	21,074	0	21,074	0	0
PLUMAS	\$59,133	21,360	3,000	10,000	0	0	34,360	11,273	13,500	24,773	0	0
RIVERSIDE	\$608,858	115,403	13,858	0	0	0	129,261	46,839	0	46,839	231,473	201,285
SACRAMENTO	\$700,138	114,864	14,426	0	24,981	31,769	186,040	47,445	0	47,445	249,708	216,945
SAN BENITO	\$60,572	21,833	3,000	10,000	0	0	34,833	12,239	13,500	25,739	0	0
SAN BERNARDINO	\$925,024	305,704	22,567	0	33,216	24,869	386,356	49,447	0	49,447	261,849	227,372
SAN DIEGO	\$1,027,470	355,246	23,324	0	28,095	31,769	438,434	77,370	0	77,370	273,924	237,742
SAN FRANCISCO	\$687,978	101,148	5,023	0	9,576	31,769	147,516	51,339	0	51,339	261,796	227,327
SAN JOAQUIN	\$603,450	116,563	6,214	0	9,140	31,769	163,686	41,879	0	41,879	212,712	185,173
SAN LUIS OBISPO	\$134,722	111,911	3,000	0	0	0	114,911	19,811	0	19,811	0	0
SAN MATEO	\$543,007	114,447	4,327	0	0	0	118,774	34,592	0	34,592	208,277	181,364
SANTA BARBARA	\$153,110	115,694	3,000	0	0	0	118,694	34,416	0	34,416	0	0
SANTA CLARA	\$589,035	113,036	11,697	0	0	0	124,733	57,520	0	57,520	217,499	189,283
SANTA CRUZ	\$151,968	114,389	3,000	0	0	0	117,389	34,579	0	34,579	0	0
SHASTA	\$98,147	66,742	3,000	0	0	0	69,742	28,405	0	28,405	0	0
SIERRA	\$60,033	21,833	3,000	10,000	0	0	34,833	11,700	13,500	25,200	0	0
SISKIYOU	\$66,933	43,000	3,000	0	0	0	46,000	20,933	0	20,933	0	0
SOLANO	\$619,349	116,128	4,171	0	10,213	31,769	162,281	32,931	0	32,931	234,505	189,632
SONOMA	\$178,427	115,422	3,000	0	0	24,869	143,291	35,136	0	35,136	0	0
STANISLAUS	\$157,116	114,605	4,057	0	0	0	118,662	38,454	0	38,454	0	0
SUTTER	\$98,377	73,000	3,000	0	0	0	76,000	22,377	0	22,377	0	0
TEHAMA	\$96,330	70,213	3,000	0	0	0	73,213	23,117	0	23,117	0	0
TRINITY	\$60,033	21,833	3,000	10,000	0	0	34,833	11,700	13,500	25,200	0	0
TULARE	\$158,054	114,644	4,060	0	0	0	118,704	39,350	0	39,350	0	0
TUOLUMNE	\$86,383	58,000	3,000	0	0	0	61,000	25,383	0	25,383	0	0
VENTURA	\$336,195	266,852	4,445	0	0	24,869	296,166	40,029	0	40,029	0	0
YOLO	\$114,089	70,775	3,000	0	0	24,869	98,644	15,445	0	15,445	0	0
YUBA	\$86,180	67,191	3,000	0	0	0	70,191	15,989	0	15,989	0	0
BERKELEY, CITY OF	\$207,100	72,157	3,000	0	0	0	75,157	26,127	0	26,127	1,570	104,246
LONG BEACH, CITY OF	\$520,852	113,860	4,387	0	0	0	118,247	31,143	0	31,143	198,498	172,964
PASADENA, CITY OF	\$471,762	73,000	3,000	0	0	0	76,000	24,300	0	24,300	198,498	172,964
<b>Totals</b>	<b>\$16,964,144</b>	<b>\$5,613,124</b>	<b>\$368,000</b>	<b>\$150,000</b>	<b>\$250,000</b>	<b>\$500,000</b>	<b>\$6,881,124</b>	<b>\$1,895,920</b>	<b>\$202,500</b>	<b>\$2,098,420</b>	<b>\$4,081,601</b>	<b>\$3,902,999</b>

