# Fiscal Year 2024–25 California State Preschool Program Request for Applications Overview and Instructions



Administered by the Early Education Division

California Department of Education

1430 N Street, Suite 3410

Sacramento, CA 95814-5901

Email: [CSPPRFA@cde.ca.gov](mailto:CSPPRFA@cde.ca.gov)

(Revised January 2024)

Due May 6, 2024 at 5 p.m.

[Fiscal Year 2024–25 California State Preschool Program Request for Applications Overview and Instructions 1](#_Toc145938163)

[Program Overview 3](#_Toc145938164)

[Program Description and Requirements 3](#_Toc145938165)

[Statutory and Regulatory Background 3](#_Toc145938166)

[Family Childcare Home Education Networks 5](#_Toc145938167)

[Program Funding 6](#_Toc145938168)

[Eligibility 6](#_Toc145938169)

[General CSPP Contract Information 7](#_Toc145938170)

[Contract Payments 8](#_Toc145938171)

[Request for Service Level Exemption “Start-Up Allowance” (If applicable) 9](#_Toc145938172)

[Application Requirements 9](#_Toc145938173)

[Format 10](#_Toc145938174)

[Application Preparation Cost 10](#_Toc145938175)

[Submission Requirements 10](#_Toc145938176)

[RFA Submission Due Date 10](#_Toc145938177)

[Methods to Submit the RFA 10](#_Toc145938178)

[Option 1: Electronic RFA via SNAP Survey software: 10](#_Toc145938179)

[Application Review Process 11](#_Toc145938180)

[Preliminary Screening Process 11](#_Toc145938181)

[Scoring Criteria 12](#_Toc145938182)

[Application Result Notification 12](#_Toc145938183)

[Appeals 12](#_Toc145938184)

[Application Timeline 13](#_Toc145938185)

[Application Instructions 13](#_Toc145938186)

[Section I – Applicant Information 13](#_Toc145938187)

[Section II – Operation Information 15](#_Toc145938188)

[Section III – Attachments 16](#_Toc145938189)

[B. Part-Day/Part-Year 18](#_Toc145938190)

[Section IV – Certifications 23](#_Toc145938191)

## Program Overview

### Program Description and Requirements

The California Department of Education (CDE), Early Education Division (EED) announces the availability of approximately $32.7 million to expand California State Preschool Program (CSPP) services statewide to eligible children and families, as appropriated in the 2021 Budget Act. The CSPP funds are available for local educational agency (LEA) applicants to provide full-day/full year, part-day/part-year, or any combination thereof, of CSPP services.

Funding will be allocated by county, and within each county by the Local Planning Council (LPC) priority area. Funding awards will be made based on the LPC priority in the order of highest passing score first. In the event that a county does not fully utilize its allocation, the funding will be redistributed to other applicants, based on the LPC priority followed by highest score. In the event of any tie in scoring, the applicant with headquarters in the service delivery area(s) specified in the Request for Application (RFA) will be given preference over applications with the same score that are not headquartered in the specified area(s), per *California Code of Regulations*, Title 5 (5 *CCR*) Section 17723. The CDE encourages all eligible applicants to apply.

The CSPP funds will be used to provide services for eligible children beginning in fiscal year (FY) 2024–25.

**Statutory and Regulatory Background**

Applicants who are awarded funds through this Request For Applications (RFA) will receive funds under contract with the CDE and are required to administer the CSPP and to comply with all applicable laws and regulations associated with the contract as well as the terms and conditions set forth in the CSPP Contract Terms and Conditions (CT&Cs), found here: <https://www.cde.ca.gov/fg/aa/cd/documents/ctc2223.docx>, applicable to the FY in which the services are provided under the CSPP contract.

CSPP contractors must sign CSPP contracts attesting that they will comply with the Early Education Act, commencing with California *Education Code* (*EC*) Section 8200, 5 *CCR*, commencing with Section 17700, all Management Bulletins, applicable regulations adopted by the CDE, EED; and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards pursuant to *Code of Federal Regulations*, Title 2 (2 *CFR* Part 200).

Contractors are also required to follow all requirements in the California School Accounting Manual, located here: <https://www.cde.ca.gov/fg/ac/sa/documents/csam2019complete.pdf>, as well as the CDE Audit Guide, located here: <https://www.cde.ca.gov/fg/au/pm/documents/auditguide2023.pdf>. LEA applicants that are awarded a CSPP contract must also adhere to the *Standards and Procedures for Audits of California K–12 Local Education Agencies* issued by the Education Audit Appeals Panel as regulations, located here: <https://eaap.ca.gov/>. CSPP contractors must also be:

* Licensed in accordance with 22 *CCR* Childcare Licensing; or
* Eligible for licensing in accordance with 22 *CCR* Childcare Licensing, Division 12; or
* Otherwise exempt from 22 *CCR* Childcare Licensing requirements, including exemption for LEAs when pursuant to *Health and Safety Code* Section 1596.792(o), and in accordance with 5 *CCR* Section 17775:
  + The LEA is exempt when they have requested a license exemption and is issued a Certificate of Classroom Exemption from 22 *CCR* Licensing Requirements by the CDE.
  + The LEA may only provide CSPP services for four-year-old children in any classroom that has been issued a certificate of Classroom Exemption from 22 *CCR* Licensing Requirements.

If the LEA is not exempt from the 22 *CCR* Licensing requirements, services for children must not begin until the CSPP contractor submits a copy of the facility license to the CDE Early Education Nutrition Fiscal Services office and the applicable Program Quality Implementation Office Regional Consultant.

