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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 22, 2012

TO: CALIFORNIA HOME VISITING PROGRAM (CHVP) MATERNAL, CHILD
AND ADOLESCENT HEALTH (MCAH) DIRECTORS

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

This letter provides instructions for State Fiscal Year (SFY) 2012-13 AFAs for the CHVP. The State of California Department of Public Health, Maternal, Child and Adolescent Health (CDPH/MCAH) Division has allocated funding to MCAH Programs in 20 local health jurisdictions (LHJs) for 21 local home visiting programs. Consistent with prior awards and CDPH/MCAH standard practice, funding is subject to state spending authority and federal budget appropriations.

All LHJ Home Visiting (HV) budgets and invoices are to be submitted on a separate HV budget/invoice template. The 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.

Scope of Work for SFY 2012-13

The Scope of Work (SOW) covers the period from July 1, 2012, through June 30, 2013. Please note that only those programs receiving Competitive Grant funding will be required to complete *Specific Requirements for Competitive Grant Recipients* described on page 15 of the SOW Attachment A. In addition, there have been changes to dates under activities and deliverables for Competitive Grant Recipients (see p. 15-16). Those HV programs that are required to complete *Specific Requirements for Competitive Grant Recipients* have been allocated an additional \$5,000 per year toward completing the objective.

The SOW for SFY 2012-13 has been revised to reflect necessary modifications gained from working with the Nurse-Family Partnership (NFP) and Healthy Families America (HFA) National Offices and LHJ sites, the Health Resources and Services Administration (HRSA) approved benchmarks, and updated Continuous Quality Improvement (CQI) requirements.

A section has been added to Attachment A (see page 16) which outlines the specific requirements for the Mother and Infant Home Visiting Program Evaluation (MIHOPE).

Funding for SFY 2012-13

You are required to submit a separate budget for SFY 2012-13. The AFA package for SFY 2012-13 is due on or before July 1, 2012. As with the MCAH budgets, budget revisions may be submitted at any time.

When determining each LHJ's allocations for Home Visiting, the following budget/cost elements were included:

1. Appropriate staffing levels and salaries based on mid-range salaries and fringe benefit rates, as provided by you in your Request for Supplemental Information (RSI) submissions and SFY 2010-11 MCAH budgets
2. Model administrative costs, including materials, communications equipment, computers, training, and nurse visitor travel, as itemized by each model
3. Up to 15% FTE of the MCAH Director's salary
4. Line Item costs
5. Indirect costs
6. State conference and meeting travel
7. Costs of data collection

Please complete the required AFA documents for SFY 2012-13 and mail them to your Contract Manager on or before July 1, 2012. You can locate links to all needed AFA documents (except the budget template, as noted above) on the MCAH website at: <http://www.cdph.ca.gov/programs/mcah/Pages/HVP-HomePage.aspx>.

Maintenance of Effort (MOE)

Please refer to federal legislation, Patient Protection and Affordable Care Act Section 2951, MIECHV Program (<http://www.gpo.gov/fdsys/pkg/PLAW-111publ148/pdf/PLAW-111publ148.pdf>), for various provisional requirements, e.g., MOE, Benchmark Requirements, CQI efforts, etc., to implement a successful home visiting program.

Please contact your County Counsel with specific questions or proposals regarding MOE specific to your county based on the following language from the Patient Protection and Affordable Care Act, Section 2951:

“Funds provided to an eligible entity receiving a grant shall supplement, and not supplant, funds from other sources for early childhood home visitation programs or initiatives. The grantee must agree to maintain non-Federal funding (State General Funds) for grant activities at a level which is not less than expenditures for such activities as of the date of enactment of this legislation, March 23, 2010.”

AFA Process

To complete the AFA process for SFY 2012-13, all agencies must submit the required documents listed on the AFA Checklist. Again, the deadline to submit your SFY 2012-13 HV AFA package is July 1, 2012. **Please mail an original and two copies of your SFY 2012-13 HV AFA package to your Contract Manager on or before July 1, 2012.**

If you have any difficulties finding or completing the required documents, questions regarding the submission of your FY 2012-13 HV AFA package, or if you find that you are unable to meet the July 1, 2012, submission 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 HV 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

All agencies are required to submit the following (as detailed on the AFA Checklist):

1. Completed AFA Checklist
2. Program Profile Narrative
3. Budget Summary and Detail Pages
4. Budget Justifications
5. Duty Statements for all Staff
6. Copies of *applicable* Waiver/Approval Letters for key positions
7. Organizational Charts
8. Scope of Work
 - o Attachment A, Operational Requirements for CHVP
 - o Attachment B, CHVP Staffing Report
 - o Attachment C, CHVP Transmittal Form
 - o Attachment D, CHVP-Required Assessment Tools (new)
9. Subcontractor(s) Agreement Packages
10. Annual Inventory Form

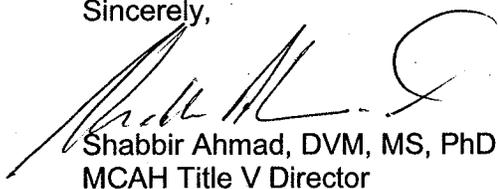
CHVP MCAH Directors

Page 4

June 22, 2012

You can locate links to all needed SFY 2012-13 AFA documents, including the AFA Checklist, Allocation Tables, the SOW, Policy and Procedure Manuals, forms, Budget/Invoice Templates, and the Contract Manager/Quality Assurance Team Assignment listing on the MCAH website, located at: <http://www.cdph.ca.gov/programs/mcah/Pages/HVP-HomePage.aspx>.

Sincerely,



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

cc: Christopher Krawczyk, PhD, Chief
California Home Visiting Program Branch

Jo Miglas, Chief
Financial Management and Contract Operation Branch

Karen Ramstrom, DO, MSPH, Chief
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