



# Continued Funding Application FY 2021–22 Webinar

**CALIFORNIA DEPARTMENT OF EDUCATION**

Tony Thurmond, State Superintendent of Public Instruction

# Webinar Preparation

- Referenced documents:
  - Continued Funding Application (CFA) FY 2021–22 Application Forms
  - CFA FY 2021–22 Instructions

Tips will appear in sections of the CFA that are frequently completed incorrectly.

# Application Updates and Technical Assistance

- New for this fiscal year:
  - Electronic CFA submissions will be accepted
  - New question added to Section III – Contractor’s Officers and Board of Directors Information
  - Allocation of Funds form has been removed and is no longer required.
  - Certification of Contractor Information in the Child Development Management Information System (CDMIS) form is now included in the CFA Application Forms

# Application Updates and Technical Assistance (continued)

- Auto-populating headers
- User-friendly check boxes
- Pre-populated dropdown menus
- For technical assistance, contact the Early Learning and Care Division (ELCD) CFA Team by email at [CFA@cde.ca.gov](mailto:CFA@cde.ca.gov)
  - Include a name and phone number on all inquiries
  - Allow up to 24 hours for a response

# Webinar Outline

- Statutory Background
- Submission Requirements
- Module 1: CFA Forms
- Module 2: CFA Attachments

# Statutory Background (1)

California Code of Regulations , Title 5 (5 CCR), Division 1, Chapter 19, Subchapter 1, Article 5, Section 18010:

- Contractors that intend to accept the offer to continue services in the subsequent contract period shall respond to a continued funding application request from the Child Development Division in accordance with the instructions and timelines specified in the request.

## Statutory Background (2)

- Failure to respond within the timelines specified in the continued funding application request shall constitute notification to the Child Development Division of the contractor's intent to discontinue services at the end of the current contract period.

# Application Submission Requirements (1)

- Electronic application submission is encouraged.
  - Email all forms and attachments to [CFA@cde.ca.gov](mailto:CFA@cde.ca.gov)
  - Include the following statement in the body of the email:
    - “By submitting the attached, I certify that I am authorized to submit, and have approved, this Continued Funding Application for [agency name], vendor number [XXXX]“
- All forms requiring a signature must be signed by the contractor’s authorized representative by digitally signing or printing, physically signing, and scanning for electronic submission.



# Application Submission Requirements (2)

- Applications may also be submitted via physical mail
- Print all pages single-sided
- All forms must be signed in **blue ink**

# Application Submission Requirements (3)

- Send the completed and signed CFA and all required attachments to the following address:

## **Continued Funding Application FY 2021–22**

Early Learning and Care Division  
California Department of Education  
1430 N Street, Suite 3410  
Sacramento, CA 95814-5901

- Applications must be received on or before 5 p.m., **November 10, 2020** regardless of electronic or physical application submission.

# CFA Signature Pages

- The following documents in the CFA must be signed unless exempt:
  - Section V – Personnel Certification
  - Section VI – Subcontract Certification
  - Section VII – Contractor Certification
  - Section VIII – Certification of Contractor Information in the CDMIS
  - Payee Data Record (STD 204)

**Tip:** Refer to the instructions for details regarding which programs and agencies are exempt from completing certain forms.

# Module 1: CFA Forms

**Tip:** Download and save the application and forms before completing them.

# Section I: Contractor Information (1)

- Contractor's legal name, headquartered county, and vendor number should all auto-populate in the header of subsequent pages
- Headquartered (HQ) County is where:
  - Contractors have provided child care services in the service delivery area, or
  - Contractors have their primary administrative office

# Section I: Contractor Information (2)

- **Tip:** The Executive Director's information and Contractor's Legal Business Address must match the information in CDMIS.

# Section II: Contract Types

- Check all applicable boxes indicating the programs the contractor intends to continue to administer for the Fiscal Year 2021–22.
- The contractor agrees to continue implementation of these programs with funds provided by the CDE.

# Section III: Contractor's Officers and Board of Directors Information

- Answer the questions by checking “Yes” or “No” as applicable
- Provide an explanation if contractor does not have a Board of Directors
- Complete remaining information as instructed
- Provide personal contact information
  - Non-local educational agencies must provide their own contact information that is not associated with the organization
- Attach additional sheets as necessary



# Section IV: Program Narrative (1)

- Used to identify which contract types have programmatic and/or calendar changes
- All contractors with programmatic or calendar changes must also submit the Program Narrative Change Form ELCD 3704A.
- Changes in Minimum Days of Operation (MDO) is considered a calendar change that results in a Program Narrative Change and requires Form ELCD 3704A to be completed
- Any change in how programs are administered are considered programmatic changes that also require the Form ELCD 3704A to be completed
- Program calendars must be submitted for all program types even if there are no changes from the previous year

## Section IV: Program Narrative (2)

- Example 1: Contractor operates programs that do not have any programmatic or calendar changes. In Section IV-A, check the box beside each contract type the contractor operates that do not have any programmatic and calendar changes. Be sure to check all the boxes that apply to your agency. Contractors in this example are not required to attach the Program Narrative Change Form (ELCD 3704A).

## Section IV: Program Narrative (3)

- Example 2: Contractor operates program that do have programmatic and/or calendar changes. In Section IV-B, check the box beside each contract type the contractor operates that do have a programmatic and/or calendar change. For each contract type selected in this section, complete a separate form ELCD 3704A. The Program Narrative Change Form is required to define the requested changes and must be completed for each contract type.

# Section V: Personnel Certification

- The CDE requires all Center-Based and Family Child Care Home Education Network (FCCHEN) contractors to employ fully qualified personnel.
- This form is not required for agencies who only operate Alternative Payment (AP) and Resource and Referral (R&R) programs.
- Complete the Personnel Certification as instructed

# Section VI: Subcontract Certification (1)

- Form is completed to identify whether or not contractors have subcontractors
- Must be completed and signed by all agencies that operate any of the contract types listed on the form.
- This form is not required for agencies who only operate AP and R & R programs.