If the contractor’s program delivery proposal includes a subcontract with another entity to administer or provide program services or to provide CSPP services through a Family Child Care Home Education Network (FCCHEN), the subcontractor or FCCHEN provider must meet the 22 *CCR* Childcare Licensing requirements. The CSPP contractor must submit a copy of the facility license(s) for all subcontractors and/or FCCHEN providers. For all contractors, subcontractors, and FCCHEN providers, services for children must not begin until a service contract is fully executed by the CDE.

The CDE strongly advises applicants to review and understand the statutory and regulatory references cited above prior to completing and submitting an application.

**Subcontracting**

Applicants that are awarded a CSPP contract are permitted to subcontract in accordance with Chapter 2 of Part 6 of Division 1 of Title 1 of the *EC*, commencing with Section 8200, 5 *CCR*, and the CSPP CT&Cs. As set forth in 5 *CCR*, Chapter 18.5, Subchapter 10, Article 2, or any successor regulations, all subcontracts must be approved by the CDE in accordance with the regulations. If approved, the applicant remains responsible for ensuring that the subcontractor complies with all administrative, programmatic and fiscal requirements of the CSPP contract.

***Note:*** Reimbursement of administrative costs shall not exceed a total of 15 percent of the net reimbursable program costs, or actual administrative costs for all contractors and subcontractors, in accordance with *EC* Section 8258.

### Family Child Care Home Education Networks

Applicants may apply for CSPP funding to operate the CSPP via a FCCHEN.

A FCCHEN is an entity organized under law that contracts with the CDE to provide educational and support services to children and families eligible for state-subsidized early learning services, and to providers, and to make payments to those licensed family childcare home providers.

The applicant is responsible for administrative, programmatic, and fiscal compliance with the CSPP CT&Cs, as well as compliance with the requirements set forth in *EC* Section 8223, which requires FCCHENs to:

* recruit, enroll, and certify eligible families;
* recruit, train, support, and reimburse licensed family childcare home providers;
* collect family fees in accordance with contract requirements;
* assess, according to the standards set by the department, the educational quality of the program offered in each family childcare home in the network;
* assure that the developmental profile is completes for each child based on observations of network staff, in consultation with the provider;
* monitor requirements, including quality standards, and conduct periodic assessments of program quality in each family childcare home affiliated with the network;
* ensure that basic health and nutrition requirements are met; and
* provide data and reporting in accordance with the contract requirements.

In addition, each FCCHEN contractor shall ensure that their staff have sufficient training to successfully accomplish the above requirements, in accordance with *EC* Section 8223(b).

## Program Funding

### Eligibility

The RFA funding opportunity is available to LEAs that are current CSPP contractors, as well as to LEAs that do not currently hold a CSPP contract with the CDE, EED. Per *EC* Section 8205, an LEA is a school district, county office of education, or a community college district. Direct-funded charter schools will be considered LEAs for the purposes of this RFA. As set forth in 5 *CCR* Section 17722(a), all current CSPP contractors are eligible to apply for new or additional CSPP funds, **except** when one or more of the following conditions apply during the RFA cycle:

* The CSPP contractor is on conditional contract status because of fiscal or programmatic non-compliance.
* The CDE, EED has conducted a compliance review pursuant to 5 *CCR* Section 17794, and the contractor has failed to clear items of fiscal or programmatic non-compliance identified during the review within 12 months of the issuance of the compliance review report.
* The CSPP contractor has in place, or places, a person in a position of fiscal responsibility or control who has been convicted of a crime involving misuse or misappropriation of state or federal funds, or a state or federal crime involving moral turpitude (*EC* Section 8316).
* The CDE reduced the CSPP contractor’s current year contract maximum reimbursement amount (MRA) due to the contractor’s inability to utilize its full contract amount, whether through low enrollment or low expenditures for the CSPP contract.
* The agency’s current contract is on provisional status.
* The contractor was previously awarded CSPP expansion funding and has not yet begun to provide services with that funding.
* The CDE has evidence that the contractor has not been able to successfully fulfill the current contract requirements by serving children in a quality program and in a fiscally responsible manner.
* The contractor has an outstanding accounts receivable balance with the CDE; or
* The contractor has a delinquent audit with the CDE pursuant to 5 *CCR* Section 17825.

Pursuant to 5 *CCR* Section 17722(b), an applicant who is not a current CDE contractor is eligible to apply for new CSPP funding, **except** when any of the following conditions apply:

* The applicant had a previous contract with the CDE that was terminated or not continued by the CDE due to fiscal and/or programmatic non-compliance as described in 5 *CCR* sections 17828 or 17829 within the three (3) years immediately preceding the date the RFA was posted.
* The applicant had a previous contract with the CDE and has an outstanding accounts receivable balance with the CDE or another state or federal agency.
* The applicant had a previous contract with the CDE and has a delinquent audit with the CDE pursuant to 5 *CCR* Section 17825.
* The applicant is currently listed on a state or federal debarment list; or
* The applicant, or any potential subcontractor, has in place, or places, a person in a position of fiscal responsibility or control who has been convicted of a crime involving misuse or misappropriation of state or federal funds, or a state or federal crime involving moral turpitude (*EC* Section 8316).

If an applicant, whether a current contractor or not, is determined to be ineligible for funding based on any of the above grounds, the applicant will be apprised of their ineligibility in writing and provided with the specific grounds of ineligibility.

### General California State Preschool Program Contract Information

A CSPP contract issued by the CDE and entered into by the applicant is a legally binding agreement between the CDE and the contractor. The contractor agrees to provide CSPP services according to defined fiscal and programmatic requirements, and the CDE agrees to reimburse the contractors for those services according to the defined limits. The contract’s MRA, as described in this RFA, will be negotiated based on the proposed award amount.

