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

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SFY 2011-12 AND SFY 2012-13 CALIFORNIA HOME VISITING PROGRAM (CHVP) AGREEMENT FUNDING APPLICATION (AFA) INSTRUCTIONS FOR NURSE-FAMILY PARTNERSHIP (NFP) PROGRAM IMPLEMENTATION

This letter provides instructions for your agency's State Fiscal Year (SFY) 2011-12 and SFY 2012-13 AFAs for implementation of NFP under the California Home Visiting Program (CHVP). The California Department of Public Health, Maternal, Child and Adolescent Health (CDPH/MCAH) Division has allocated funding to MCAH Programs in 14 local health jurisdictions (LHJs) for 16 local NFP home visiting (HV) programs. Consistent with prior awards and CDPH/MCAH standard practice, funding is subject to state spending authority and federal budget appropriations. The Patient Protection and Affordable Care Act (U.S. Code Title 42, Chapter 7, Subchapter 5, Section 701 et. seq.) authorizes the federal Health Resources and Services Administration (HRSA) to administer funding for a Maternal, Infant, and Early Childhood Home Visiting (MIECHV) Program.

This AFA letter applies to the following 14 LHJs that selected the NFP home visiting model: Alameda; Contra Costa; Fresno; Kern; LA Unified School District/LA Service Provision Areas #2, 3, 7; Merced; North Coast Tri-Consortium; Sacramento South/Sacramento North; San Diego; San Francisco; San Mateo; Shasta; Solano; Stanislaus). In collaboration with CHVP, the National Services Office (NSO) for the NFP model will contact new and expansion sites to assist with the affiliation process. The NFP NSO has established and will maintain a consultative and data reporting relationship with CHVP to ensure that program administration reflects fidelity to the model. Additionally, CDPH/MCAH CHVP and NFP NSO will collaborate regarding issues affecting home service delivery and program implementation in all 16 local NFP HV programs (please refer to attached Scope of Work).

All LHJ HV budgets and invoices are to be submitted on a separate HV budget/invoice template, which is attached. 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.

For your LHJ's HV award amount (allocation), please refer to the attached allocation table. When determining each LHJ's allocation for HV, the following budget/cost elements were included:

- 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) submission and SFY 2010-11 MCAH budget
- Model administrative costs, including materials, communications equipment, computers, training, and nurse visitor travel, as itemized by each model
- 15% FTE of the MCAH Director's salary
- Line item costs
- Indirect costs
- State conference and meeting travel
- Costs of data collection

Scope of Work (SOW) for SFYs 2011-12 and 2012-13

The attached SOW covers the period from February 15, 2012 through June 30, 2013. Please note that only those programs receiving Competitive Grant funding will be required to complete *Activities Required for Competitive Grant Recipients* described in the Operational Requirements (Attachment A) and in Objective 9 of the SOW. Those NFP HV programs that are required to complete *Activities Required for Competitive Grant Recipients* have been allocated an additional $5,000 per year toward completing the objective.

You may submit either a 5-month SOW for SFY 2011-12 or a 17-month SOW for both SFYs 2011-12 and 2012-13.

Funding for SFY 2011-12

Funding for SFY 2011-12 assumes a February 15, 2012 program start date. The SFY 2011-12 allocations include $50,000 one-time funding per local HV program for program implementation. Implementation funds, up to the $50,000, may be spent through June 30, 2012. The money may offset the MCAH Director's activities related to HV implementation, provide funding for the HV program coordinator or nursing supervisor, or be used for the purchase of office equipment. Please note, the implementation funds may be used for other activities strictly associated with establishing or expanding your HV program; these are just some examples of acceptable expenditures.

Please budget carefully. As with all MCAH budgets, you are expected to spend your entire budget within the fiscal year (you may submit invoices after the close of the fiscal year for activities that occurred during the fiscal year, but unspent local funds may not be rolled over to SFY 2012-13). Please note that you may not submit invoices for payment for SFY 2011-12 until you have received your AFA approval letter.