# Section VI: Subcontract Certification (2)

**Example 1:** Contractor does **not** subcontract direct services

- In Section VI-A, check the box for each contract type (if any) the contractor operates without the use of a subcontractor.

# Section VI: Subcontract Certification (3)

**Example 2:** Contractor does subcontract direct services

- In Section VI-B, check the box for each contract type (if any) the contractor subcontracts.
- For each contract type identified that uses a subcontractor, submit a separate Subcontract Certification Form ELCD 3704B. This form can be downloaded from the CFA web page.

# Section VII: Contractor Certification

- This form certifies that the contractor complies with all applicable program statutes and regulations.



# Section VIII: Certification of Contractor Information in the CDMIS (1)

- Contractors are required to update all information in CDMIS
- Information in CDMIS becomes part of the agency's contract
- Only “super users” can access the Update Agency Information function within CDMIS.
- To review the information and submit changes, log on to CDMIS.

# Section VIII: Certification of Contractor Information in the CDMIS (2)

- Update site license information

**Tip:** For licensed facilities, provide the license issued by the Community Care Licensing Division.

- Update the number of children served by contracts at sites/offices to reflect services as of **September 8, 2020**.

# Section VIII: Certification of Contractor Information in the CDMIS (3)

- Complete Section VIII of the application (page 9) or generate and print the Agency Information Certification form in CDMIS
- Contractor's representative must sign and date the form and include it with the CFA

# Section VIII: Certification of Contractor Information in the CDMIS (4)

- All changes submitted will remain pending until reviewed by your assigned consultant

**Tip:** If changes are pending approval, contractors should still complete Section VIII or generate and print the “Agency Information Certification” form.

# Section VIII: Certification of Contractor Information in the CDMIS (5)

## Ongoing Updates:

- Submit ongoing updates as changes occur
- Number of children served by contract and age group at each site/office only needs to be updated once a year during the CFA process

# Section VIII: Certification of Contractor Information in the CDMIS (6)

- Contact your assigned consultant for instructions on how to change your contractor's legal name or mailing address
- For CDMIS questions and technical assistance, contact CDMIS staff by phone at 916-445-1907 or by email at [CDMIS@cde.ca.gov](mailto:CDMIS@cde.ca.gov).

# Module 2: CFA Attachments

**Tip:** Download and save the attachments before completing the forms.

# Section IX: Required Attachments

The following attachments are located on the CFA web page:

- A. Program Calendar (ELCD 9730)
- B. Payee Data Record (STD 204)
- C. Secretary of State
- D. Verification of School District Name and Address
- E. Program Narrative Change (ELCD 3704A)
- F. Subcontractor Information (ELCD 3704B)



# Attachment A: Program Calendar (1)

## Program Calendar (ELCD 9730)

- The Program Calendar is required for **all** contract types and must be completed separately for each contract.
- The 2021–22 Program Calendar is available on the CFA web page at: <https://www.cde.ca.gov/sp/cd/ci/cfaforms2122.asp>

# Attachment A: Program Calendar (2)

- At the top of the form, insert the name of the contractor, vendor number, county, and contract type
- Enter an uppercase “X” for all days that the program will serve subsidized children during the FY 2021–22 contract period for Center-based programs and Family Child Care Home Education Networks
- Alternative Payment and Resource and Referral programs should mark the days the program office is open for business.

# Attachment A: Program Calendar (3)

- The total number of days marked with an “X” will be the contract’s Minimum Days of Operation (MDO)
- Submit a separate calendar for each contract type that the contractor operates

# MDO Changes

## **For changes to the MDO from the previous FY:**

- Complete and submit a Program Narrative Change form (ELCD 3704A) to justify changes to the previously approved MDO
- If the MDO changes after the submission of the CFA, contractors should justify the changes by submitting revised calendars and Program Narrative Change forms for approval by the assigned consultant.
- Program Narrative changes for FY 2021–22 are due by June 30, 2021

# Attachment B: Payee Data Record

- Non-public agencies must download and complete the State of California Payee Data Record form (STD 204)  
<https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf>
- The mailing address and business address on the Payee Data Record form should match the information submitted in Section I of the CFA

# Attachment C: Secretary of State

## **Non-public agencies only:**

- Print a verification of the contractor's status with the Secretary of State as instructed
- Contractors that are required to register with the Secretary of State must have an "active" status
- If the contractor's status is "inactive," contact your assigned consultant immediately.

**Tip:** The name and address listed on the Secretary of State page must match the Payee Data Record form and Section I of the CFA.

# Attachment D: Verification of School District Name and Address

## **Public agencies only:**

- Save or print a verification of your district or county office legal name and address as instructed in Section IX D of the CFA instructions.

**Tip:** The information must match the information submitted in Section I of the CFA.

# Attachment E: Program Narrative Change (ELCD 3704A)

**Only contractors who selected contract types in Section IV B must complete this form.**

- Answer all questions as prompted.
- A separate form must be completed for **each** contract type that has programmatic or calendar changes.



# Attachment F: Subcontractor Certification (ELCD 3704B)

**Only contractors who selected contract types in Section VI B must complete this form.**

- Complete the form as instructed in Section IX F of the CFA instructions.
- A separate form must be completed for **each** contract type.

# Section X: Application Checklist

- The checklist must be submitted with the CFA
- Check all of the boxes for documents you are submitting

# Contact Information

For questions and technical support, contact the ELCD CFA team by email at [CFA@cde.ca.gov](mailto:CFA@cde.ca.gov)