Annual CSPP contracts are effective for one state FY (July 1 to June 30), unless otherwise stated in the contract. A successful applicant will have three FYs from the date of the proposed award letter to open sites or classrooms and begin providing CSPP services. If the proposed sites or classrooms are not open within three FYs from the date of the proposed award letter, the applicant will receive formal notice from the EED that the proposed award is rescinded. Pursuant to 5 *CCR* Section 17726(a), contractors have no vested right to a subsequent contract. After the initial CSPP contract period, the contractor’s approval for continued funding each subsequent year is contingent upon compliance with the terms and conditions of the contract, evidence of satisfactory contract performance, and meeting all relevant state and applicable federal reporting requirements.

All transactions conducted by the awarded applicant shall be fair and reasonable and conducted at an arm’s length, including, but not limited to, where the contractor is party to a transaction and the other party is one of the following:

* An officer or employee of the contractor or of an organization having financial interest in the contractor; or
* A partner or controlling stockholder of the contractor or an organization having financial interest in the contractor; or
* A family member of a person having a financial interest in the contractor

### Contract Payments

Funds cannot be disbursed until a formal contract between the CDE and the applicant has been fully executed and is contingent upon the availability of funds. Payment on or after July 1, of any FY, can be made only when the California State Budget has been chaptered.

Contract execution occurs when both parties (the applicant and the CDE) have signed the contract. Prior to that time, the CDE has the right to collect additional information from the awarded agency to ensure that the awarded agency can fulfill the fiscal and programmatic requirements of the contract. Once the contract is signed, the contractor will receive a copy of the executed contract. Costs incurred before the period of performance in a fully executed contract are not reimbursable expenditures.

CSPP contract funds may be spent on reimbursable start-up costs, or reimbursable costs for eligible children served during the contract period. The CDE may recoup any payments made for costs that are not reasonable and necessary to the performance of the contract as set forth in 5 *CCR* Section 17804 and the CDE is entitled to recover any costs incurred in pursuit of recoupment. Claims for reimbursement shall not be made unless there are adequate documents to support the claims. The contractor has the burden of supporting claims for reimbursement.

The CDE, Early Education Nutrition and Fiscal Services (EENFS) unit is responsible for generating contract payments. These payments are adjusted to correspond to the projected amount earned or expended by the contractor through the end of the contract period. CSPP contract payments will be made by the CDE according to the contract terms and state and federal laws. Payments will only be made for reimbursable costs incurred during the contract period, subject to the terms and conditions set forth in the contract.

The first payment of funds should not be expected for at least six (6) to eight (8) weeks after the contract execution. The CDE recommends contractors have three (3) months of operating capital available to administer the CSPP prior to receiving state contract payments from the EENFS. Examples of acceptable operating capital would include, but are not limited to, cash or a line of credit. Three (3) months of operating capital is approximately one-fourth of the CSPP contract’s total annual MRA.

### **Request for Service Level Exemption “Start-Up Allowance”** (If applicable)

In accordance with *EC* Section 8255 and 5 *CCR* Section 17805, a new or expanding CSPP may not have sufficient enrollment during the first contract period while the program is starting up but may have reimbursable expenses. The statute allows the CDE to approve and reimburse startup costs in an amount not to exceed 15 percent of the total award amount without the contractor providing services and allows applicants to submit a Request for Service Level Exemption, known as a Start-Up Allowance. The Start-Up Allowance is not additional funding but is part of the total contract MRA.

Awardees may request a Start-Up Allowance that may be used for all of the following:

* The employment and orientation of new staff
* The setting up of the program and facility
* The finalization of rental agreements and the making of necessary deposits
* The purchase of a reasonable inventory of materials and supplies
* The purchase of an initial premium for insurance

Contracted agencies will only be reimbursed for approved reimbursable start-up expenses incurred during the contract period. Unexpended funds cannot be transferred to a subsequent FY. Start-up costs for this RFA may be available during FY 2024–25. Awardees requesting start-up costs must submit the Request for Service Level Exemption (Start-Up Allowance) to their EENFS analyst once an award letter has been received.

All items listed in the start-up allowance request must be approved by the EENFS and the EED, if applicable. The EENFS is charged with approving the entire start-up request. However, items exceeding the pre-approval thresholds stated in the annual CT&Cs must be approved by the EED prior to the start-up request being approved by the EENFS and the purchase being made.

Do not make purchases for start-up items prior to receiving approval from the EENFS and/or the EED, as applicable.

**Prevention of Suspension and Expulsion of Children Enrolled in California State Preschool Program**

Management Bulletin (MB) 23-08: Suspension and Expulsion in the California State Preschool Program (CSPP), here: <https://www.cde.ca.gov/sp/cd/ci/mb2308.asp>, sets forth the requirements for prevention of suspension and expulsion of children enrolled in the CSPP, as well as the requirements CSPP contractors must follow before suspending or expelling children enrolled in the CSPP due to serious and persistent challenging behaviors. Processes used to prevent suspension and expulsion include:

* Notifying families **prior** to suspending or expelling a child
* Collaborating with the child’s parents or legal guardians and using appropriate community resources, as needed, before suspending a child to determine no other reasonable option is appropriate, and providing written notice through a Notice of Action to the child’s parents or legal guardians
* Implementing all steps described in MB 23-08 before expelling a child due to behavior, and
* Collecting data on the suspension and expulsion of children on the CSPP, as described in MB 23-08.

## Application Requirements

The application must demonstrate the applicant’s working knowledge of state and federal requirements for CSPPs.

Applicants must submit all required information and forms requested in the RFA.

Applications that are incomplete or not completed in compliance with the application instructions may be deemed ineligible at the discretion of the EED. Any applicants whose applications are found incomplete or not in compliance with the submission requirements will be notified of the application’s ineligibility in writing.

It is the applicant’s sole responsibility to carefully review the RFA information and requirements before applying for CSPP expansion funding.

