



MARK B HORTON, MD, MSPH
Director

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



ARNOLD SCHWARZENEGGER
Governor

June 24, 2010

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

SUBJECT: FY 2010-11 AGREEMENT FUNDING APPLICATION (AFA) INSTRUCTIONS

This letter provides instructions for your agency's FY 2010-11 AFA, the first year of a new three-year agreement funding period for the local health jurisdictions (LHJs) and the sixth 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 July 31, 2010. You can locate all needed FY 2010-11 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 2009/10 IN SUMMARY

The late finalization of the State's FY 2009-10 Budget in September 2009, coupled with the elimination of all State General Fund (SGF) for MCAH, BIH, and AFLP programs, caused a very late revision to the MCAH/BIH and AFLP Allocation Tables. The scopes of work (SOWs) for all three programs were revised to accommodate the loss of funding so as to allow LHJs and CBOs to maintain operations and continue to serve the MCAH population with as much flexibility as possible within federal and state frameworks.

MCH Title V allocations were reviewed and allocations were adjusted to assure that the 15 counties designated as small counties received total Title V allocations of at least \$63,000, and that all other counties received at least \$88,000. Both MCAH and BIH allocations were affected by a shift of BIH FIMR from the MCAH program allocation to the BIH program allocation. The FY 2009-10 AFLP months of service were adjusted to reflect the elimination of SGF.

San Bernardino and Riverside Counties discontinued both their AFLP and BIH programs, and the Siskiyou County Office of Education discontinued its AFLP program.

MORATORIUM OF PROMOTIONAL ITEMS

The moratorium on promotional items still stands as it was last stated in the May 5, 2009 CDPH letter. The moratorium is directed to promotional and incentive items purchased in any part with federal funding. Items that are no longer under the moratorium include:

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

When budgeting promotion and incentive items with 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 <https://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. 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.

FUNDING FOR FY 2010-11

This letter is being released prior to the final amended State Budget decisions for FY 2010-11. It is assumed that MCAH, AFLP, and BIH will have the same total Title V funding for FY 2010-11 as FY 2009-10. In the current allocation tables, no agency's Title V funding will be reduced for FY 2010-11. Local MCAH and AFLP agencies will receive the same Title V funding as FY 2009-10, while six BIH programs will receive some additional funding based on their percentage of live African American births relative to statewide African American births.

In addition to the discontinuance of AFLP in the counties noted above, Humboldt County will discontinue its AFLP effective July 1, 2010. The AFLP funding formerly allocated to the discontinued county AFLPs will remain unallocated while the CDPH actively seeks CBOs to operate AFLP programs in those counties.

The CDPH has decided to reallocate the BIH funding from the two discontinued counties to other BIH programs. No jurisdiction's BIH allocation was reduced for FY 2010-11. However, there are six jurisdictions – Alameda, Sacramento, San Diego, Long Beach, Berkeley, and Los Angeles – whose percentage of African American births (relative to total African American births in California) are higher than their percentage of the statewide BIH allocation. To make the allocation more equitable, the funding from San Bernardino and Riverside has been reallocated to those six jurisdictions so that, with the exception of Los Angeles, they have allocation percentages equal to their percentage of African American live births. In the event that Riverside and/or San Bernardino Counties decide to reinstate their BIH program(s) in the future, the BIH allocations to local programs may again change.

Please note that, until the final State 2010-11 Amended Budget is signed by the Governor, the allocations are subject to change.

2010-11 AFLP ANNUAL MONTHS OF SERVICE (MOS) ADJUSTMENT

The overall LodeStar MOS utilization for the first three quarters of FY 2009-10 was 121%. Between all 41 agencies (including Riverside, Siskiyou, and San Bernardino, all of which operated for a part of the fiscal year), the data showed 121 clients were served for every 100 clients allocated. As a result of the service provided by all AFLP agencies, no adjustments will be made to FY 2010-11 AFLP allocations.

FY 2010-11 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 July 31, 2010.

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 this is the sixth 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 2009-10 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 FY 2010-11 and will need to be submitted with your AFA package.
- If you have revised budgets or received FY 2010-11 allocation adjustments, you will need to submit an updated Budget at least for FY 2010-11.

- 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 2010-11 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 2010-11", you'll find all the updated documents needed to complete your FY 2010-11 AFA Packet and to budget and invoice for reimbursement. Please be certain to use the updated documents for your AFAs.

If you have any questions finding or completing the required documents, regarding the submission of your FY 2010-11 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:

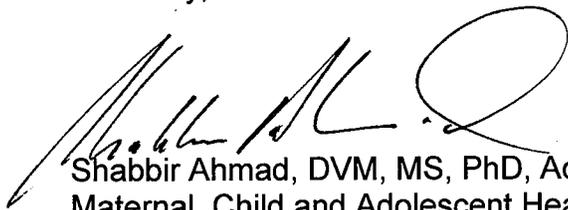
California Department of Public Health
Maternal, Child and Adolescent Health Division
Attn: "Contract Manager Name"
1615 Capitol Avenue, Suite 73. 560, MS 8305
Sacramento, CA 95814-5015

