



RON CHAPMAN, MD, MPH
Director & State Health Officer

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



EDMUND G. BROWN JR.
Governor

June 10, 2013

TO: CALIFORNIA HOME VISITING PROGRAM (CHVP) DIRECTORS

SUBJECT: FISCAL YEAR (FY) 2013-14 AGREEMENT FUNDING APPLICATION (AFA)
INSTRUCTIONS

This letter provides instructions for your agency's FY 2013-14 AFA for the California Department of Public Health, Maternal, Child and Adolescent Health (CDPH/MCAH) Division's, CHVP. Please note that there are some major changes to the AFA process. These changes were undertaken in an effort to streamline and reduce the burden to local agencies, as well as shorten time frames for the state review and approval process.

Attached is the CHVP allocation table for FY 2013-14. Please note that, until the final FY 2013-14 State Budget is signed by the Governor, the allocations are subject to change; funding is subject to state spending authority and federal budget appropriations.

All agencies are granted an automatic extension for submission of their AFAs for FY 2013-14 until July 30, 2013 or 30 days after the FY 2013-14 State Budget is signed by the Governor, whichever is later. The CHVP will follow with confirmation of the submission due date once the FY 2013-14 State Budget is signed by the Governor. At that time, please complete the required documents and send them to your contract manager. You can locate all needed FY 2013-14 AFA documents on the MCAH website at: <http://cdph.ca.gov/MCAHfiscal>.

FY 2013-14 AFA PROCESS CHANGES

For FY 2013-14, there are significant changes to how you will submit your AFAs and what is required when.

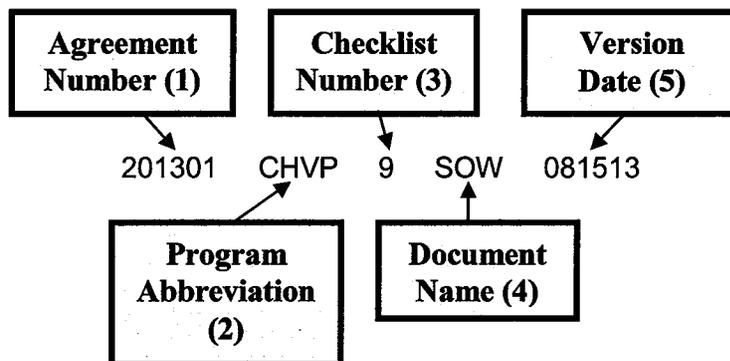
Signatures will not be required until you submit the final AFA package after the state review and approval process is complete. All AFA packages, changes, and edits prior to the final package will be considered drafts and, therefore, not in need of signatures. If your local procedures require signatures on drafts, you may submit the signed PDF documents via email, however, CDPH/MCAH no longer requires them until your AFA is approved by CDPH/MCAH. Once your final signed documents have been received by CDPH/MCAH, your FY 2013-14 AFA approval letter will be sent to you. This change will allow state and local staff to edit documents and submit changes in real time as they are discussing the changes, thereby reducing the time it takes to review and approve AFA packages.

All AFA drafts are to be submitted electronically. Do not submit hardcopy originals of any draft documents. The only hardcopy originals that are to be submitted are the approved and signed *final* AFA packages. Your contract manager will notify you when CDPH/MCAH has completed the review process and approved your AFA. You will then be required to submit your AFA packages in hardcopy, with all appropriate signatures. Once your final signed documents have been received by CDPH/MCAH, your FY 2013-14 AFA approval letter will be sent to you. All forms are on the website; please use the following naming conventions for each document submitted:

Agreement Number [space] Program Abbreviation [space] Checklist Number [space] Document Name [space] Version Date

For example:

- 201301 CHVP 1 AFA Checklist 081513
- 201301 CHVP 2 Update Form 081513
- 201301 CHVP 3 Attestation 081513
- 201301 CHVP 4 Program Narrative 081513
- 201301 CHVP 5 Budget 081513
- 201301 CHVP 6 DS Line 1 081513
- 201301 CHVP 6 DS Line 2 081513
- 201301 CHVP 6 DS Line 3 081513
- 201301 CHVP 7 Org Chart – Overall Agency 081513
- 201301 CHVP 7 Org Chart – Program Only 081513
- 201301 CHVP 8 Waiver Letter – MCAH Director 081513
- 201301 CHVP 9 SOW 081513
- 201301 CHVP 10 Inventory 081513
- 201301 CHVP 11 SubK 081513



- (1) Your agency's agreement or contract number
- (2) The program name abbreviation, CHVP
- (3) The number of the form as referenced on the AFA checklist
- (4) The name of the document. For example, SOW, Budget, Waiver Letter
- (5) The submission date of the document. The first submission date should be the same for all documents, because they will all be submitted together as part of the entire AFA package. For revisions of specific documents, it is very important that the date be correct so it is clear that everyone is working on the same document.

FY 2013-14 BUDGET AND INVOICE TEMPLATE CHANGES

The budget and invoice templates have been revised this year in an effort to simplify the summary pages for both in order to more easily collect information on the various fund sources utilized by all counties (e.g. 50/50 and enhanced Title XIX and local agency funds). Toward that end, while it is not required, ***it is strongly recommended that you record all local agency funds in your budgets***, including unmatched funds. This will give CDPH/MCAH a better idea of your needs and the actual costs of your programs for future allocation considerations.

