



RON CHAPMAN, MD, MPH  
Director

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



EDMUND G. BROWN JR.  
Governor

July 7, 2011

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

SUBJECT: FY 2011-12 AGREEMENT FUNDING APPLICATION (AFA) INSTRUCTIONS

This letter provides instructions for your agency's Fiscal Year (FY) 2011-12 Agreement Funding Application (AFA), the second year of a three-year agreement funding period for the Local Health Jurisdictions (LHJs) and the seventh year of the seven-year grant period for Community Based Organizations (CBOs). All agencies are granted an automatic extension for submission of their AFA for FY 2011-12. Please complete the required documents and mail them to your Contract Manager by August 19, 2011. You can locate all needed FY 2011-12 AFA documents on the MCAH website at: <http://cdph.ca.gov/MCAHfiscal>.

**FY 2010-11 IN SUMMARY**

There was no reinstatement of State General Fund monies for any Maternal Child and Adolescent Health (MCAH) programs in FY 2010-11, and there were no revisions to the MCAH or Adolescent Family Life Program (AFLP) allocations. The Black Infant Health (BIH) allocations were adjusted somewhat to more closely reflect various maternal and infant risk and population factors within counties.

**NEW FEDERAL GRANTS**

California was awarded a three-year federal grant of \$6 million (\$2 million per year) for pregnant and parenting teens – California's Positive Youth Development (PYD) grant. Both LHJs and CBOs with AFLP programs were invited to submit a Request For Application (RFA), and those agencies chosen for funding will be announced and funded beginning in FY 2011-12. Those agencies granted funding for PYD will show the grant as a special project grant on their AFLP budgets.

California was also awarded federal funding for a statewide evidence-based home visiting program, known as the California Home Visiting Program. Funding will be allocated to LHJs to implement local home visiting programs using one of two home visiting models – Nurse Family Partnership and Healthy Families America. This is a five-year grant, beginning with Federal Fiscal Year (FFY) 2010. State funding for California Home Visiting programs (CHVP) will begin in the 2011-12 state fiscal year (SFY). It assumes local program implementation in up to 13 LHJs in the beginning of 2012 depending on federal approval of Updated State Plan for CHVP.

Funding of additional CHVPs LHJs Home Visiting programs will be contingent upon competitive expansion grant funding for California.

**TITLE V 30/30 EARMARKING AND TIME STUDIES (MCAH AGENCIES ONLY)**

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.

**MILEAGE REIMBURSEMENT**

As of January 1, 2011, the approved mileage reimbursement rate for travel is \$0.51 (51 cents) per mile.

**FUNDING FOR FY 2011-12**

The federal budget calls for reductions to Title V funding. As a result, there have been some shifts of funding within the State Title V budget which have resulted in reductions to the BIH and AFLP budgets. For FY 2011-12, there will be no reductions to the local MCAH allocations. They remain the same as the FY 2010-11 allocations.

The total BIH Title V allocation to local agencies will be reduced by \$140,000. Reductions to individual counties have been calculated based on each county's proportionate share of the FY 2010-11 BIH allocation.

The total AFLP Title V allocation to local agencies will be reduced by \$250,000. Reductions to individual counties with FY 2010-11 allocations greater than \$100,000 have been calculated based on those county's proportionate share of the FY 2010-11 AFLP allocation to those counties.

**FY 2011-12 AFLP ANNUAL MONTHS OF SERVICE (MOS) ADJUSTMENT**

The overall LodeStar MOS utilization for the first three quarters of FY 2010-11 was at 102%. Among all 37 AFLP agencies, the data showed 102 clients were served for every 100 clients allocated. Twenty-four AFLP agencies' MOS were adjusted to reflect reductions in Title V funding. The remaining 13 AFLP agencies had no changes to their MOS. The PYD funding will not be affected by the MOS adjustments.

