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California Department of Public Health



EDMUND G. BROWN JR.
Governor

DATE: AUGUST 1, 2013

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

SUBJECT: FY 2013-14 AGREEMENT FUNDING APPLICATION INSTRUCTIONS

This letter provides instructions for your agency's Fiscal Year (FY) 2013-14 Agreement Funding Application (AFA) for the MCAH, BIH, and AFLP Programs. Please note that there are some major changes to the AFA process. These changes were undertaken in an effort to streamline and reduce the burden to local agencies, as well as shorten time frames for the state review and approval process.

Attached are the MCAH, BIH, and AFLP allocation tables for FY 2013-14. You can locate all needed FY 2013-14 AFA documents on the MCAH website at:

<http://www.cdph.ca.gov/services/funding/mcah/Pages/AgreementFundingApplication13-14.aspx>

FUNDING FOR FY 2013-14

In response to ongoing reductions to California Title V Block Grant funding, CDPH/MCAH engaged local MCAH partners, including AFLP Regional Representatives and the MCAH Action Executive Committee, to inform the approach to implementing Title V reductions. The information below reflects this input.

Local assistance funding will remain level for the MCAH and BIH programs in FY 2013-14.

Previous years' funding for Fetal Infant Mortality Review (FIMR) will be rolled into each FIMR-funded agency's MCAH allocation with the expectation that FIMR activities will become part of MCAH functions. The goal is to maintain resources for this important public health activity while increasing local flexibility for implementation. MCAH will work with local FIMR programs to develop the parameters and expectations for this change and how the MCAH scopes of work will reflect the FIMR requirements.

As the first step of a multi-year iterative process that will align each agency's allocation with local need, the AFLP reductions were applied based on need using the following health status indicators (HSIs):

- Teen Birth Rate (number of births per 1,000 females ages 15-19; CDPH, 2011)
- Percent of Children in Poverty (ages 0 -18; U.S. Census Bureau, 2010-11)

- High School Drop-Out Rate (number of 9th-12th grade students who dropped out divided by number of 9th-12th grade student enrolled; California Department of Education, 2010-11 school year)
- Percent of Repeat Teen Births (number of births to females with a previous live birth divided by the sum of all births to females ages 15-19; CDPH, 2011)

Based on the distribution or the spread of each HSI, rates were ranked in quintiles and given a score of 1-5. The scores for each HSI were then added together for each agency for a total score out of a possible score of 20.

The actual number of teen births within a given county or service area was determined to be one of the most important factors in deciding funding levels. We used a three year average of teen births for the years 2009, 2010, and 2011 to arrive at an annual number of teen births per year.

In order to fairly calculate proposed allocations, we used the total HSI scores (converting them into a factor of the total score, which was 20) for each county/agency multiplied by the annual number of teen births in each county (using a three-year average for the annual number of teen births) to come up with a score. Scores range from a high of 1,788 to a low of 25 for AFLP agencies.

The score for each county/agency was then calculated as a percentage of the total of all scores to determine the appropriate percentage of the total allocation any one county/agency should receive.

This year's AFLP funding was further subject to specific parameters as follows:

- No funding increases to any agencies
- Agencies that are underfunded based on need are remaining flat, relative to FY 2012-13 allocations
- Agencies that are overfunded based on need will not be reduced by more than 42% of their FY 2012-13 allocations
- The minimum allocation is rolled back to the \$35,000 minimum used prior to the 2012 AFLP Request For Application (RFA)

CDPH/MCAH will work with local AFLP agencies over the coming years to fully align allocations with local need.

CDPH/MCAH was recently awarded its second Pregnancy Assistance Fund grant from the Office of Adolescent Health (OAH) for \$1.5 million each year for FY 2013-2016. This funding will expand the roll out of the My Life Plan intervention and support outcome evaluation to build the evidence base for a standardized AFLP. Funding to local sites will be based on an RFA process that will determine how sites participate.

The current Pregnancy Assistance Fund grant funding expires this year. CDPH/MCAH submitted an application to OAH for a no-cost extension to complete state and local activities approved in the FY2010-2012 funding cycle by September 2014.

FY 2013-14 AFA PROCESS CHANGES

For FY 2013-14, there are significant changes to how you will submit your AFAs and what is required when.