Other minor changes to the templates include:

- Addition of another supplemental invoice, which will allow us to identify and split invoices between two federal fiscal years as needed.
- Indirect Costs and Capital Expenditure sections added to budgets and invoices so the fund reconciliation will more accurately reflect these costs.
- Combined justification for operating costs, capital expenditures, and other costs to streamline and improve uniformity of the justifications for these three expense categories.
- The personnel benefits category on the budget must show the benefit *rate*; on the invoices; the invoices must reflect *actual* benefits paid.
- Medi-Cal Factor is now entered on the J-Pers.

NAMING CONVENTIONS FOR BUDGET REVISIONS AND INVOICES

As with the AFA packages, please submit your budget revisions and invoices electronically with specific naming conventions.

Budget Revisions should be named as follows:

Agreement Number[space]Program Abbreviation[space]Budget Revision Number[space] Version Date

For example:

201301 CHVP BR1 121313
201301 CHVP BR2 030314

Invoices should be named as follows:

Agreement Number[space]Program Abbreviation[space]Invoice Period[space] Version Date

For example, for quarterly invoices:

201301 CHVP Q1 102313
201301 CHVP Q2 011514

For monthly invoices:

201301 CHVP M1 081513
201301 CHVP M2 092113

AFA AND INVOICE TIME FRAMES

As stated previously, all AFA packages are due to CDPH/MCAH on or before July 30, 2013 or 30 days after the Governor signs the State Budget, whichever is later. If your AFA submission is going to be submitted later than this date, you may request an extension by sending your contract manager an email asking for a 30-day extension for submission of your AFA. If, after the extension, your AFA is still not complete by the extension date, please send a detailed email requesting a second extension, including the specific reasons for the extension and the anticipated date of submission. This will serve to inform CDPH/MCAH of local constraints and problems to better address your needs now and in the future.

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 your invoice submissions are going to be late, you may request, via email, an extension for submission of your invoice that includes the specific reasons for the extension and the anticipated date of submission.

To reiterate, all AFA and invoice submission extension requests must be sent via email with detailed reasons for the extension requests so we can better determine the most common obstacles to timely submission at the local level. We can then use that information to inform and adjust our own processes and time frames to better serve your needs.

MILEAGE REIMBURSEMENT

As of January 1, 2013, the approved mileage reimbursement rate for travel is \$.565 (56.5 cents) per mile.

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.”

FY 2013-14 AFA PROCESS SUMMARY

As detailed above, draft AFA packages are to be submitted electronically, using specific naming conventions for all documents, via email to CDPH/MCAH. No signatures or hardcopies are required until after final review and approval by CDPH/MCAH.

You must submit the required documents listed on the AFA Checklist. If you have any difficulties finding, completing, or submitting the required documents, or questions regarding the submission of your FY 2013-14 AFA Package, please contact your contract manager as soon as possible for assistance.

Your draft AFA is due on or before July 30, 2013 or 30 days after the Governor signs the State Budget, *whichever is later*. If you are unable to meet the deadline, you must request a 30-day extension in writing, via email, to your assigned contract manager. If you are subsequently unable to submit your draft AFA by the extension date, you must submit a second request that includes specific reasons for the delay and the anticipated submission date.

Once your contract manager has notified you that your AFA is approved, mail hardcopies of the AFA package 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

AFA DOCUMENTS

All documents needed for FY 2013-14, including the AFA documents – the AFA Checklist, Allocation Tables, Medi-Cal Factor Tables, SOWs, Policy and Procedure Manuals, Forms, Budget/Invoice Templates, and the Contract Manager/Program Consultant Assignment Listing – at our MCAH website, located at:

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

CHVP DIRECTORS

June 10, 2013

Page 6

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. Until the server is updated, please contact your contract manager for budget and invoice templates.

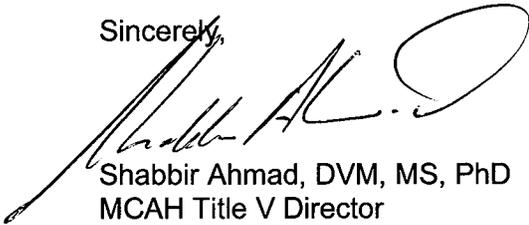
APPROVAL PROCESS

As with all state funding agreements, final funding is contingent upon appropriations in the final State Budget Act. For your protection, do not incur any expenses or fiscal liabilities against this funding agreement until you have received your AFA approval letter. Any expenses incurred in advance of that approval are at your own risk; the State acknowledges no responsibility for reimbursement.

As a reminder, please do not submit your budget until the Governor has signed the FY 2013-14 State Budget. Additionally, do not submit invoices for reimbursement for FY 2013-14 until you have received your AFA approval letter. Please be sure to use the correct agreement or contract number on all your correspondence, budgets, invoices, and reports.

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

Sincerely,

A handwritten signature in black ink, appearing to read 'Shabbir Ahmad', written over a horizontal line.

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