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

RON CHAPMAN, MD, MPH
Director & State Health Officer

EDMUND G. BROWN JR.
Governor

January 19, 2012

SUBJECT: SFY 2011-12 AND SFY 2012-13 CALIFORNIA HOME VISITING PROGRAM AGREEMENT FUNDING APPLICATION (AFA) INSTRUCTIONS FOR HEALTHY FAMILIES AMERICA (HFA) PROGRAMS

This letter provides instructions for your agency's State Fiscal Year (SFY) 2011-12 and SFY 2012-13 Agreement Funding Applications (AFAs) for implementation of HFA under the California Home Visiting Program (CHVP). The State of California Department of Public Health, Maternal, Child and Adolescent Health Division (CDPH/MCAH) has allocated funding to MCAH Programs in 5 local health jurisdictions (LHJs) for 5 local HFA home visiting programs. A separate AFA letter will be released regarding implementation of the Nurse Family Partnership (NFP) model in LHJ sites after all contractual agreements with NFP National Service Office are secured. 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 Agency (HRSA) to administer funding for a Maternal, Infant, and Early Childhood Home Visiting (MIECHV) Program. This program funding has been allocated at the federal level for five years to the MIECHV Program, beginning in Federal Fiscal Year (FFY) 2010 and ending in FFY 2014.

This AFA letter applies to the five LHJs that selected the HFA home visiting model. In collaboration with CHVP, the Prevent Child Abuse America National Office (PCAA NO) for the HFA model will contact new and expansion sites to assist with the affiliation process. PCAA NO has established and will maintain a consultative relationship with CHVP to ensure that program administration reflects fidelity to the model. Additionally, CDPH/MCAH CHVP and PCAA NO will collaborate regarding issues affecting home service delivery and program implementation in all five California Home Visiting program Local Health Jurisdiction (CHVP-LHJ) sites (please refer to attached Scope of Work).

All LHJ Home Visiting budgets and invoices are to be submitted on a separate Home Visiting 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 county's Home Visiting award amount (allocation), please refer to the attached allocation table. When determining each LHJ's allocations for Home Visiting, 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) submissions and SFY 2010-11 MCAH budgets
- 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

The total amount allocated to the 5 HFA LHJs for SFY 2011-12 is $1,659,048 (please see the attached Allocation Table). Of that, $884,623 is allocated to 3 local HFA home visiting (HV) programs out of the MIECHV Formula Grant funds and $774,425 is allocated to 2 local HFA HV programs out of the MIECHV Competitive Grant funds. CDPH/MCAH is still awaiting the State spending authority for the MIECHV Competitive Grant funds.

The total amount allocated to the 5 HFA LHJs for SFY 2012-13 is $3,370,549. Of that, $1,767,353 is allocated from the MIECHV Formula Grant funds and $1,603,196 is allocated from the MIECHV Competitive Grant funds.

Scope of Work for SFYs 2011-12 and 2012-13

The attached Scope of Work (SOW) covers the period from February 1, 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 Scope of Work. Those HFA 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 1, 2012 program start date. The FY 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 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 FY 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 1, 2012. If you have any difficulties finding or completing the required documents, questions regarding the submission of your FY 2011-12 HV AFA package, or if you find that you are unable to meet the February 1, 2012 (for SFY 2011-12 funds) and/or June 1, 2012 (for SFY 2012-13 funds) deadlines, please contact your Contract Manager as soon as possible for assistance.

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.

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 grant funds are assumed to be level throughout the life of the grant, but are subject to annual Congressional 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.

Federal Financial Participation (FFP)

It is our opinion that some CHVP activities would be eligible for FFP Title XIX draw down. However, there is currently no mechanism for claiming FFP for local funds applied to the California Home Visiting Program. 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 V claiming for Home Visiting. Once CHVP has the authority to claim FFP, we 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.

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 (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 2011-12, the five HFA agencies must submit the required documents listed on the AFA Checklist. Again, the deadline to submit your SFY 2011-12 HFA AFA package is February 1, 2012. **Please mail an original and two copies of your SFY 2011-12 HV AFA package to your Contract Manager on or before February 1, 2012; if you find that you are unable to meet the February 1, 2012 (for SFY 2011-12 funds) deadlines, please contact your Contract Manager as soon as possible for assistance**

If you prefer to send the HFA 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 HFA 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 .

Sincerely,

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