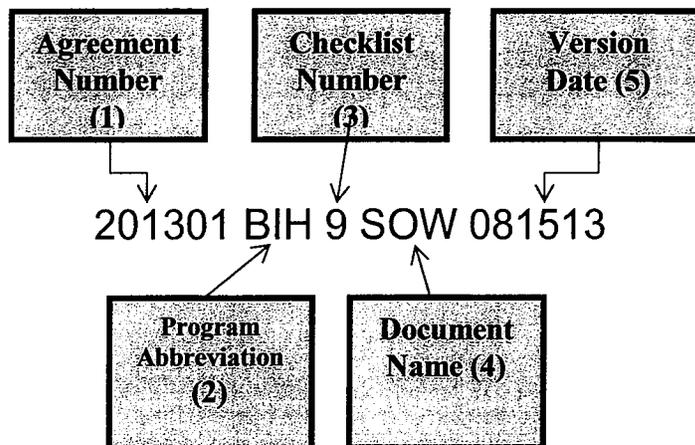
Signatures will not be required until you submit the final AFA package after the state review and approval process is complete. All AFA packages, changes, and edits prior to the final package will be considered drafts and, therefore, not in need of signatures. If your local procedures require signatures on drafts, you may submit the signed PDF documents via email, however, CDPH/MCAH no longer requires them until your AFA is approved by CDPH/MCAH. Once your final signed documents have been received by CDPH/MCAH, your FY 2013-14 AFA approval letter will be sent to you. This change will allow state and local staff to edit documents and submit changes in real time as they are discussing the changes, thereby reducing the time it takes to review and approve AFA packages.

All AFA drafts are to be submitted electronically. Do not submit hardcopy originals of any draft documents. All forms are on the website; please use the following naming conventions for each document submitted:

**Agreement Number[space]Program Abbreviation[space]Checklist
Number[space]Document Name[space]Version Date**

For example:

- 201301 BIH 1 AFA Checklist 081513
- 201301 BIH 2 Update Form 081513
- 201301 BIH 3 Attestation 081513
- 201301 BIH 4 Program Narrative 081513
- 201301 BIH 5 Budget 081513
- 201301 BIH 6 DS Line 1 081513
- 201301 BIH 6 DS Line 2 081513
- 201301 BIH 6 DS Line 3 081513
- 201301 BIH 7 Org Chart – Overall Agency 081513
- 201301 BIH 7 Org Chart – Program Only 081513
- 201301 BIH 8 Waiver Letter – MCAH Director 081513
- 201301 BIH 9 SOW 081513
- 201301 BIH 10 Inventory 081513
- 201301 BIH 11 SubK 081513



- (1) Your agency's agreement or contract number
- (2) The program name abbreviation, MCAH, BIH, or AFLP
- (3) The number of the form as referenced on the AFA checklist
- (4) The name of the document. For example, SOW, Budget, Waiver Letter
- (5) The submission date of the document. The first submission date should be the same for all documents, because they will all be submitted together as part of the entire AFA package. For revisions of specific documents, *it is very important that the date be correct so it is clear that everyone is working on the same document.*

Final Hardcopy Submissions: The only hardcopy originals that are to be submitted are the approved and signed *final* AFA packages. Your contract manager will notify you when CDPH/MCAH has completed the review process and approved your AFA. You will then be required to submit your AFA packages in hardcopy, with all appropriate signatures. Once your final signed documents have been received by CDPH/MCAH, your FY 2013-14 AFA approval letter will be sent to you.

FY 2013-14 BUDGET AND INVOICE TEMPLATE CHANGES

The budget and invoice templates have been revised this year in an effort to simplify the summary pages for both and more easily collect information on the various fund sources utilized by all counties (e.g. 50/50 and enhanced Title XIX and local agency funds). Toward that end, while it is not required, ***it is strongly recommended that you record all local agency funds in your budgets***, including unmatched funds. This will give CDPH/MCAH a better idea of your needs and the actual costs of your programs for future allocation considerations.

Other minor changes to the templates include:

- Addition of another supplemental invoice, which will allow us to identify and split invoices between two federal fiscal years as needed.

- Indirect Costs and Capital Expenditure sections added to budgets and invoices so the fund reconciliation will more accurately reflect these costs.
- Combined justification for operating costs, capital expenditures, and other costs to streamline and improve uniformity of the justifications for these three expense categories.
- The personnel benefits category on the budget must show the benefit *rate*; the invoices must reflect *actual* benefits paid.
- Medi-Cal Factor is now entered on the J-Pers.

NAMING CONVENTIONS FOR BUDGET REVISIONS AND INVOICES

As with the AFA packages, please submit your budget revisions and invoices electronically with specific naming conventions.