### Format

Applications must conform to the format requirements cited in the Program Narrative regarding paper size, margins, fonts, and page restrictions for responses.

### Application Preparation Cost

The applicant accepts the sole responsibility for all costs incurred in the development of its application. These costs are not reimbursable, even if the applicant is awarded funds through this RFA.

## Submission Requirements

Applications must be received as set forth below. Failure to submit an application by the due date will result in disqualification of the application.

### RFA Submission Due Date

Applications, whether submitted via Snap Survey or through e-mail, must be submitted to the CDE no later than 5 p.m. on May 6, 2024.

### Methods to Submit the RFA

Applicants may submit the RFA electronically via Snap Survey or by email. Snap Survey submissions of the RFA are encouraged.

#### Option 1: Electronic Request for Applications via Snap Survey software:

1. Download, complete, and save all required supporting documents from the RFA web page at <https://www.cde.ca.gov/fg/fo/r2/cspp24rfa.asp>. These forms will need to be uploaded as a part of the application process.
2. Access and complete the RFA electronically on the RFA web page by selecting ‘RFA’. The RFA must be completed by a user who has the authority to submit funding applications on behalf of the agency. The RFA will be completed online via software called Snap Survey.
3. Users will be prompted to attach completed supporting documents when completing the RFA electronically. Users will be unable to proceed to the next section of the electronic RFA until all required questions are answered.
4. If you are unable to complete the RFA in one session, please select the ‘Save’ feature on the RFA. Users that make this selection will be provided with a link and password to return to their application at a later date and time.
5. Sign and submit the RFA electronically. The RFA must be signed by a user who has the authority to sign funding applications on behalf of the agency.
6. Users will receive an email confirming receipt of the application.
7. The user who signed the RFA must follow up on submission by sending an email to [CSPPRFA@ca.cde.gov](mailto:CSPPRFA@ca.cde.gov) to certify that the application is complete. **Your application will be incomplete without this email certification.**

* The message should read: “I have electronically submitted the California State Preschool Program (CSPP) Request for Applications (RFA) to the California Department of Education on behalf of my agency/organization. I certify that I was authorized to submit the RFA for [Insert Applicant Name]. [Insert Applicant Name] intends for the RFA transaction to be completed by electronic means, which shall have the same effect as if it were signed in ink on a piece of paper, and all signatures included with the RFA are intended to be binding upon [Insert Applicant Name].”

**Option 2: Electronically by Email**

Scanned RFAs may be emailed to the CDE, EED. When emailing a scanned copy of the application to the CDE, do not attach additional covers. The applications and all associated documents and forms require an original signature of the applicant’s authorized representative in **blue ink**. The signed RFA and all required attachments must be submitted no later than 5 p.m. on May 6, 2024. All scanned RFAs must be emailed to [CSPPRFA@cde.ca.gov](mailto:CSPPRFA@cde.ca.gov).

**Note:** No changes, modifications, corrections, or additions may be accepted by the CDE once an application is submitted, except that an applicant may resubmit a complete application by the RFA due date.

All submitted applications remain the property of the CDE and may be subject to disclosure in the event of a Public Records Act request.

## Application Review Process

### Preliminary Screening Process and Appeals for Determinations of Ineligibility

Applications timely received will be preliminarily screened to determine whether the applicant is eligible for funding, as described in the Program Funding section of the RFA Overview and Instructions. Applicants deemed ineligible for funding will be notified of their ineligibility in writing. All applicants that are found eligible for funding will have their applications screened for completeness in accordance with RFA instructions.

Applications that are not complete or that are not completed in accordance with the instructions and timelines may be disqualified. Although the CDE has the right to exercise reasonable discretion and waive minor discrepancies in application and submission requirements that do not impact the integrity of the submission, it is not required to do so. It is the sole responsibility of the applicant to carefully review the RFA information and requirements before submitting an application for funding. Disqualified applicants will be informed in writing of the reasons for the disqualification.

Applicants deemed ineligible for funding due to any of the reasons above or not qualified pursuant to the requirements listed above will be notified of their ineligibility in writing. Applicants that have been determined to be ineligible may appeal to the CDE within 10 business days of receiving the written Notification of Ineligibility, by submitting a Letter of Appeal to the CDE via email at [CSPPRFA@cde.ca.gov.](mailto:CSPPRFA@cde.ca.gov)

Appeals are limited to addressing whether the CDE correctly determined the applicant’s ineligibility. Additional information will not be accepted. Missing or incomplete documentation of the required elements cannot be the basis for an appeal. Late appeals will not be considered. Appeals will be reviewed by CDE staff and all decisions will be final.

### Scoring Criteria

The EED will evaluate each application that has successfully passed the preliminary screening process. The applicant must obtain a minimum score of 89, which is 70 percent of the 126 total points possible, to be eligible for funding. The applicant’s score is based solely on the assessment of the program narrative. Applications will be scored in accordance with the scoring criteria set forth in the program narrative. Please note that obtaining a minimum score of 89 does not guarantee that an agency will receive funding. Funding is still determined based upon the criteria set forth above in the Program Overview section.

### Application Result Notification

The CDE will notify all eligible applicants of their score via email in a written Notification of Eligibility.

### Appeals

After receiving the written Notification of Eligibility, applicants who wish to appeal their score must submit a Letter of Appeal which must be received by CDE no later than 10 business days from Notification of Eligibility to [CSPPRFA@cde.ca.gov](mailto:CSPPRFA@cde.ca.gov).

Appeals are limited to addressing whether the CDE correctly applied the scoring criteria specified in the RFA. Additional information will not be accepted. Missing or incomplete documentation of the required elements cannot be the basis for an appeal. Late appeals will not be considered. Appeals will be reviewed by CDE staff and all decisions will be final.