**FY 2011-12 AFA PROCESS**

**To complete the AFA process for FY 2011-12, all agencies (CBOs and LHJs) must submit the required documents listed on the AFA Checklist. Due to the delay in releasing the revised allocation tables, the deadline for submittal of your AFA packages has been automatically extended. Please mail an original and two copies of your AFA package to your Contract Manager by August 19, 2011.**

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If you have any difficulties finding or completing the required documents, questions regarding the submission of your FY 2011-12 AFA Package, or if you find that you are unable to meet the August 19 deadline, please contact your Contract Manager as soon as possible for assistance.

If you prefer to send the AFA Package via Federal Express or Overnight delivery, we will not necessarily receive it earlier than if you send it via regular mail service. 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

**For Local Health Jurisdictions (LHJs)** – Since this is the second 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 2010-11 AFA submission. However, since partial AFA submissions necessitate State staff locating and gathering documents from prior submissions, reviewing and matching them to current submissions and creating new, complete packages for the current budget year, the State's approval process timelines are greatly improved with submissions of complete AFA packages.

**For Community Based Organizations (CBOs)** – Since this is the seventh year 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 2010-11 AFA submission. However, since partial AFA submissions necessitate State staff locating and gathering documents from prior submissions, reviewing and matching them to current submissions and creating new, complete packages for the current budget year, the State's approval process timelines are greatly improved with submissions of complete AFA packages.

All agencies (CBOs and LHJs) are required to submit the following:

- The AFA Checklist, completed AFA Update Form with original signatures, the AB 629 Attestation of Compliance Form, and the Annual Inventory Form CDPH 1204.

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- The SOW: MCAH, AFLP and BIH SOWs have all been updated for FY 2011-12, and will need to be submitted with your AFA package
- 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.
- If you have revised budgets or received FY 2011-12 allocation adjustments (including grant or special funding awards), you will need to submit an updated budget for FY 2011-12.

### **AFA DOCUMENTS**

You can locate all needed FY 2011-12 AFA documents, including the AFA Checklist, Allocation Tables, Medi-Cal Factor Tables, SOWs, Policy and Procedure Manuals, Forms, Budget/Invoice Templates, and the Contract Manager/Program Consultant Assignment Listing at our MCAH website located at: [http://www.cdph.ca.gov/services/funding/mcah/Pages/FY2011-12AgreementFundingApplication\(AFA\).aspx](http://www.cdph.ca.gov/services/funding/mcah/Pages/FY2011-12AgreementFundingApplication(AFA).aspx).

For your convenience, a new budget/invoice template has been created to simplify the budget development and invoicing process. The template has been modified for the following reasons:

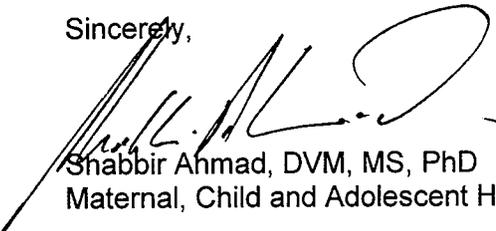
- ✓ To combine all of the quarterly invoiced programs into one template;
- ✓ To combine all budget revisions into the same template;
- ✓ To reduce the possibility of unmatched personnel and operating expenses from being matched;
- ✓ To provide a real-time reconciliation section to each section of the template.

### **APPROVAL PROCESS**

As a reminder, please do not submit invoices for payment for FY 2011-12 until you have received your AFA approval letter. Please be sure to use the correct Agreement or Contract Number on all your correspondence, budgets, invoices, and reports.