Please complete the required AFA documents for SFY 2011-12 and mail them to your Contract Manager on or before February 15, 2012. If you have any difficulties finding or completing the required documents, questions regarding the submission of your SFY 2011-12 HV AFA package, or if you find that you are unable to meet the February 15, 2012 (for SFY 2011-12 funds) deadline, please contact your Contract Manager as soon as possible for assistance.

You can locate links to all 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.

Funding for SFY 2012-13

Because this is a new program with a mid-year implementation date, we are including the SFY 2012-13 allocations with this letter to assist you in program planning and budget approval. Please note MIECHV grants are assumed to be level-funded throughout the life of the grant, but are subject to annual Congressional and federal budget measures.

You are required to submit a separate budget for SFY 2012-13. The AFA package for SFY 2012-13 is due on or before June 1, 2012. You may submit your SFY 2012-13 budget at the same time you submit your SFY 2011-12 budget. As with the MCAH budgets, budget revisions may be submitted at any time. If you find that you will be unable to meet the June 1, 2012 deadline, please contact your Contract Manager as soon as possible for assistance.

Federal Financial Participation (FFP)

There is currently no mechanism for claiming FFP for local funds applied to the CHVP. CDPH will work with the Medicaid Single State Agency, the Department of Health Care Services (DHCS), to submit either a Waiver Program Request or a State Plan Amendment to the Centers for Medicare and Medicaid Services (CMS) to allow FFP Title XIX claiming for HV. Once CHVP has the authority to claim FFP, CDPH/MCAH will be required to enter into an Interagency Agreement with DHCS to include FFP in the State Budget and allow CDPH to invoice for the FFP so that it may be passed on to the counties. We will inform you when CHVP has been granted the authority to claim FFP. An estimated timeline for obtaining approval or disapproval of FFP may be as long as 18 to 24 months.

Maintenance of Effort (MOE)

Please refer to federal legislation (Patient Protection and Affordable Care Act Section 2951, MIECHV Program (http://www.hrsa.gov/grants/manage/homevisiting/sir02082011.pdf) for various provisional requirements, e.g., MOE, Benchmark Requirements, Continuous Quality Improvement efforts, etc., to implement a successful HV 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 2011-12, the 14 NFP LHJs must submit the required documents listed on the AFA Checklist. **Please mail an original and two copies of your SFY 2011-12 HV AFA package to your Contract Manager on or before February 15, 2012; if you find that you are unable to meet the February 15, 2012 (for SFY 2011-12 funds) deadline, please contact your Contract Manager as soon as possible for assistance.**

If you prefer to send the NFP 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 NFP AFA package.

Regular Mail:

California Department of Public Health
Maternal, Child and Adolescent Health Division
Attn: "Contract Manager"
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"
1615 Capitol Avenue, Suite 73.560, MS 8305
Sacramento, CA 95814-5015

All agencies are required to submit the following:

- AFA Checklist
- Agreement Funding Application Update Form
- Attestation of Compliance with the Sexual Health Education Accountability Act of 2007
- Annual Inventory – Form CDPH 1204
- Program Profile Narrative
- Budget Summary and Detail Pages
- Budget Justifications
- Duty Statements for all Staff
- Copies of *applicable* Waiver/Approval Letters for key positions
- Organizational Charts
- Scope of Work
- Subcontractor(s) Agreement Packages

You can locate links to all needed SFY 2011-12 AFA documents, as listed above (except for the budget template), and the Contract Manager/Program Consultant Assignment listing at the MCAH website, located at:
http://www.cdph.ca.gov/programs/mcah/Pages/HVP-HomePage.aspx

General email contact: CA-MCAH-HomeVisiting@cdph.ca.gov

Should you have any questions, please contact Laurel Cima-Coates at (916) 650-0314 (Laurel.Cima@cdph.ca.gov) or Dr. Christopher Krawczyk at (916) 650-0483 (Christopher.Krawczyk@cdph.ca.gov).

Sincerely,

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

Attachments