



California
Department of
Health Services

SANDRA SHEWRY
Director

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



ARNOLD SCHWARZENEGGER
Governor

May 31, 2007

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

**SUBJECT: ALLOCATION FUNDING APPLICATION (AFA) FIRST YEAR OF THREE-
YEAR FUNDING DOCUMENTS, FISCAL YEAR (FY) 2007/08**

This letter provides instructions for your agency's FY 2007/08 AFA, the first year of a new three-year funding period, and requests that your agency complete the required documents and provide those to your Contract Manager by June 29, 2007.

California Department of Health Services Reorganization – SB 162

With the implementation of SB 162, effective July 1, 2007, the California Department of Public Health (CDPH) will be created and the California Department of Health Services (CDHS) will be renamed the Department of Health Care Services (DHCS). The Maternal, Child and Adolescent Health/Office of Family Planning (MCAH/OFP) Branch will be part of the new CDPH. The MCAH/OFP Branch will not physically move, but our P.O. Box and zip code will change effective July 1, 2007. Our new address is stated in this letter in relation to where to send agency AFA packages July 1, 2007 and after. CDPH staff phone numbers and email addresses are not expected to change at this time.

Agencies will see a gradual transition in regard to CDPH forms being updated and letterhead and logos changing as CDPH administrative units are newly established (such as accounting and contracts). We are expecting possible delays in contract and invoice processing during this transition. The CDPH will have its own website starting July 1, 2007; however, program and agency information is expected to transition gradually from the current CDHS website onto the new CDPH website. It is our intent to keep you informed of any internal changes that would impact your agency and the services you provide.

Title V Funding Outlook

Fiscal changes affecting our AFLP and MCAH programs in FY 2007/08 are as follows:

- FY 2006/07 is the last year for our Childhood Injury Prevention Program (CIPP). It will not be continued after June 30, 2007. (Total budgeted amount \$225,000)
- Federal Fiscal Year (FFY) 2007 (October 1, 2006-September 30, 2007) funding continued at the FFY 2006 level via Congressional Continuing Resolution, 2007. To date, there is not an updated Title V amount for FFY 2008.
- Final appropriation levels for Title V will be reflected in the final 2007/08 State Budget Act.

Two New AFLP Service Providers

In FY 2006/07 MCAH/OFP Branch released three Request for Applications (RFAs) for AFLP services in Santa Barbara County, Monterey County, and San Luis Obispo County. Awards were made to Santa Barbara County's Community Action Commission and San Luis Obispo's Economic Opportunity Commission. No awards were made to provide services in Monterey County. The two new Community Based Organizations (CBOs) will start AFLP services July 1, 2007.

AFLP Annual Months of Service (MOS) Review

A total of 574 clients (6,888 MOS) were added to sixteen agencies for FY 2007/08. The additions were allocated based on two factors. First, the agency must have a high MOS utilization. The utilization is the number of actual client caseload in relation to the number allocated. Second, the AFLP client caseload is weighed against the number of Medi-Cal teen births in the county to indicate the amount of potential high-risk clients. Only two agencies had MOS reductions in FY 2007/08.

To complete the AFA/RFA process for the new fiscal year, please review these instructions and submit an original and two copies of the following documents as applicable by June 29, 2007.

For Local Health Jurisdictions (LHJs) - Since this is the first year of a three-year funding agreement period, you are required to submit a complete package.

For Community Based Organizations (CBOs) - Since you are in the middle of a five-year funding agreement period, you are only required to submit the documents that have changed.