Applicants may request reader comments on their applications by submitting a request to [CSPPRFA@cde.ca.gov](mailto:CSPPRFA@cde.ca.gov) no later than 10 business days following the Notification of Eligibility.

**Notification of Awards**

Once all appeals have been decided, the CDE will award funding to eligible applicants based on the criteria set forth in this RFA. The CDE will email proposed funding award letters to successful applicants. If necessary, the EENFS unit will contact successful applicants to ask clarifying questions regarding the fiscal information submitted with the application. The CDE reserves the right to ask follow-up questions or request additional documentation of successful applicants through email, telephone, or on-site visits to ensure the applicant meets all eligibility and legal requirements and is capable of fulfilling all contract requirements prior to awarding a final CSPP contract. Proposed awards may be revoked at any time at the discretion of the CDE. No award is final until the CDE receives a completed and signed contract package from the applicant, and the contract is executed by the CDE. Applicants should not incur any costs or expenses in reliance upon a proposed award.

At the time of contracting, all contractors may be expected to sign additional compliance certifications (for example, Air or Water Pollution violations, Recycled Paper certifications, Childcare Support compliance).

## Application Timeline

**\*All dates are subject to change. For updates to this timeline visit the CSPP RFA web page at** <https://www.cde.ca.gov/fg/fo/r2/cspp24rfa.asp>.

**\*\* Appeals are due to the CDE within 10 business days after receipt of Notification of Ineligibility/Eligibility.**

| **Item** | **Date (\*subject to change)** |
| --- | --- |
| Request for Applications Released | **March 26, 2024** |
| Instructional Webinar | **April 16, 2024** |
| Applications Due to the EED | **May 6, 2024** |
| Notification of Ineligibility | **May 21, 2024** |
| Notification of Ineligibility Appeal Due\*\* | **June 5, 2024** |
| Notification of Eligibility | **June 20, 2024** |
| Notification of Eligibility Appeal Due \*\* | **July 5, 2024** |
| Awards Announced | **July 29, 2024** |

## Funding is available once the awardee has provided the EENFS with proof of licensure or license-exempt approval and the CDE has a signed and executed contract.

## Application Instructions

### Section I – Applicant Information

**Agency Information**

**Agency Legal Name:** Insert the legal name of the entity applying for program funds exactly as it appears on the Articles of Incorporation or the Federal Employer Identification Number.

**‘Doing Business As’ (DBA):** Insert the name which the applicant uses to conduct business.

**Agency Type:** Insert the type of agency the applicant operates. Enter community college, county office of education, school district, or direct-funded charter school.

**County District School (CDS) Code:** Enter the CDS code as published in the California Public School Directory on the CDE California School Directory web page at <https://www.cde.ca.gov/schooldirectory/>.

**Headquartered County:** Select the contractor’s Headquartered County from the dropdown menu. List the county in which the agency is headquartered. In accordance with 5 *CCR,* Section 17700(g), an agency is **Headquartered** in a specific county or service area if either of the following conditions apply:

* Contractors or applicants who have provided services in the service delivery area, as defined in 5 *CCR*, Section 17700(bf), for at least three years immediately preceding the date of the RFA; or
* Contractors or applicants who have their primary administrative office for the CSPP in the service delivery area as defined in 5 *CCR* Section 17700(bf). The primary administrative office is the office that houses the executive officer(s), the fiscal functions, and other centralized support services.

**Legal Business Address:** Insert the legal physical headquartered address of the applicant agency. Include the suite, room, or other unit number after the street address. This address will be used by the CDE to mail the funding correspondence letter and future apportionment checks.

**City:** Insert the city of the applicant agency.

**Zip Code:** Insert the zip code of the applicant agency.

**Current CSPP Contract:** Select “yes” or “no” box indicating if the applicant agency is or is not a current CSPP contractor.

**Vendor Number:** Insert the CDE assigned vendor number for agencies that currently have an existing contract with the CDE. Applicants not currently funded with the CDE must leave this section blank.

**Executive Director Contact Information**

**Name:** Insert the name of the Executive Director who has the authority to sign and engage in a contractual agreement with the CDE.

**Executive Director’s Telephone Number and Email Address:** Insert the telephone number and email address of the applicant agency’s administrative office.

**Prior Affiliations:** Prior organization(s) that the person is affiliated with that held an EED contract.

**Program Director Contact Information**

**Name:** Insert the name of the person who will have administrative and programmatic responsibility, as defined in *EC* Section 8298, for the CSPP described in this application. For CSPPs operated via FCCHENs, administrative and programmatic responsibility includes ensuring that quality services are provided by the family childcare home provider. Enter **To Be Determined** if agency does not have a program director at the time of application.

**Program Director’s Telephone Number and Email Address:** Insert the telephone number and email address of the Program Director’s administrative office, if applicable.

**Prior Affiliations:** Prior organization(s) that the person is affiliated with that held an EED contract.

**Applicant Contact Information**

**Name:** Insert the name of the contact person completing the application.

**Title:** Insert the title of the contact person completing the application.

**Phone Number and Email Address:** Insert the telephone number and email address of the contact person.

### Section II – Operation Information

**Program Type and Slots Requested**

Select a box for each type of program the agency intends to operate. The options are: Part-Time/Part-Year, Full-Time/Part-Year, Part-Time/Full-Year, or Full-Time/Full-Year. Then enter the number of children the agency will serve in each program type.

**What CSPP program type(s) will the agency operate:** Select the program type(s) the agency intends to operate (Part-Time/Part-Year, Full-Time/Part-Year, Part-Time/Full-Year, Full-Time/Full-Year).

**What is the total number of children your agency will serve in this program type:** Enter the number of children your agency will serve.

