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



EDMUND G. BROWN JR.
Governor

DATE: MARCH 21, 2017

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

SUBJECT: STATE FISCAL YEAR (SFY) 2017-2018 AGREEMENT FUNDING
APPLICATION (AFA) ANNOUNCEMENT

This letter announces the SFY 2017-2018 AFA Process and provides allocation and contract funding updates for the California Department of Public Health, Maternal, Child and Adolescent Health (CDPH/MCAH) Division's MCAH, BIH, CHVP and AFLP Programs.

SFY 17/18 Funding is based on the following:

1. **MCAH:** SFY 17/18 & 18/19 Title V Allocations **will not** include the one-time \$3 million increase received in SFY 16/17, therefore SFY 17/18 will revert back to the SFY 15/16 allocations.
2. **BIH:** SFY 17/18 & 18/19 Title V Allocations **will not** include the one-time \$600,000 increase received in SFY 16/17, therefore allocations will revert back to SFY 15/16 allocations.
3. **AFLP:** Title V Allocations will be announced through the RFA process.
4. **CHVP:** SFY 17/18 funding will remain the same as reflected in the current contract.
5. **Title XIX:** SFY 17/18 will be a transition period for Title XIX.

Allocation tables are located on the CDPH/MCAH website:

<http://www.cdph.ca.gov/services/funding/mcah/Pages/AgreementFundingApplication17/18.aspx>

AFA Process:

- Agencies receiving MCAH and BIH funding will be required to submit a two year budget proposal. The second year budget will only be used to prepare for future MCAH Title V and Title XIX funding estimates.
- CDPH/MCAH will conduct mandatory AFA Budget Meetings to review agency's proposed SFY 17/18 budgets. Local Health Jurisdictions (LHJs) and Community Based Organizations (CBOs) will be required to participate to continue the administration of participating programs. AFA Budget Meetings will provide technical assistance necessary to develop local agency budgets. Local Program and Fiscal representatives with decision making authority are required to participate in the meeting.

CDPH Maternal, Child and Adolescent Health Division/Center for Family Health
MS 8300, P.O. Box 997420, Sacramento, CA 95899-7420
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- AFLP Agencies selected to administer AFLP programs will be notified of the procedures to register for a mandatory AFA Budget Meeting.
- AFA Budget Meetings will be offered via teleconference or onsite at the CDPH/MCAH State office. Meetings will be scheduled on a first-come, first-serve basis. LHJs and CBOs must contact their assigned contract managers no later than **March 31, 2017** to schedule their AFA Budget Meeting. AFA Budget Meetings will be scheduled as follows:

AFLP CBOs: April 24 – 28, 2017

Agencies selected to administer AFLP programs will be informed through the RFA process

CHVP: May 1 – 12, 2017

All participating agencies

MCAH/BIH: May 22 – 26, 2017

Los Angeles, San Bernardino, San Diego, Sacramento & Orange Counties

AFLP LHJs: June 5 – 9, 2017

Agencies selected to administer AFLP programs will be informed through the RFA process

AFA packages are due via email to MCAHFinAct@cdph.ca.gov by April 21, 2017. All agencies including those MCAH and BIH agencies that are not required to participate in AFA Budget Meetings must submit the required documents listed on the AFA Checklist for each program located on the FY 17/18 MCAH AFA webpage. Please refer to the enclosed instructions for guidance on how to complete your AFA packet. If you have any questions with the AFA Process, please contact your contract manager immediately.

Agencies will be authorized to invoice for services after formal agreements are in place.

AFA Process Timeline at a Glance:

Register for AFA Budget Meeting	March 31 st
AFA Packages Due	April 17, 2017
AFLP CBO AFA Budget Meetings	April 24 – 28, 2017
CHVP AFA Budget Meetings	May 1 – 12, 2017
MCAH/BIH AFA Budget Meetings	May 22 – 26, 2017
AFLP LHJ AFA Budget Meetings	June 5 – 9, 2017

Invoice Submission:

As communicated on CDPH/MCAH Alert Letter 20160710 on October 7, 2016, all invoices and supporting documentation must be submitted via email to MCAH invoice inbox:

MCAHInvoices@cdph.ca.gov. To ensure appropriate processing, please use the following invoice naming protocol and in the subject line of the email:

Agreement Number, Agency Name, Fiscal Year and Invoice Month and Number (starting with Month 1 or Quarter 1 as applicable)

Invoice submission must include:

- Signed Invoice (pdf)
- Signed Cover letter (pdf)
- Excel version of the invoice (invoicing off the approved CDPH/MCAH budget/invoice **excel workbook**)
- Title V and/or Title XIX Time Studies (if applicable)

For updated invoicing process, including a list of invoice deadlines please visit the Fiscal Administration Policy & Procedure Manual located in the FY 2017-18 which is located in the Agreement Funding Application webpage:
<http://www.cdph.ca.gov/services/funding/mcah/Pages/AgreementFundingApplication17-18.aspx>.

Invoice Submission Timeline:

Quarter 1 (July - September 30)	November 15 th
Quarter 2 (October - December 31)	February 15 th
Quarter 3 (January - March 30)	May 15 th
Quarter 4 - (April - June 30) Final Invoice	August 31 st

Thank you for your assistance and timely submission of your AFA Package.

Sincerely,

Addie Aguirre
Assistant Division Chief

Enclosure