Approval Process – As with all state funding agreements, final funding is contingent on appropriations in the final amended FY 2010-11 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 2010-11 until the FY 2010-11 amended State Budget has been finalized and you have received your AFA Approval Letter. We will not be issuing approval letters, and FY 2010-11 invoices cannot be processed for payment until the FY 2010-11 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 (“2010/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 2010-11 MCAH/BIH Allocation Table
FY 2010-11 AFLP Allocation Table

cc: CDPH MCAH Division staff

MCAH Central File

MCAH ALLOCATION TABLE

FISCAL YEAR 2010-11

PURSUANT TO FY 2010-11 BUDGET ACT, CHAPTER XXXX, STATUTES OF 2010

FINAL RUN DATE: XXXXXXXXX

FY 2010-11 COUNTIES/CITIES	TOTAL AGENCY FUNDING MCAH & BIH	MCAH TITLE V ALLOCATION					BIH TITLE V ALLOCATION	
		MCAH Base Allocation	SIDS	Small County	FIMR	Total MCAH Title V	Total BIH Title V	
ALAMEDA	\$570,673	\$115,454	\$11,800	\$0	\$24,869	\$152,123	\$418,550	
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	
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	\$370,280	\$101,335	\$6,241	\$0	\$31,769	\$139,345	\$230,935	
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	\$334,554	\$66,444	\$7,372	\$0	\$31,769	\$105,585	\$228,969	
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	
IMPREIAL	\$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	\$347,205	\$92,781	\$6,869	\$0	\$31,769	\$131,419	\$215,786	
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	
LOS ANGELES	\$1,394,140	\$355,275	\$67,390	\$0	\$71,765	\$494,430	\$899,710	
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	
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	\$588,413	\$114,864	\$14,426	\$0	\$31,769	\$161,059	\$427,354	
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	\$551,351	\$173,479	\$23,324	\$0	\$31,769	\$228,572	\$322,779	
SAN FRANCISCO	\$409,312	\$101,148	\$5,023	\$0	\$31,769	\$137,940	\$271,372	
SAN JOAQUIN	\$376,398	\$116,563	\$6,214	\$0	\$31,769	\$154,546	\$221,852	
SAN LUIS OBISPO	\$114,911	\$111,911	\$3,000	\$0	\$0	\$114,911	\$0	
SAN MATEO	\$327,051	\$114,447	\$4,327	\$0	\$0	\$118,774	\$208,277	
SANTA BARBARA	\$118,694	\$115,694	\$3,000	\$0	\$0	\$118,694	\$0	
SANTA CLARA	\$342,232	\$113,036	\$11,697	\$0	\$0	\$124,733	\$217,499	
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	\$380,185	\$116,128	\$4,171	\$0	\$31,769	\$152,068	\$228,117	
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	
BERKELEY, CITY OF	\$108,662	\$85,000	\$3,000	\$0	\$0	\$88,000	\$20,662	
LONG BEACH, CITY OF	\$322,887	\$113,860	\$4,387	\$0	\$0	\$118,247	\$204,640	
PASADENA, CITY OF	\$286,498	\$85,000	\$3,000	\$0	\$0	\$88,000	\$198,498	
TOTALS	\$10,935,055	\$5,602,055	\$368,000	\$150,000	\$500,000	\$6,620,055	\$4,315,000	

AFLP ALLOCATION TABLE**FISCAL YEAR 2010-11****PURSUANT TO FY 2009-10 BUDGET ACT, CHAPTER XXXX, STATUTES OF 2010**

FINAL RUN DATE: XXXXXXX

FY 2009-10 COUNTIES/AGENCIES	TITLE V	CLIENTS*	MOS	RATE PER CLIENT
ALTA MED	\$377,430	222	2,664	\$1,697
BRIGHTER BEGINNINGS	\$245,890	144	1,728	\$1,697
CHILDREN'S HOSPITAL	\$183,110	107	1,284	\$1,697
CLINICA SIERRA VISTA	\$339,314	199	2,388	\$1,697
COMMUNITY ACTION COMMISSION	\$233,932	137	1,644	\$1,697
ECONOMIC OPPORTUNITY COMMISSION	\$144,246	85	1,020	\$1,697
EL NIDO	\$1,302,695	767	9,204	\$1,697
FAMILY SERVICES AGENCY	\$208,521	122	1,464	\$1,697
FOOTHILL FAMILY SERVICES	\$286,249	168	2,016	\$1,697
FRESNO CO DSS	\$322,124	189	2,268	\$1,697
GLENN	\$31,390	18	216	\$1,697
IMPERIAL	\$73,244	43	516	\$1,697
KINGS COMMUNITY ACTION	\$83,707	49	588	\$1,697
LAKE FAMILY RESOURCE CENTER	\$64,275	37	444	\$1,697
MADERA	\$149,477	88	1,056	\$1,697
MENDOCINO	\$43,348	25	300	\$1,697
MERCED	\$147,235	86	1,032	\$1,697
NEVADA JT UNION HS	\$26,906	15	180	\$1,697
NORTHERN VALLEY C.S.S.	\$188,341	110	1,320	\$1,697
ORANGE	\$312,408	184	2,208	\$1,697
PLACER	\$76,981	45	540	\$1,697
PLANNED PARENTHOOD	\$33,632	19	228	\$1,697
SAN BENITO	\$35,875	21	252	\$1,697
SAN DIEGO UNIFIED	\$485,054	285	3,420	\$1,697
SAN JOAQUIN	\$191,331	112	1,344	\$1,697
SAN MATEO	\$111,361	65	780	\$1,697
SANTA CLARA	\$279,523	164	1,968	\$1,697
SANTA CRUZ	\$82,213	48	576	\$1,697
SOLANO	\$100,897	59	708	\$1,697
SONOMA	\$186,099	109	1,308	\$1,697
STANISLAUS	\$148,730	87	1,044	\$1,697
SUTTER HEALTH	\$182,362	107	1,284	\$1,697
TEHAMA	\$55,307	32	384	\$1,697
TIBURCIO VASQUEZ	\$143,498	84	1,008	\$1,697
TULARE	\$312,408	184	2,208	\$1,697
VENTURA	\$275,786	162	1,944	\$1,697
YOLO	\$51,570	30	360	\$1,697
Total Allocation	\$7,516,469	4,408	52,896	

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