**County or Counties of Operation**: In this section, use the drop-down menu to select the number of counties the agency intends to operate in. Then, enter the name of each county the agency intends to operate in.

**How many counties will the agency operate the CSPP site(s) in:** Select the number of counties the agency will operate in.

**What county or counties will the agency operate the CSPP site(s) in**: Enter the name(s) of the county or counties the agency will operate in.

**Subcontract**

Complete this section if the agency intends to establish a subcontract relationship with another entity to implement CSPP services.

**Does the agency intend to establish a subcontract relationship with another entity to implement the CSPP services described in this application:** Select “yes” or “no”.

**Family Child Care Home Education Network**

If your agency intends to operate and provide CSPP services through an FCCHEN, you must complete and attach the FCCHEN Operation Information attachment found here: [https://www.cde.ca.gov/fg/fo/r2/cspp24rfa.asp](http://staging.cde.ca.gov/fg/fo/r2/cspp24rfa.asp).

### Section III – Attachments

##### Fiscal Attachments

##### Full-Day/Full-Year Programs

Funding for this RFA is calculated based on the Service County Rate, effective January 1, 2022, per Management Bulletin 22-01: Revised Rate Reform Implementation Guidance, which can be found on the CDE EED Management Bulletin web page at <https://www.cde.ca.gov/sp/cd/ci/mb2201.asp>.

**Worksheets A-1 through A-4 – Full-day/Full-year Certified Enrollment Information and Funds Requested:**

Applicants must complete and submit Worksheets A-1 through A-4, for each proposed Full-day/Full-year site. If more than one site is proposed, duplicate these tabs by right clicking the tab, select **Move or Copy**, check the box, **Create a Copy**, and select **OK**. Repeat this process for each proposed site.

**Worksheet A-1 – Certified Enrollment Information and Funds Requested**

* Select the Service County from the dropdown menu
* Enter the Site Name
* Enter the Site Address and Number of Classrooms
* Enter License Number, Type, and Capacity
* If license is pending approval, indicate so in the field **License Number**. Services to children may not begin until the contractor submits a copy of the site license or provides verification of license-exempt status to the CDE
* Upon selecting a Service County, the Contract Rate for Full-day Service and Part-day Adjustment Factors will auto-populate into Worksheets A-2 through A-4

**Worksheet A-2 – Certified Enrollment Information and Funds Requested**

* Service county rate information will populate on to this tab
* No information will need to be entered on this worksheet, move to worksheet A-3

**Worksheet A-3 – Certified Enrollment Information and Funds Requested**

* Enter the number of certified children expected to be enrolled per day for each category
* The worksheet will automatically sum the Total Certified Children per day
* The worksheet will automatically multiply the total of each category by the adjustment factor shown to determine the Adjusted Child Days of Enrollment per day
* The worksheet will automatically sum the Adjusted Child Days of Enrollment per day of all categories to determine the Total Adjusted Child Days of Enrollment per day

**Worksheet A-4 – Certified Enrollment Information and Funds Requested**

* Enter the Total Days of Operation from the Full-day Calendar
* The Total Adjusted Child Days of Enrollment per day, which is auto-populated from Section 2, will automatically be multiplied by the Total Days of Operation to auto-calculate the Total Annual Adjusted Child Days of Enrollment
* The Total Annual Adjusted Child Days of Enrollment will automatically be multiplied by the Contract Rate for Full-day Service to auto-calculate the amount of Funds Requested for this site

**Worksheet A-5 – Full-day/Full-year Non-certified Enrollment Information**

* Complete this worksheet only if you will be serving non-certified children in the Full-day/Full-year program. Enter all Full-day/Full-year non-certified enrollment for all Full-day/Full-year sites onto Worksheet A-5. Site-specific information is not necessary. Enter the number of non-certified children expected to be enrolled per day for each category
* The worksheet will automatically sum the Total Non-certified Children per day
* The worksheet will automatically multiply the total of each category by the adjustment factor shown to determine the Adjusted Non-certified Enrollment
* The worksheet will automatically sum the Adjusted Non-certified Enrollment of all categories to determine the Total Adjusted Non-certified Child Days of Enrollment per day

**Worksheet A-6 – Full-day/Full-year Site Summary Information**

* Worksheet A-6 is a summary for all requested sites
* From each Worksheet A-1, enter Site Name
* From each Worksheet A-4, enter Total Certified Children per day to be served under this contract for Full-day/Full-year
* From each Worksheet A-4, enter Total Funds Requested per Site

##### B. Part-Day/Part-Year Programs

Funding for this RFA is calculated based on the Service County Rate, effective January 1, 2022, per Management Bulletin 22-01: Revised Rate Reform Implementation Guidance, which can be found on the CDE EED Management Bulletin web page at <https://www.cde.ca.gov/sp/cd/ci/mb2201.asp>.

**Worksheets B-1 through B-4 – Part-Day/Part-Year Certified Enrollment Information and Funds Requested**

Applicants must complete and submit Worksheets B-1 through B-4 for each proposed Part-day/Part-year site. If more than one site is proposed, duplicate these tabs by right clicking the tab, select **Move or Copy**, check the box, **Create a Copy**, and select **OK**. Repeat this process for each proposed site.