Please remember that MCAH processes AFAs in the order they are received, therefore, 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  
Maternal, Child and Adolescent Health Division

Attachments: See Next Page

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Attachments:

FY 2011-12 MCAH/BIH Allocation Table

FY 2011-12 AFLP Allocation Table

cc: Karen C. Ramstrom, DO, MSPH, Chief  
Program Standards Branch

Jo Miglas  
Chief Financial Management and Contract Operations Branch

Fred Chow, Chief  
SSM II  
Program Allocations, Integrity and Support Branch

MCAH Central File

MCAH AND BIH ALLOCATION TABLE  
 FISCAL YEAR 2011-12  
 PURSUANT TO FY 2011-12 BUDGET ACT, CHAPTER 33, STATUTES OF 2011  
 FINAL RUN DATE: 07/01/2011

FY 2011-12 COUNTIES & CITIES	TOTAL AGENCY FUNDING	MCAH TITLE V ALLOCATION					BIH TITLE V ALLOCATION
	MCAH & BIH	MCAH BASE ALLOCATION	SIDS	SMALL COUNTY	FIMR	TOTAL MCAH TITLE V	TOTAL BIH TITLE V
ALAMEDA	\$557,093	\$115,454	\$11,800	\$0	\$24,869	\$152,123	\$404,970
ALPINE	\$63,000	\$50,000	\$3,000	\$10,000	\$0	\$63,000	\$0
AMADOR	\$63,000	\$50,000	\$3,000	\$10,000	\$0	\$63,000	\$0
BERKELEY, CITY OF	\$108,662	\$85,000	\$3,000	\$0	\$0	\$88,000	\$20,662
BUTTE	\$88,000	\$85,000	\$3,000	\$0	\$0	\$88,000	\$0
CALAVERAS	\$63,000	\$50,000	\$3,000	\$10,000	\$0	\$63,000	\$0
COLUSA	\$63,000	\$50,000	\$3,000	\$10,000	\$0	\$63,000	\$0
CONTRA COSTA	\$362,787	\$101,335	\$6,241	\$0	\$31,769	\$139,345	\$223,442
DEL NORTE	\$63,000	\$50,000	\$3,000	\$10,000	\$0	\$63,000	\$0
EL DORADO	\$88,000	\$85,000	\$3,000	\$0	\$0	\$88,000	\$0
FRESNO	\$327,125	\$66,444	\$7,372	\$0	\$31,769	\$105,585	\$221,540
GLENN	\$63,000	\$50,000	\$3,000	\$10,000	\$0	\$63,000	\$0
HUMBOLDT	\$104,719	\$76,850	\$3,000	\$0	\$24,869	\$104,719	\$0
IMPERIAL	\$88,000	\$85,000	\$3,000	\$0	\$0	\$88,000	\$0
INYO	\$63,000	\$50,000	\$3,000	\$10,000	\$0	\$63,000	\$0
KERN	\$340,204	\$92,781	\$6,869	\$0	\$31,769	\$131,419	\$208,785
KINGS	\$88,000	\$85,000	\$3,000	\$0	\$0	\$88,000	\$0
LAKE	\$88,000	\$85,000	\$3,000	\$0	\$0	\$88,000	\$0
LASSEN	\$63,000	\$50,000	\$3,000	\$10,000	\$0	\$63,000	\$0
LONG BEACH, CITY OF	\$316,247	\$113,860	\$4,387	\$0	\$0	\$118,247	\$198,000
LOS ANGELES	\$1,364,949	\$355,275	\$67,390	\$0	\$71,765	\$494,430	\$870,519
MADERA	\$88,000	\$85,000	\$3,000	\$0	\$0	\$88,000	\$0
MARIN	\$116,737	\$113,737	\$3,000	\$0	\$0	\$116,737	\$0
