



KAREN L. SMITH, MD, MPH
Director and State Public Health Officer

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



EDMUND G. BROWN JR.
Governor

DATE: MARCH 18, 2016

TO: MATERNAL, CHILD AND ADOLESCENT HEALTH (MCAH) DIRECTORS
ADOLESCENT FAMILY LIFE PROGRAM (AFLP) COORDINATORS
BLACK INFANT HEALTH (BIH) COORDINATORS

SUBJECT: FISCAL YEAR (FY) 2016-17 AGREEMENT FUNDING APPLICATION (AFA)
INSTRUCTIONS

This letter provides instructions for the FY 2016-17 AFA for the California Department of Public Health (CDPH) MCAH, BIH, and AFLP Programs.

FY 2016-17 allocations funded by Title V were based on the following:

- MCAH: FY 15-16 allocations were used as a base funding with an additional \$3 million being allocated based on this year's Health Status Indicators for all Local Health Jurisdictions (LHJs).
- BIH: FY 15-16 allocations were used as a base funding with an additional \$600 thousand being allocated to BIH programs proportionately based on FY 15-16 tiered funding.
- AFLP: received no increase from Title V thus all LHJs received the same allocation as FY 15-16
- Positive Youth Development (PYD): base allocations remained the same with the exception of sites that were directed by the U. S. Department of Health and Human Services, Office of Adolescent Health, to support the completion of the federal evaluation.

For a detailed breakdown of the indicators used this year, please visit the MCAH website.

All required documents for FY 2016-17, including the AFA documents can be accessed at our CDPH/MCAH website, located at:

<http://www.cdph.ca.gov/services/funding/mcah/Pages/AgreementFundingApplication16-17.aspx>



Below are programmatic highlights to support the completion of the AFA packet:

Fetal Infant Mortality Review Funding (FIMR)

- FIMR funding is still included in the base MCAH allocations;
- Perform the activities in the shaded area in Goal 3, Objectives 3.5-3.7. In the second shaded column, "Intervention Activities to Meet Objectives," insert the number and percent of cases you will review for the fiscal year;
- For Objective 3.8, an objective addressing the development of interventions to prevent fetal, neonatal, and postneonatal deaths is required.

BIH

- Language from the list of program fidelity indicators has been placed in the objectives, activities, and measures columns. Program fidelity indicators can be found here: https://partners.cdph.ca.gov/sites/BIHTeamSite/Local/Shared%20Documents/Fidelity/FidelityIndicatorListing_20160311.pdf
- Objective 1.1:
- Ensure that the BIH Coordinator is involved in the BIH budget process prior to submission of your AFA to MCAH;
 - Describe the collaborative process between the MCAH Director and BIH Coordinator related to the BIH budget prior to submitting the AFA;
- Objective 1.9.3:
 - Submit your FY 2016-17 Group Session Calendar to MCAH-BIH Program with your AFA and upon request.

PYD

AFLP agencies that receive PYD funding will be required to submit an invoice for July separately. The template for this invoice can be found on the budget template under the tab titled "July PYD". This will ensure that CDPH/MCAH can complete its annual Federal Financial Report for the grant on time. PYD invoices for July 2016 are due no later than **September 30, 2016**.

TITLE V 30/30 EARMARKING AND TIME STUDIES

The Title V 30/30 time studies by local MCAH agencies are an ongoing requirement for receipt of Title V funding under the Social Security Act. The State will continue to collect quarterly time study data from the local MCAH agencies.

SCOPE OF WORK (SOW) / BUDGET TEMPLATE

LHJs and Community Based Organizations are required to complete the SOW for the programs in which they are funded. All SOWs are posted on the MCAH website:

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

For those LHJs with multiple programs, the block budget template will no longer be used. Agencies will be allowed to move as much as 10% of Title V funding between programs with the

submission of budget revisions to each of the affected programs. Revisions must be completed by Quarter 3 and approved by CDPH/MCAH.

The rules governing budgets are:

- Sudden Infant Death Syndrome (SIDS) funding will now be budgeted and invoiced in a separate column on the MCAH template, under SIDS PCA 53112.
- The agency's allocation amount, indirect cost rate (ICR), and Medi-Cal Factor (MCF) will auto-populate once the agency name is chosen from the drop down menu.
- All costs related to client support, such as 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;
- The approved mileage reimbursement rate for travel is \$ 0.57 (57.5 cents) per mile.

Please note: The budget template incorporates macros. To download the budget template from the website, please enable macros and save as .xlsm. For technical assistance or any questions on the budget template or budget line items, please contact your assigned contract manager for clarification.

AFA AND INVOICE SUBMISSIONS

DRAFT AFA packages are due by April 29, 2016.

- 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, please contact your contract manager immediately;
- If a county has a subcontractor, the subcontractor's invoices must also be submitted with the county invoice;
- Final invoices are due no later than September 30, 2017:

<u>Quarter Ending</u>	<u>Invoice Due Date</u>
PYD Agencies' July Expenditures	September 30, 2016
September 30, 2016	November 15, 2016
December 31, 2016	February 15, 2017
March 30, 2017	May 15, 2017
June 30, 2017	September 30, 2017

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

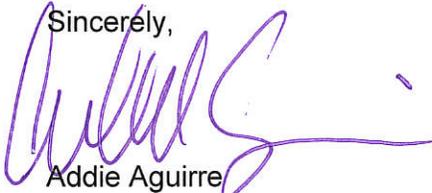
Once your agency AFA is approved, the CDPH/MCAH contract manager will request hard copies of the AFA. Please mail them to:

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

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

Sincerely,



Addie Aguirre
Assistant Division Chief
Maternal Child & Adolescent Health Division