**AFLP ALLOCATION TABLE  
FISCAL YEAR 2009-10**

**PURSUANT TO FY 2009-10 BUDGET ACT XXX, CHAPTER XXX, STATUTES OF 2009  
FINAL RUN DATE: MAY 5, 2009**

Agency (MOS Adjustments effective July 1, 2009: MOS number reflects difference between final FY 08-09 allocations and initial FY 09-10 allocation)	TOTAL ALLOCATION	TITLE V	TITLE V PERCENTAGE	STATE GENERAL FUND	SGF PERCENTAGE	CLIENTS	MOS	RATE PER CLIENT
ALTA MED	\$856,985	\$377,430	44.04%	\$479,555	55.96%	505	6,060	\$1,697
BRIGHTER BEGINNINGS	\$558,313	245,890	44.04%	312,423	55.96%	329	3,948	\$1,697
CHILDREN'S HOSPITAL	\$415,765	183,110	44.04%	232,655	55.96%	245	2,940	\$1,697
CLINICA SIERRA VISTA	\$770,438	339,314	44.04%	431,124	55.96%	454	5,448	\$1,697
COMMUNITY ACTION COMMISSION (MOS increased by 396)	\$531,161	233,932	44.04%	297,229	55.96%	313	3,756	\$1,697
ECONOMIC OPPORTUNITY COMMISSION	\$327,521	144,246	44.04%	183,275	55.96%	193	2,316	\$1,697
EL NIDO	\$2,957,871	1,302,695	44.04%	1,655,176	55.96%	1,743	20,916	\$1,697
FAMILY SERVICES AGENCY	\$473,463	208,521	44.04%	264,942	55.96%	279	3,348	\$1,697
FOOTHILL FAMILY SERVICES	\$649,951	286,249	44.04%	363,702	55.96%	383	4,596	\$1,697
FRESNO CO DSS (MOS reduced by 384)	\$731,407	322,124	44.04%	409,283	55.96%	431	5,172	\$1,697
GLENN	\$71,274	31,390	44.04%	39,884	55.96%	42	504	\$1,697
HUMBOLDT	\$135,760	59,791	44.04%	75,969	55.96%	80	960	\$1,697
IMPERIAL (MOS increased by 156)	\$166,306	73,244	44.04%	93,062	55.96%	98	1,176	\$1,697
KINGS COMMUNITY ACTION	\$190,064	83,707	44.04%	106,357	55.96%	112	1,344	\$1,697
LAKE FAMILY RESOURCE CENTER (MOS increased by 168)	\$145,942	64,275	44.04%	81,667	55.96%	86	1,032	\$1,697
MADERA	\$339,400	149,477	44.04%	189,923	55.96%	200	2,400	\$1,697
MENDOCINO	\$98,426	43,348	44.04%	55,078	55.96%	58	696	\$1,697
MERCED (MOS increased by 300)	\$334,309	147,235	44.04%	187,074	55.96%	197	2,364	\$1,697
NEVADA JT UNION HS	\$61,092	26,906	44.04%	34,186	55.96%	36	432	\$1,697
NORTHERN VALLEY C.S.S.	\$427,644	188,341	44.04%	239,303	55.96%	252	3,024	\$1,697
ORANGE	\$709,346	312,408	44.04%	396,938	55.96%	418	5,016	\$1,697
PLACER	\$174,791	76,981	44.04%	97,810	55.96%	103	1,236	\$1,697
PLANNED PARENTHOOD (MOS increased by 60)	\$76,365	33,632	44.04%	42,733	55.96%	45	540	\$1,697
RIVERSIDE (MOS increased by 924)	\$1,011,412	445,442	44.04%	565,970	55.96%	596	7,152	\$1,697
SAN BENITO	\$81,456	35,875	44.04%	45,581	55.96%	48	576	\$1,697
SAN BERNARDINO (MOS reduced by 2100)	\$911,289	401,347	44.04%	509,942	55.96%	537	6,444	\$1,697
SAN DIEGO UNIFIED	\$1,101,353	485,054	44.04%	616,299	55.96%	649	7,788	\$1,697
SAN JOAQUIN	\$434,432	191,331	44.04%	243,101	55.96%	256	3,072	\$1,697
SAN MATEO	\$252,853	111,361	44.04%	141,492	55.96%	149	1,788	\$1,697
SANTA CLARA (MOS increased by 240)	\$634,678	279,523	44.04%	355,155	55.96%	374	4,488	\$1,697
SANTA CRUZ	\$186,670	82,213	44.04%	104,457	55.96%	110	1,320	\$1,697
SISKIYOU OFFICE OF EDUCATION	\$84,850	37,369	44.04%	47,481	55.96%	50	600	\$1,697
SOLANO	\$229,095	100,897	44.04%	128,198	55.96%	135	1,620	\$1,697
SONOMA	\$422,553	186,099	44.04%	236,454	55.96%	249	2,988	\$1,697
STANISLAUS	\$337,703	148,730	44.04%	188,973	55.96%	199	2,388	\$1,697
SUTTER HEALTH	\$414,068	182,362	44.04%	231,706	55.96%	244	2,928	\$1,697
TEHAMA	\$125,578	55,307	44.04%	70,271	55.96%	74	888	\$1,697
TIBURCIO VASQUEZ	\$325,824	143,498	44.04%	182,326	55.96%	192	2,304	\$1,697
TULARE (MOS increased by 240)	\$709,346	312,408	44.04%	396,938	55.96%	418	5,016	\$1,697
VENTURA	\$626,193	275,786	44.04%	350,407	55.96%	369	4,428	\$1,697
YOLO	\$117,093	51,570	44.04%	65,523	55.96%	69	828	\$1,697
<b>Total Allocation</b>	<b>\$19,210,040</b>	<b>\$8,460,418</b>		<b>\$10,749,622</b>		<b>11,320</b>	<b>135,840</b>	