MARIPOSA	\$63,000	\$50,000	\$3,000	\$10,000	\$0	\$63,000	\$0
MENDOCINO	\$88,000	\$85,000	\$3,000	\$0	\$0	\$88,000	\$0
MERCED	\$88,000	\$85,000	\$3,000	\$0	\$0	\$88,000	\$0
MODOC	\$63,000	\$50,000	\$3,000	\$10,000	\$0	\$63,000	\$0
MONO	\$63,000	\$50,000	\$3,000	\$10,000	\$0	\$63,000	\$0
MONTEREY	\$107,039	\$103,699	\$3,340	\$0	\$0	\$107,039	\$0
NAPA	\$88,000	\$85,000	\$3,000	\$0	\$0	\$88,000	\$0
NEVADA	\$88,000	\$85,000	\$3,000	\$0	\$0	\$88,000	\$0
ORANGE	\$203,743	\$184,311	\$19,432	\$0	\$0	\$203,743	\$0
PASADENA, CITY OF	\$280,058	\$85,000	\$3,000	\$0	\$0	\$88,000	\$192,058
PLACER	\$106,138	\$78,269	\$3,000	\$0	\$24,869	\$106,138	\$0
PLUMAS	\$63,000	\$50,000	\$3,000	\$10,000	\$0	\$63,000	\$0
RIVERSIDE	\$129,261	\$115,403	\$13,858	\$0	\$0	\$129,261	\$0
SACRAMENTO	\$574,548	\$114,864	\$14,426	\$0	\$31,769	\$161,059	\$413,489
SAN BENITO	\$63,000	\$50,000	\$3,000	\$10,000	\$0	\$63,000	\$0
SAN BERNARDINO	\$165,803	\$118,367	\$22,567	\$0	\$24,869	\$165,803	\$0
SAN DIEGO	\$540,878	\$173,479	\$23,324	\$0	\$31,769	\$228,572	\$312,306
SAN FRANCISCO	\$400,507	\$101,148	\$5,023	\$0	\$31,769	\$137,940	\$262,567
SAN JOAQUIN	\$369,200	\$116,563	\$6,214	\$0	\$31,769	\$154,546	\$214,654
SAN LUIS OBISPO	\$114,911	\$111,911	\$3,000	\$0	\$0	\$114,911	\$0
SAN MATEO	\$320,293	\$114,447	\$4,327	\$0	\$0	\$118,774	\$201,519
SANTA BARBARA	\$118,694	\$115,694	\$3,000	\$0	\$0	\$118,694	\$0
SANTA CLARA	\$335,175	\$113,036	\$11,697	\$0	\$0	\$124,733	\$210,442
SANTA CRUZ	\$117,389	\$114,389	\$3,000	\$0	\$0	\$117,389	\$0
SHASTA	\$88,000	\$85,000	\$3,000	\$0	\$0	\$88,000	\$0
SIERRA	\$63,000	\$50,000	\$3,000	\$10,000	\$0	\$63,000	\$0
SISKIYOU	\$88,000	\$85,000	\$3,000	\$0	\$0	\$88,000	\$0
SOLANO	\$372,784	\$116,128	\$4,171	\$0	\$31,769	\$152,068	\$220,716
SONOMA	\$143,291	\$115,422	\$3,000	\$0	\$24,869	\$143,291	\$0
STANISLAUS	\$118,662	\$114,605	\$4,057	\$0	\$0	\$118,662	\$0
SUTTER	\$88,000	\$85,000	\$3,000	\$0	\$0	\$88,000	\$0
TEHAMA	\$88,000	\$85,000	\$3,000	\$0	\$0	\$88,000	\$0
TRINITY	\$63,000	\$50,000	\$3,000	\$10,000	\$0	\$63,000	\$0
TULARE	\$118,704	\$114,644	\$4,060	\$0	\$0	\$118,704	\$0
TUOLUMNE	\$88,000	\$85,000	\$3,000	\$0	\$0	\$88,000	\$0
VENTURA	\$108,479	\$79,165	\$4,445	\$0	\$24,869	\$108,479	\$0
YOLO	\$98,644	\$70,775	\$3,000	\$0	\$24,869	\$98,644	\$0
YUBA	\$88,000	\$85,000	\$3,000	\$0	\$0	\$88,000	\$0
TOTALS	\$10,795,724	\$5,602,055	\$368,000	\$150,000	\$500,000	\$6,620,055	\$4,175,669