**Worksheet B-1 – Certified Enrollment Information and Funds Requested**

* Select the Service County from the dropdown menu
* Enter the Site Name and Service County
* Enter the Site Address and Number of Classrooms
* Enter License Number, Type, and Capacity
* If license is pending approval, indicate so in the field **License Number**. Services to children may not begin until the contractor submits to the CDE a copy of the site license or provides verification of license-exempt status
* Upon selecting a Service County, the Contract Rate for Full-day Service and Part-day Adjustment Factors will auto-populate into Worksheets B-2 through B-4

**Worksheet B-2 – Certified Enrollment Information and Funds Requested**

* Service county rate information will populate on to this tab
* No information will need to be entered on this worksheet, move to worksheet B-3

**Worksheet B-3- Certified Enrollment Information and Funds Requested**

* Enter the number of certified children expected to be enrolled per day for each category
* The worksheet will automatically sum the Total Certified Children per day
* The worksheet will automatically multiply the total of each category by the adjustment factor shown to determine the Adjusted Child Days of Enrollment per day
* The worksheet will automatically sum the adjusted child days of enrollment per day of all categories to determine a Total Adjusted Child Days of Enrollment per day

**Worksheet B-4-Certified Enrollment Information and Funds Requested**

* Enter the Total Days of Operation from the Part-day Calendar, which must be a minimum of 175 days
* The Total Adjusted Child Days of Enrollment per day will automatically be multiplied by the Total Days of Operation to auto-calculate the Total Annual Adjusted Child Days of Enrollment
* The Total Annual Adjusted Child Days of Enrollment will automatically be multiplied by the Contract Rate for Part-day Service to auto-calculate the amount of Funds Requested for this site

**Worksheet B-5 – Part-day/Part-year Non-Certified Enrollment Information**

This worksheet should be completed only if non-certified children will be served in the Part-day/Part-year program. Summarize all Part-day/Part-year non-certified enrollment for all Part-day/Part-year sites onto Worksheet B-5. Site-specific information is not necessary.

* Enter the number of non-certified children expected to be enrolled per day for each category
* The worksheet will automatically sum the Total Non-certified Children per day
* The worksheet will automatically multiply the total of each category by the adjustment factor shown to determine the Adjusted Non-certified Enrollment
* The worksheet will automatically sum the adjusted non-certified enrollment of all categories to determine the Total Adjusted Non-certified Child Days of Enrollment per day

**Worksheet B-6 – Part-day/Part-year Site Summary Information**

Worksheet B-6 is a summary for all requested sites.

* From each Worksheet B-1, enter Site Name
* From each Worksheet B-4, enter Total Certified Children per day to be served under this contract for Full-day/Full-year
* From each Worksheet B-4, enter Total Funds Requested per Site

**Worksheets B-7 through B-10 – Part-day/Part-year Projected Annual Program Budget**

All applicants must complete Worksheets B-7 through B-10, covering a 12-month period. Applicants will need to enter various required fields while other fields will auto-populate data from previous worksheets.

The budget information will be considered in determining an annualized award amount (July 1, 2024, through June 30, 2025).

##### C. Part-Day to Full-Day Funding Fiscal Forms

This attachment is only required for applicants planning to expand from Part-Day to Full-Day services. Applicants must complete C-1 through C-7.

**Worksheet C-1 – Certified Enrollment Information and Funds Requested**

Applicants must follow the specific directions written on the worksheet.

* Select the Service County from the drop-down
* Enter the Site Name
* Enter the Site Address, City and Zip
* Enter the Number of Classrooms
* Enter the License Number
* Enter the License Type
* Enter the License Capacity

**Worksheet C-2 – Certified Enrollment Information and Funds Requested**

Applicants must complete and submit this worksheet for each site in which the current part-day program is requesting to expand to full-day. Duplicate this page if more than one site is proposed. The Service County Rate Information will auto-populate based on the county selected.

**Worksheet C-3 – Current Certified Enrollment Information**

Applicants must complete and submit this worksheet for each site in which the current part-day program is requesting to expand to full-day. Manually enter the number of currently enrolled Part-Day children, whose service hours will be expanded to Full-Day, for each enrollment category. Once completed, the Total Current Adjusted Child Days of Enrollment per day will be calculated.

**Worksheet C-4 – Current Certified Enrollment Information and Service Earnings Calculations**

Applicants must complete and submit this worksheet for each site in which the current part-day program is requesting to expand to full-day. Total Adjusted Certified Child Days of Enrollment per day and Service County Rate will auto-populate from Worksheet C-2 and C-3. Applicants will manually type in the current Days of Operation from the Program Calendar. Once completed, the current Service Earnings for this site will be calculated.

**Worksheet C-5 – Projected Certified Full-Day Enrollment Information**

Applicants must complete and submit this worksheet for each site in which the current part-day program is requesting to expand to full-day. Duplicate this page if more than one site is proposed. Manually enter the number of certified children that are currently enrolled in the Part-Day program, as reported on Worksheet C-3, into the corresponding Full-Day category. Once completed, the Total Projected Adjusted Child Days of Enrollment per day will be calculated.

**Worksheet C-6 – Projected Certified Full-Day Enrollment Information and Service Earnings Calculations**

Applicants must complete and submit this worksheet for each site in which the current part-day program is requesting to expand to full-day. Duplicate this page if more than one site is proposed. Total Adjusted Certified Child Days of Enrollment per day and Service County Rate will auto-populate from Worksheet C-2 and C-5. The applicant will manually type in the Days of Operations it will operate the Full-Day program. Once completed, the Projected Service Earnings for this site will be calculated.

**Worksheet C-7 – Summary of Funds Needed to Serve Full-Day Program**

For each site from Worksheet C-1, C-4, and C-6 manually enter: Site Name, Total Current Service Earnings, and Total Projected Full-Day Service Earnings. The Total Funds Requested to Serve Full-Day and Grand Totals will calculate and auto-populate.

#### Statement of Fiscal Resources

All applicants must complete this attachment. List all sources of funding including the funding agency, the amount funded, and the name of fund source. Include the total amount of funding received. The total amount must be at least 25 percent of the total contract dollars requested. Applicants may duplicate this section to submit information on additional funding sources.

#### Program Attachments

All applicants must upload the Program Calendars, Program Narrative (Scoring Rubric), and Program Staffing Plan. Upload the FCCHEN Operation Information Attachment and Subcontractor Certification if applicable to your agency.

