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Director

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



ARNOLD SCHWARZENEGGER
Governor

March 6, 2008

TO:	MATERNAL, CHILD AND ADOLESCENT HEALTH (MCAH) PROGRAM/OFFICE OF FAMILY PLANNING (OFP) BATTERED WOMEN SHELTER PROGRAM (BWSP) GRANTEES
SUBJECT:	REQUEST FOR FISCAL YEAR (FY) 2008/2009 DOCUMENTS
Due by:	July 2008 (Date to be announced)

**Change for
submission of
New Fiscal
Year
Documents**

As you are aware, the Governor's 2008/2009 Budget calls for a ten percent (10%) across-the-board reduction to State General Funded programs. These reductions will affect existing BWSP grantees. In the coming months, MCAH will work with agencies to amend work plans and budgets of existing grants to reflect the reductions. At this time, it is anticipated that the reduction will take place in the Personnel line item. Please keep this in mind while preparing your agency's 2008/2009 budget. Since you are allowed to complete one budget reconciliation at the end of each FY you will still have the ability to move dollars between line items to meet the individual needs of your agency.

MCAH/OFP normally requests agencies submit their budget and workplan documents for the coming fiscal year by May 1st of each year. Due to the anticipated budget reductions, these documents will be submitted to MCAH/OFP in July 2008. A specific due date will be provided to BWSP grantees sometime in the near future.

MCAH/OFP will provide additional updates as information becomes available and once the grant amendment process has begun.

**Budget
Preparation**

For budget planning purposes, the most current budget documents are available for downloading on the www.SafeNetwork.net website. When preparing your budget documents, please be sure to change the FY on the budget documents to reflect year four (4).

Please remember to keep the final, approved electronic version of your budget documents as you will need this to complete your budget reconciliation at the end of the FY.

Workplan

For your FY2008/2009 workplan, use the most current form and instructions for completing, which are available for downloading on the www.SafeNetwork.net website.

Please remember to keep the most current, approved electronic version of your workplan.

SAVE the DATE

A BWSP Grant Administration Webcast is planned for April 8, 2008, at 1:00 PM. It will cover workplan preparation, budget documents, and data reporting. Participation in the Webcast is mandatory for all BWSP grantees. Additional information will be provided in the weeks preceding the Webcast.

Submission of Documents – More Information to Follow

The budget documents and workplan must be emailed to your Contract Manager at a future date to be determined once the amendment process has started. Specific information will be provided to your agency in the coming months. **As always, please include your agency name and grant number on all documents submitted to this office. Also include this information in the subject line of any emails and identify what the email is about.**

Once approved, you will receive an approval letter with the budget documents and workplan attached for your records.

Notification of Changes

To have the most up-to-date information in our database, including correct email addresses and other contact information, please complete a **Notification of Changes** form in its entirety (front page and sections one through five apply to DV) and email to your Contract Manager by the beginning of FY 2008/2009. This form is available for downloading on the www.SafeNetwork.net website.

Subcontracts

Agencies are reminded to submit, by mail, a **Subcontractor Agreement Transmittal Form** for subcontracts of \$5,000 or more for FY 2008/2009 to your Contract Manager within the first quarter of FY 2008/2009 (July through September). This form is available for downloading on the www.SafeNetwork.net website.

Miscellaneous Reminders

If you purchase equipment that needs to be tagged, email the completed **Contractor Equipment Purchased with CDPH-Funds** form to your Contract Manager as soon as the equipment is

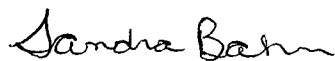
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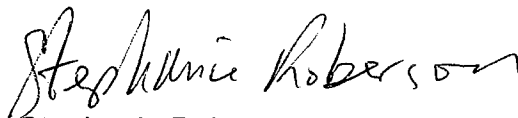
Remember to complete and email the cumulative **Inventory/Disposition of CDPH-Funded Equipment** form (even if there are no changes) to your Contract Manager at the end of each FY for all equipment purchased and tagged with MCAH/OFP funds. These forms are available for downloading on the www.SafeNetwork.net website.

If you have any questions, please call your Contract Manager or Program Consultant.

Sincerely,



Sandra Bahn, Chief
MCAH Contracts and Grants Unit
Maternal, Child and Adolescent Health
Program



Stephanie Roberson, Chief
Domestic Violence Program
Maternal, Child and Adolescent Health
Program/Office of Family Planning

cc: Project Director
Fiscal Officer
Contract Manager
Program Consultant
Central File