**AFLP ALLOCATION TABLE**

**FISCAL YEAR 2011-12**

PURSUANT TO FY 2011-12 BUDGET ACT, CHAPTER 33, STATUTES OF 2011

FINAL RUN DATE: 07/01/2011

FY 2011-12 COUNTIES/AGENCIES	TITLE V	CLIENTS*	MOS	RATE PER CLIENT	PYD GRANT	TOTAL
ALTA MED (Los Angeles)	\$363,466	214	2,568	\$1,697	\$108,007	\$471,473
BRIGHTER BEGINNINGS (Alameda & Contra Costa)	\$236,793	139	1,668	\$1,697		\$236,793
CHILDREN'S HOSPITAL (Los Angeles)	\$176,335	103	1,236	\$1,697		\$176,335
CLINICA SIERRA VISTA (Los Angeles)	\$326,760	192	2,304	\$1,697	\$184,481	\$511,241
COMMUNITY ACTION COMMISSION (Santa Barbara)	\$225,277	132	1,584	\$1,697		\$225,277
ECONOMIC OPPORTUNITY COMMISSION (San Luis Obispo)	\$138,909	81	972	\$1,697		\$138,909
EL NIDO (Los Angeles)	\$1,254,498	739	8,868	\$1,697		\$1,254,498
FAMILY SERVICES AGENCY (San Francisco)	\$200,806	118	1,416	\$1,697		\$200,806
FOOTHILL FAMILY SERVICES	\$275,658	162	1,944	\$1,697	\$221,670	\$497,328
FRESNO CO DSS	\$310,206	182	2,184	\$1,697	\$184,488	\$494,694
GLENN	\$31,390	18	216	\$1,697		\$31,390
IMPERIAL	\$73,244	43	516	\$1,697	\$71,607	\$144,851
KINGS COMMUNITY ACTION	\$83,707	49	588	\$1,697		\$83,707
LAKE FAMILY RESOURCE CENTER	\$64,275	37	444	\$1,697		\$64,275
MADERA	\$143,947	84	1,008	\$1,697	\$93,775	\$237,722
MENDOCINO	\$43,348	25	300	\$1,697		\$43,348
MERCED	\$141,788	83	996	\$1,697	\$92,221	\$234,009
NEVADA JT UNION HS	\$26,906	15	180	\$1,697		\$26,906
NORTHERN VALLEY C.S.S.	\$181,373	106	1,272	\$1,697		\$181,373
ORANGE	\$300,850	177	2,124	\$1,697		\$300,850
PLACER	\$76,981	45	540	\$1,697		\$76,981
PLANNED PARENTHOOD	\$33,632	19	228	\$1,697		\$33,632
SAN BENITO	\$35,875	21	252	\$1,697		\$35,875
SAN DIEGO UNIFIED	\$467,108	275	3,300	\$1,697		\$467,108
SAN JOAQUIN	\$184,252	108	1,296	\$1,697	\$117,730	\$301,982
SAN MATEO	\$107,241	63	756	\$1,697		\$107,241
SANTA CLARA	\$269,181	158	1,896	\$1,697		\$269,181
SANTA CRUZ	\$82,213	48	576	\$1,697		\$82,213
SOLANO	\$100,897	59	708	\$1,697		\$100,897
SONOMA	\$179,214	105	1,260	\$1,697		\$179,214
STANISLAUS	\$143,227	84	1,008	\$1,697		\$143,227
SUTTER HEALTH	\$175,615	103	1,236	\$1,697	\$10,000	\$185,615
TEHAMA	\$55,307	32	384	\$1,697	\$57,461	\$112,768
TIBURCIO VASQUEZ	\$138,189	81	972	\$1,697		\$138,189
TULARE	\$300,850	177	2,124	\$1,697	\$168,449	\$469,299
VENTURA	\$265,582	156	1,872	\$1,697	\$144,439	\$410,021
YOLO	\$51,570	30	360	\$1,697		\$51,570
<b>TOTAL ALLOCATION</b>	<b>\$7,266,470</b>	<b>4,263</b>	<b>51,156</b>		<b>\$1,454,328</b>	<b>\$8,720,798</b>

\*Client counts are rounded down to the nearest whole number, so some differences may occur.