* FY 2024–25 Program Calendar (EED-9730)
* Program Narrative (Scoring Rubric)
* Program Staffing Plan
* FCCHEN Operation Information (if applicable)
* Subcontractor Certification (if applicable)

#### Program Calendar

Applicants must complete and submit a Program Calendar for all proposed days of operation for FY 2024–25 (Form EED-9730). The calendar will automatically total the Minimum Days of Operation (MDO) when the dates are selected. If the agency proposes to provide both part-day/part-year, and full-day/full year CSPP services, submit a separate FY calendar for each program. To complete the Program Calendars, please ensure you address the following items:

* Type the legal name of the applicant, county, and vendor number in the shaded boxes at the top of the Program Calendar. Applicants not currently under contract with the CDE must leave the vendor number blank.
* Click on the date for all days when the program will serve subsidized children during the correct FY contract period.
* The total number of days marked with a check mark for each contract will constitute each contractor’s MDO.
* Include the completed program calendars for both full- and part-year, as applicable, for FY 2024–25 in the application package when submitting to the CDE.

#### Program Narrative (Scoring Rubric)

All applicants must compose and submit a program narrative. Instructions for the Program Narrative are available in the FY 2024–25 CSPP Expansion RFA Instructions on the CDE CSPP RFA web page at [https://www.cde.ca.gov/fg/fo/r2/cspp24rfa.asp](http://staging.cde.ca.gov/fg/fo/r2/cspp24rfa.asp).

The written program narrative section is the sole section of the application that is scored. To be eligible for funding, the applicant must obtain a minimum score of 89, which is 70 percent of the 126 total points possible.

Applicants must follow all instructions for the written program narrative, or the application may be screened out. The written program narrative section of the RFA can be accessed on the RFA web page at [https://www.cde.ca.gov/fg/fo/r2/cspp24rfa.asp](http://staging.cde.ca.gov/fg/fo/r2/cspp24rfa.asp).

A written narrative must be provided for all questions in Sections A through E, as outlined below:

1. Preschool Program Quality (A1–A11)
2. Inclusion (B1–B3)
3. Dual Language Learners (C1–C2)
4. Program Accountability (D1–D3)
5. Program Operations (E1–E2)

Written program narrative responses must be completed on the included written program narrative template, in accordance with information described in this section of the application and align with the Scoring Criteria included in the written program narrative template, which is aligned to the Scoring Rubric. As applicants complete the written program narrative, the following requirements must be adhered to:

* Information included in the application must be relevant and unique to the program being administered by the applicant.
* Applicants must describe the preschool program that the agency will implement. Any application containing false or misleading information is cause for disqualification.
* An application that is plagiarized in any part or form from another agency’s application will automatically be rejected. Applicants must not submit an application where the text has been copied from another agency’s previous or current application, whether another agency has voluntarily or involuntarily provided the information.
* Each individual question must be completed following the format requirements provided below:
  + Program Narrative responses shall be limited to one page for each question. An individual question may require an entire page or a partial page response. If a question is completed without using the entire page, the remaining page space cannot be used to expand on a different question. (Note: The EED readers will not consider portions of a response that exceeds the stated limit for each question.)
  + If emailing in a scanned copy:
    - Applicants must use 8 ½ x 11-inch white paper; single-sided only. All margins must be a minimum of one-half inch from the edge of the paper.
    - Only 12-point Arial font may be used.
    - Each response must include a header with the following information:
      * Legal name of agency
      * Page number
      * Title of Program Narrative section and item number (for example, A1. Preschool Program Quality – Desired Results Developmental Profile, B1. Inclusion, and so on) Each response belongs under their respective titles and pages and responses are limited to one page per question.

#### Program Staffing Plan

All applicants must complete a program staffing plan. This attachment and accompanying instructions are available on the CDE CSPP RFA web page at [https://www.cde.ca.gov/fg/fo/r2/cspp24rfa.asp](http://staging.cde.ca.gov/fg/fo/r2/cspp24rfa.asp).

#### FCCHEN Operation Information

Optional attachment for applicants planning to operate a FCCHEN. This attachment and accompanying instructions are available on the CDE CSPP RFA web page at [https://www.cde.ca.gov/fg/fo/r2/cspp24rfa.asp](http://staging.cde.ca.gov/fg/fo/r2/cspp24rfa.asp).

#### Subcontractor Certification

Optional attachment for applicants planning to use subcontractors. This attachment and accompanying instructions are available on the CDE CSPP RFA web page at [https://www.cde.ca.gov/fg/fo/r2/cspp24rfa.asp](http://staging.cde.ca.gov/fg/fo/r2/cspp24rfa.asp).

#### AttachIt (Snap Survey method only)

All attachments via Snap Survey will be uploaded through the AttachIt feature. These files should be saved into a single zip file as only one file can be uploaded per applicant. The zip file size limit is 20 MB. To learn more about zip files and how to create them, visit Microsoft Support, here: <https://support.microsoft.com/en-us/windows/zip-and-unzip-files-f6dde0a7-0fec-8294-e1d3-703ed85e7ebc>.

The following forms are required of all applicants, whether the application is submitted through Snap survey or a scanned and emailed application:

* Program Narrative
* FY 2024–25 Program Calendar
* Statement of Fiscal Resources
* Program Staffing Plan

### Section IV – Certifications

The applicant agency signs the included certification to attest that the agency will fulfill all of the agreements, certifications, and conditions as described in this RFA, as well as abide by all applicable state and federal laws. On the Snap Survey, each box must be selected in order to sign the certification. If submitting a scanned copy of the application, the person completing the RFA must initial next to each certification, and the Applicant Certification must be signed in blue ink.