



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

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



GAVIN NEWSOM
Governor

DATE: April 15, 2019

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

SUBJECT: STATE FISCAL YEAR (SFY) 2019-2020 AGREEMENT FUNDING
APPLICATION (AFA) ANNOUNCEMENT

This letter announces the SFY 2019-2020 AFA Process that provides allocation and contract funding updates for the California Department of Public Health, Maternal, Child and Adolescent Health (CDPH/MCAH) Division's MCAH and BIH program.

FY 2019-20 funding for MCAH and BIH programs are as follows:

- MCAH and BIH Title V allocations will remain the same as FY 2018-19.
- BIH State General Fund allocations will remain the same as FY 2018-19.
- Title XIX Funding - Local Health Jurisdictions (LHJs) can request any amount with the understanding that the agency must have the additional agency funds to match Title XIX and that their spending plan reflects the agency's ability to spend all of their Title XIX request.

AFA Timeline/Important Dates:

April 15, 2019	Release of MCAH SFY 19/20 AFA Notification. AFA forms are located at: https://www.cdph.ca.gov/Programs/CFH/DMCAH/Pages/Agreement-Funding-Applications-TitleV.aspx
April 29, 2019	Scope of Work and Budget Template Update Conference Call Conference# (877) 810-9415, Access Code# 3539030



April 30, 2019	Last Day to Register for AFA Budget Meeting - Budget Meetings can be provided for technical assistance necessary to develop local agency budgets. If a meeting is requested, Local MCAH/BIH Program and Fiscal representatives with decision making authority are required to attend. MCAH and BIH 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-served basis between May 20–31, 2019 .
May 15, 2019	AFA Packages Due back to MCAH. If needed, please contact your Contract Manager for any extensions.
May 20-31, 2019	MCAH/BIH AFA Budget Meetings
May 20-June 28, 2019	MCAH CM/PC AFA Package Review and Approval

AFA Submission:

Packages are due via email to MCAHFinAct@cdph.ca.gov by May 15, 2019. Please refer to the AFA Checklist instructions for guidance on how to complete your AFA packet. If you have any questions about the AFA process, please contact your contract manager as soon as possible.

There have been many changes since the last AFA submission. We recommend that all LHJs review the Fiscal Administration Policy and Procedure Manual prior to building and submitting their FY 2019-2020 AFAs.

Agencies will be authorized via email to invoice for services after their AFA packages are approved and an approval letter is in place.

Invoice Submission:

As communicated in CDPH/MCAH Alert Letter 20160710 on October 7, 2016, all invoices and supporting documentation must be submitted via email to the MCAH invoice inbox: MCAHInvoices@cdph.ca.gov. To ensure appropriate processing, please use the following invoice naming protocol for the signed invoice PDF and Excel files as well as 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) Example: 201901, Alameda, FY19/20, Q1 (or M1).

MCAH Directors and BIH Coordinators
April 15, 2019

Invoice submission must include:

- Signed Cover letter
- Signed Invoice
- Updated invoice information in the Budget Invoice Template
- Signed TXIX Cover Sheet (if applicable)
- Signed and checked Attestation form (if applicable)
- Title V and/or Title XIX Time Studies (if applicable)

For the updated invoicing process, including a list of invoice deadlines, please visit the invoicing page on the CDPH/MCAH website.

<https://www.cdph.ca.gov/Programs/CFH/DMCAH/Pages/Budget-and-Invoice-Templates.aspx>

Below is the Invoice submission timeline for your reference

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. If you have any questions or concerns, please contact your contract manager.

Sincerely,

Romeo Amian
Assistant Division Chief
Maternal Child and Adolescent Health