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Director & State Health Officer

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



EDMUND G. BROWN JR.
Governor

June 15, 2012

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

SUBJECT: FY 2012-13 AGREEMENT FUNDING APPLICATION (AFA) INSTRUCTIONS

This letter provides instructions for your agency's Fiscal Year (FY) 2012-13 Agreement Funding Application (AFA); the third year of a three-year agreement funding period for the MCAH and BIH Programs; and the first year of a three-year agreement funding period for AFLP. Separate AFA instructions will be sent for the California Home Visiting Program (CHVP).

Attached are the MCAH, BIH, AFLP, and AFLP Positive Youth Development (PYD) allocation tables for FY 2012-13. Please note that, until the final FY 2012-13 State Budget is signed by the Governor, the allocations are subject to change.

All agencies are granted an automatic extension for submission of their AFA for FY 2012-13 until 30 days after the FY 2012-13 State Budget is signed by the Governor. The California Department of Public Health, Maternal, Child and Adolescent Health (CDPH/MCAH) Division will follow with confirmation of the submission due date once the FY 2012-13 State Budget is signed by the Governor. At that time, please complete the required documents and mail them to your Contract Manager. You can locate all needed FY 2012-13 AFA documents on the MCAH website at: <http://cdph.ca.gov/MCAHfiscal>.

FY 2011-12 IN SUMMARY

There was no reinstatement of State General Fund monies for any MCAH programs in FY 2011-12, and there will be no reinstatement during FY 2012-13. Statewide Local Assistance funding for AFLP was reduced by \$250,000 and statewide BIH Local Assistance funding was reduced by \$140,000 for FY 2011-12, relative to FY 2010-11.

California's AFLP PYD grant was put into place in eight local agencies and three community based organizations that are responsible for completing Goal 6 in the AFLP Scope of Work as a condition of receiving these grant funds. California's Home Visiting Program (CHVP) was implemented in 18 local agencies that are currently in the process of hiring and training staff and preparing to enroll clients.

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TITLE V 30/30 EARMARKING AND TIME STUDIES

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, 2012, the approved mileage reimbursement rate for travel is \$.555 (55.5 cents) per mile.

FUNDING FOR FY 2012-13

Federal Title V funds were reduced in Federal Fiscal Year (FFY) 2012. California's share of the reductions amounted to \$1 million less for MCAH in State FY 2011-12 than anticipated. Federal Title V funds will be further reduced in FFY 2013. California's share of the reductions is anticipated to be \$2.3 million which will impact MCAH State FY 2012-13 funding. In response to these reductions, the State MCAH shifted funds within programs, made reductions at the state level, and will reduce AFLP funding by \$1.9 million. There will be no reductions to the local MCAH or BIH allocations. They remain the same as the FY 2011-12 allocations.

Reductions to individual counties' AFLPs were calculated as follows:

- Agencies with FY 2010-11 allocations of less than \$50,000 received additional funding to a minimum of \$50,000.
- Agencies showing months of service (MOS) at less than 90% of budgeted MOS for the 21 months from July 1, 2010 through March 21, 2012 were reduced by the percentage they were below 100% of budgeted MOS. None were reduced below the \$50,000 minimum funding amount.
- After the MOS reductions were applied, each agency was further reduced by an equal percentage of 25.05% to achieve the \$1.9 million reduction.
- No agency was reduced below the \$50,000 minimum funding level, and no agency, regardless of their Lodestar data, was reduced by more than 30% total.

FY 2012-13 AFLP ANNUAL MONTHS OF SERVICE (MOS) ADJUSTMENT

The overall Lodestar MOS utilization for the first three quarters of FY 2011-12 was at 104%. Among all 37 AFLP agencies, the data showed 104 clients were served for every 100 clients allocated. The annual rate per client will remain at \$1,697 per client. All AFLP agencies' MOS have been adjusted to reflect their revised allocations.

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FY 2012-13 AFA PROCESS

To complete the AFA process for FY 2012-13, all agencies (CBOs and LHJs) must submit the required documents listed on the AFA Checklist. The deadline for submittal of your AFA packages will be 30 days after the Governor signs the FY 2012-13 State Budget. You will be notified of the firm deadline date when the Governor signs the Budget.

If you have any difficulties finding or completing the required documents, questions regarding the submission of your FY 2012-13 AFA Package, or if you find that you are unable to meet the deadline once it is firm, 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 73560, MS 8305
Sacramento, CA 95814-5015

For Local Health Jurisdictions (LHJs): Since this is the third year of a three-year funding agreement period for the MCAH and BIH programs, you are required to submit certain documents each fiscal year, and other documents only when there are changes to your FY 2011-12 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 packets.

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Since this is the first year of a three-year funding period for AFLP, you are required to submit a complete AFA package.

For Community Based Organizations (CBOs): Since this is the first year of a three-year funding period, you are required to submit a complete AFA package.

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

- The AFA Checklist, completed AFA Update Form with original signatures, the Sexual Health Accountability Act Attestation of Compliance Form, and the Annual Inventory Form CDPH 1204.
- The SOW: MCAH, BIH, AFLP and AFLP PYD SOWs have all been updated for FY 2012-13, and will need to be submitted with your AFA package. No programmatic changes were made to the MCAH, BIH, or AFLP SOWs.
- For MCAH and BIH programs: 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.
- For AFLP programs (both CBOs and LHJs): You will need to submit new complete Budgets, duty statements, organizational charts and waiver requests.

AFA DOCUMENTS

You can locate all needed FY 2012-13 documents, including the 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/FY2012-13AgreementFundingApplication\(AFA\).aspx](http://www.cdph.ca.gov/services/funding/mcah/Pages/FY2012-13AgreementFundingApplication(AFA).aspx).

Note: The budget and invoice template is in Office 2010 format which is currently incompatible with our server. As a consequence, the budget template is not currently located on our website. Until the server is updated, please contact your Contract Manager for budget and invoice templates.

APPROVAL PROCESS

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

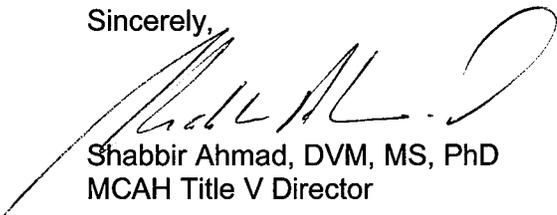
As a reminder, please do not submit your budget until the Governor has signed the FY 2012-13 State Budget. Additionally, do not submit invoices for payment for FY 2012-13 until you have

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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,

A handwritten signature in black ink, appearing to read 'Shabbir Ahmad', written over a horizontal line.

Shabbir Ahmad, DVM, MS, PhD
MCAH Title V Director