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



EDMUND G. BROWN JR.
Governor

DATE: JUNE 16, 2015

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

SUBJECT: FY 2015-16 AGREEMENT FUNDING APPLICATION (AFA) INSTRUCTIONS

This letter provides instructions for your agency's Fiscal Year (FY) 2015-16 Agreement Funding Application (AFA) for the California Department of Public Health (CDPH), Maternal, Child and Adolescent Health (MCAH), Black Infant Health (BIH), and Adolescent Family Life (AFLP) Programs.

As in previous years, Local Health Jurisdiction (LHJ) allocations are determined by a set of Health Status Indicators (HSI). The FY 2015-16 allocations show a slight increase in MCAH and AFLP based on this year's HSI. For a detailed breakdown of the indicators used this year, please visit the MCAH website.

All documents needed for the FY 2015-16, including the AFA documents (AFA Checklist, Allocation Tables, Medi-Cal Factor Tables, Scopes Of Work (SOW), Policy and Procedure Manuals, Forms, and the Contract Manager/Program Consultant Assignment Listing), can be accessed at our CDPH/MCAH website, located at:

<http://www.cdph.ca.gov/services/funding/mcah/Pages/AgreementFundingApplication15-16.aspx>

FIMR FUNDING:

- FIMR funding is still included in the base MCAH allocation;
- Perform the activities in the shaded area in Goal 3, Objectives 3.5-3.7. In the second shaded column, Intervention Activities to Meet Objectives, insert the number and percent of cases you will review for the fiscal year;
- For 3.8, an objective addressing the development of interventions to prevent fetal, neonatal, and postneonatal deaths is required.

TITLE V 30/30 EARMARKING AND TIME STUDIES

The 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.

SCOPE / BUDGET TEMPLATE

The LHJs are required to complete the SOW for the programs in which they are funded. Depending on funding, LHJs will select from one of the four SOWs posted on the MCAH website:

<http://www.cdph.ca.gov/services/funding/mcah/Pages/LocalMCAHProgramDocuments.aspx>

LHJs may opt to use the block budget template or continue to submit individual program budgets. If a block budget is used, a program may move up to 10% of Title V funding between programs. This transfer of funds is only allowable if an LHJ opts for the block budget on their application; an LHJ may not submit single budgets and then decide to opt for a block budget mid-year.

The rules governing budgets are as follows:

- A block budget must be submitted for all your programs with the application;
- For a block grant, anytime there is a transfer of funds between programs, a revised budget must be submitted;
- All costs related to client support, such as educational and client support materials, should be listed under "Other Costs," rather than "Operational Costs." Operating Costs include equipment, office supplies, communications, software, and any other day-to-day office necessities;
- A table showing each county's allowable Indirect Cost Rate is attached;
- The approved mileage reimbursement rate for travel is \$ 0.575 (57.5 cents) per mile.

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.

If you have questions on the budget template or budget line items, please contact your assigned contract manager for clarification.

AFA AND INVOICE SUBMISSIONS

DRAFT AFA packets are due by August 14, 2015.

- All agencies, CBOs and LHJs must submit the required documents listed on the AFA Checklist. If you have any difficulties finding, completing, or submitting the required documents, please contact your contract manager immediately;
- Invoices for all block budgets (BIH, AFLP, MCAH) must be submitted together;

- 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 a county has a subcontractor, the subcontractor's invoices must also be submitted with the county invoice;
- **Submit ALL electronic copies of AFAs, budget revisions, and invoices to: MCAHFinAct@cdph.ca.gov.**

Once your agency AFA is approved, the MCAH contract manger will request hardcopies of the AFA. Please mail them to:

Regular Mail:

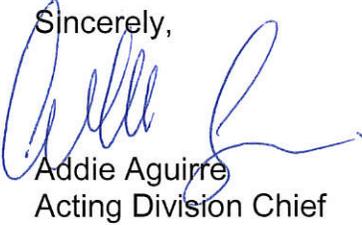
California Department of Public Health
Maternal, Child and Adolescent Health Division
Attn: [Contract Manager Name]
1615 Capitol Avenue, Suite 73.560, MS 8305
P.O. Box 997420
Sacramento, CA 95899-7420

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

Thank you for all the services you provide, and for your continuing dedication to improving the health of Californians.

Sincerely,



Addie Aguirre
Acting Division Chief