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Director

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



ARNOLD SCHWARZENEGGER
Governor

September 29, 2008

**TO: MATERNAL, CHILD AND ADOLESCENT HEALTH (MCAH)
DIVISION/OFFICE OF FAMILY PLANNING (OFP)
BATTERED WOMEN SHELTER PROGRAM (BWSP) GRANTEEES**

SUBJECT: REQUEST FOR FISCAL YEAR (FY) 2008/2009 DOCUMENTS
DUE BY: October 17, 2008

**Grant
Amendments
for New Fiscal
Year**

As you are aware, the Budget Act of 2008/2009 implemented a ten percent (10%) across-the-board reduction to the BWSP programs. These reductions affect existing BWSP grantees and contractors. In the coming weeks, MCAH/OFP will work with agencies to amend existing grants to reflect the reductions. 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 will provide additional updates once the grant amendment process has begun.

**New Fiscal
Year
Documents**

The California Department of Public Health (CDPH), (MCAH/OFP), requests the submittal of budget documents (Budget Summary, Budget Detail Worksheets, 20% Match Requirement and the Budget Justification Narrative) and the workplan for FY 2008/2009.

**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.

Submission of Documents – More Information to Follow

The budget documents and workplan must be emailed to your Contract Manager by close of business **October 17, 2008**. 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 as soon as possible for 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.

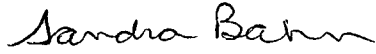
Miscellaneous Reminders

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 received.

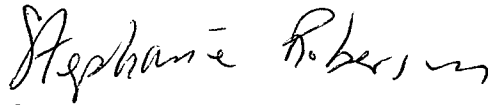
Remember to complete and email the cumulative **Inventory/Disposition of CDPH-Funded Equipment** form (even if there are no changes) to your Contract Manager at the end of each FY for all equipment purchased and tagged with MCAH/OFP funds. These forms are available for downloading on the www.SafeNetwork.net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