- 1) AFA/RFA Checklist - This document has been modified to accommodate both the LHJs and CBOs. This is a fill-in document that will allow you to select the appropriate fiscal year and check the applicable "YES" or "NO" boxes.
 - Checking the "YES" box will indicate that document(s) you are submitting have changed since the original AFA/RFA funding period approval, and are therefore required for submission.
 - Checking the "NO" box will indicate that the document(s) have not changed from the original or prior AFA/RFA funding period approval, and are therefore not required.
- 2) AFA/Update Form - This form has been modified as well to accommodate both LHJs and CBOs. The form is a fill-in document that will allow you to list all applicable agency contact information and should also be used for any changes that should occur during the fiscal year. (Signature is required for initial AFA/RFA Package but not for later updates)

The required AFA/RFA documents are listed on our MCAH website <http://www.mch.dhs.ca.gov/administration/afa.htm> . You can navigate the website to locate and download documents by selecting the link shown above and completing the following steps:

- 1) Locate the AFA/RFA Checklist heading, choose the appropriate FY link, open, and then save to your computer.
- 2) Locate the Agreement Funding Application/Update Form heading, choose the appropriate FY link, open, and then save to your computer.
- 3) The MCAH Fiscal/Administration website also includes the following items:
 - FY2007/08 MCAH Allocation Table
 - FY 2007/08 AFLP Allocation Table
 - FY 2007/08 Budget/Invoice Templates
 - MCAH and Black Infant Health (BIH) Medi-Cal Factor Tables
 - AFLP, BIH, FIMR, BIH FIMR, and MCAH/SIDS Scopes of Work (SOW's)
 - Contractor Equipment Purchased with CDPH Funds Form (HAS 1203)
 - Inventory/Disposition of CDPH Funded Equipment Form (HAS 1204)
 - Subcontractor Agreement Form
 - Travel Reimbursement Information Form (CMU 01)
 - Sample Invoice Cover Letter
 - Federal Financial Participation (FFP) Calculation File
 - Prior FY Fiscal/Administration web links

If you have any difficulty locating or completing the required documents, have questions regarding the submission of your FY 2007/2008 AFA/RFA Package, or if you find that you are unable to meet the deadline, please contact your contract manager as soon as possible for assistance.

See the following URL link for the MCAH and AFLP Contract Managers, Program Consultants Assignments, and contact information:
<http://www.mch.dhs.ca.gov/administration/> .

Depending upon your mailing preference, please use the appropriate address* below to submit your AFA/RFA Package:

* For Correspondence being mailed **PRIOR to July 1, 2007**, use the following address

Regular Mail:

(Contract Manager's Name)
California Department of Public Health
Maternal, Child and Adolescent Health/
Office of Family Planning Branch
MS 8305
P.O. Box 997420
Sacramento, CA 95899-7420

FedEx/UPS/Overnight Courier:

(Contract Manager's Name)
California Department of Public Health
Maternal, Child and Adolescent Health/
Office of Family Planning Branch
MS 8305
1615 Capitol Avenue, Suite 73.560
Sacramento, CA 95814-5015

* For Correspondence being mailed **AFTER July 1, 2007**, please change the P.O. Box and Zip Code to the following: P.O. Box 997377 and use Zip Code: 95899-7377. This will be a permanent address change effective July 1, 2007 due to the Department reorganization.

As with all state funding agreements, final funding is contingent on appropriations in the final 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/RFA approval letter (CBOs do not receive approval letters). 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 until you have received your AFA/RFA approval letter. Also, please confirm that your agency is using the correct AFA/RFA Agreement number for FY 2007/2008 (**2007 "County #"**).or (**05-451#**) The agreement number is required to be listed on all of your budgets, invoices, correspondence, and reports.

Please remember that the longer your agency retains the AFA/RFA Package, the longer it will be before it is reviewed and approved by MCAH/OFP Branch. After all approvals have been secured, an AFA/RFA approval letter will be sent to you.

Thank you for your careful review and monitoring of this funding agreement through your agency's administrative approval process.

Sincerely,

A handwritten signature in cursive script, reading "S. Steinberg, M.D.", written in black ink.

Susann J. Steinberg, M.D., Chief
Maternal, Child and Adolescent Health/
Office of Family Planning Branch

cc: MCAH Managers
Contract Managers
Program Consultants
Central File