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California Department of Public Health



EDMUND G. BROWN JR.  
Governor

DATE: JULY 31, 2014

TO: CALIFORNIA HOME VISITING PROGRAM (CHVP) DIRECTORS

SUBJECT: FY 2014-15 AGREEMENT FUNDING APPLICATION INSTRUCTIONS

This letter provides instructions for your agency's Fiscal Year (FY) 2014-15 Agreement Funding Application (AFA) for the California Department of Public Health, Maternal, Child and Adolescent Health (CDPH/MCAH) Division's California Home Visiting Program (CHVP). Please note that there are minor changes to the scope of work (SOW) and budget template.

Attached is the CHVP allocation table. You can locate all needed FY 2014-15 AFA documents on the MCAH website at:  
<http://www.cdph.ca.gov/services/funding/mcah/Pages/AgreementFundingApplication14-15.aspx>

### **FUNDING FOR FY 2014-15**

Funding for FY 2014-15 has remained level with FY 2013-14 funding.

### **OPERATING AND OTHER COSTS**

All costs related specifically to client support, for example, 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.

If you have questions, please contact your assigned contract manager for clarification.

### **NEW ALLOWABLE INDIRECT COST RATES (ICRs)**

At the request of the County Health Executives Association (CHEAC), the California Conference of Local Health Officers (CCLHO), and individual public health directors, CDPH has agreed to apply the same ICR to all CDPH program funds within each county. Each county health officer has submitted a worksheet, verified by the county auditor, as to allowable indirect costs and a final ICR for all public health programs within that county.

A maximum rate is imposed; the maximum allowable ICR is 25% of salaries and benefits or 15% of total allowable direct costs. Your county health director has determined which method to use and calculated your ICR for FY 2014-15.

For all Community Based Organizations (CBOs), the maximum allowable ICR is 15% of salaries and benefits.

Since this is a substantial increase over our previous allowable ICR of 10% of salaries and wages, any indirect costs over your county's allowable ICR is not recoverable from Title V funds or, in the case of BIH, from State General Funds.

A table showing each county's allowable ICR is attached. If you have any questions, please contact your assigned contract manager.

### **SCOPE OF WORK (SOW)**

There are a few minor changes to the CHVP SOW for FY 2014-15, as follows:

- The Supervisor Quarterly Report and Annual Progress Report are being replaced by tri-annual Progress Reports
- We have included how we will assess each process and measure using reports generated from data collected to evaluate your progress on benchmarks which will be available soon
- The Staffing Report will not be required as part of the AFA process, but will be sent tri-annually with the three Progress Reports. Any changes in required staffing between progress reports should be discussed with your program consultant.

### **AFA AND INVOICE SUBMISSIONS**

**Submit ALL electronic copies of AFAs, budget revisions, and invoices to:**  
**MCAHFinAct@cdph.ca.gov**

Your FY 2014-15 AFA is due 45 days after the date of this letter. You may request up to two 30-day extensions via email or telephone; ***any extension requests beyond 60 days must be made via email and must be accompanied by a detailed reason why the extension is needed with an estimated date of completion.***

***New this year:*** When Local Health Jurisdictions (LHJs) with sub-contracts submit invoices to the state, copies of the subcontractor invoices submitted to the county must also be submitted.

***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.***

### **MILEAGE REIMBURSEMENT**

As of January 1, 2014, the approved mileage reimbursement rate for travel is \$.56 (56 cents) per mile.

### **FY 2014-15 AFA PROCESS SUMMARY**

Draft AFA packages are to be submitted to your contract manager electronically within 45 days of this letter. 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, or questions regarding the submission of your FY 2014-15 AFA Package, please contact your contract manager immediately for assistance.

**ALL agencies are required to submit a complete AFA package.**

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 2014-15, including the AFA documents – the AFA Checklist, Allocation Tables, Medi-Cal Factor Tables, SOWs, Policy and Procedure Manuals, Forms, and the Contract Manager/Program Consultant Assignment Listing – can be accessed at our MCAH website, located at:

[http://www.cdph.ca.gov/services/funding/mcah/Pages/FY2013-14AgreementFundingApplication\(AFA\).aspx](http://www.cdph.ca.gov/services/funding/mcah/Pages/FY2013-14AgreementFundingApplication(AFA).aspx)

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.

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