Budget Revisions should be named as follows:

Agreement Number[space]Program Abbreviation[space]Budget Revision Number[space]Version Date

For example:

201301 BIH BR1 121313
201301 BIH BR2 030314

Invoices should be named as follows:

Agreement Number[space]Program Abbreviation[space]Invoice Period[space]Version Date

For example, for quarterly invoices:

201301 BIH Q1 102313
201301 BIH Q2 011514

For monthly invoices:

201301 BIH M1 081513
201301 BIH M2 092113

AFA AND INVOICE TIME FRAMES

All AFA packages are due to CDPH/MCAH 30 days after the date of this letter. If your AFA submission is going to be submitted later than this date, you may request an extension by sending your contract manager an email asking for a 30-day extension for submission of your AFA. If, after the extension, your AFA is still not complete, please send a detailed email requesting a second extension, including the specific reasons for the extension and the

anticipated date of submission. This will serve to inform CDPH/MCAH of local constraints and problems to better address your needs now and in the future.

Quarterly and monthly invoices are due on or before 45 days after the end of the period for which you are requesting reimbursement; final invoices are due no more than 90 days after the end of the fiscal year. If your invoice submissions are going to be late, you may request, via email, an extension for submission of your invoice that includes the specific reasons for the extension and the anticipated date of submission. There must be strong justification for late invoices; late invoice submissions significantly reduce our ability to reallocate or mitigate federal funding reductions with unspent year-end funds.

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.

FFP TIME STUDIES AND FFP CALCULATION FILE

The time study forms have been modified to reduce the number of steps required by local agencies in completing their quarterly time studies.

- The FFP Weekly Time Study Form has been modified to automatically calculate the function code totals
- The FFP Calculation File (V3.0) has been consolidated to one sheet and modified to centralize the summary data
- We have also developed an FFP Monthly Time Study Calculation File that combines the FFP Weekly Time Study and FFP Calculation File into one automated template

Please contact your contract manager if you have any questions regarding the new time study files.

MILEAGE REIMBURSEMENT

As of January 1, 2013, the approved mileage reimbursement rate for travel is \$.565 (56.5 cents) per mile.

FY 2013-14 AFA PROCESS SUMMARY

As detailed above, draft AFA packages are to be submitted to your contract manager electronically, within 30 days of this letter, using specific naming conventions for all documents, via email to CDPH/MCAH. No signatures or hardcopies are required until after final review and approval by CDPH/MCAH.

All agencies, Community Based Organizations (CBO) and Local Health Jurisdictions (LHJ) must submit the required documents listed on the AFA Checklist. If you have any difficulties finding, completing, or submitting the required documents, or questions regarding the submission of

your FY 2013-14 AFA Package, please contact your contract manager as soon as possible for assistance.

For LHJ's with MCAH and BIH: You are required to submit a complete AFA package.

For CBO and LHJ AFLP: Since this is the second year of a three-year funding agreement period for AFLP, you are required to submit only those documents required every fiscal year, and those documents that are required when there are changes to your FY 2012-13 AFA package. However, since partial 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, CDPH/MCAH's approval process timelines are greatly improved with submissions of complete AFA packages.

ALL agencies are required to submit the following:

- The AFA Checklist, completed AFA Update Form, the Sexual Health Accountability Act Attestation of Compliance Form, and the Annual Inventory Form CDPH 1204.
- The Scope of Work (SOW): MCAH, BIH, and AFLP SOWs have all been updated for FY 2013-14, and must be submitted with your AFA package.
- For AFLP programs (both CBOs and LHJs): 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 MCAH and BIH programs: You will need to submit new complete budgets, duty statements, organizational charts, and waiver requests.

Once your contract manager has notified you that your AFA is approved, mail hardcopies of the AFA package to:

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

MCAH, BIH and AFLP Directors

August 1, 2013

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AFA DOCUMENTS

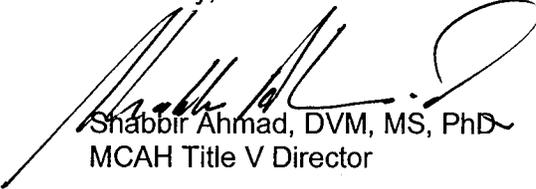
All documents needed for FY 2013-14, including the AFA documents – the AFA Checklist, Allocation Tables, Medi-Cal Factor Tables, SOWs, Policy and Procedure Manuals, Forms, and the Contract Manager/Program Consultant Assignment Listing – can be accessed at our MCAH website, located at:

[http://www.cdph.ca.gov/services/funding/mcah/Pages/FY2013-14AgreementFundingApplication\(AFA\).aspx](http://www.cdph.ca.gov/services/funding/mcah/Pages/FY2013-14AgreementFundingApplication(AFA).aspx).

Please 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.

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
MCAH Title V Director