



TOM TORLAKSON

State Superintendent
of Public Instruction

FY 2017–18 Continued Funding Application Webinar

CALIFORNIA DEPARTMENT OF EDUCATION

Tom Torlakson, State Superintendent of Public Instruction



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Webinar Preparation

- Print and reference:
 - The FY 2017–18 Continued Funding Application (CFA) Forms
 - The FY 2017–18 CFA Overview and Instructions
- Bottom left-hand corner of each slide contains page numbers for reference
- “**Tip**” appears in sections of the CFA that are frequently completed incorrectly



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Application Updates and Technical Assistance

- Auto-populating headers
- User-friendly check boxes
- Pre-populated dropdown menus
- For technical assistance contact the Early Education and Support Division (EESD) by e-mail at CFA@cde.ca.gov
 - Include a name and callback number on all inquiries



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Webinar Outline

- Statutory Background and Submission Requirements
- Module 1: CFA Forms
- Break for Questions
- Module 2: CFA Attachments
- Closing Questions



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Statutory Background

According to Title 5 Regulations:

- 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.
- 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.



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Application Submission Requirements

- Contractors submit three (3) total CFA packages:
 - **One** (1) original CFA and all attachments
 - **Two** (2) copies of CFA and all attachments
- Complete CFA and all attachments must be printed single-sided.
- Original documents must be signed in **blue ink** by the contractor's authorized representative.
- EESD will not accept electronic versions, or faxed applications.
- A delay in submitting your CFA may result in the late issuance of a FY 2017–18 contract.



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Application Submission Requirements

- Application may be mailed or personally delivered to the California Department of Education (CDE).
- Application packages must be **received** by CDE on or before 5 p.m., December 1, 2016 to the following address:

Fiscal Year 2017–18 Continued Funding Application

Early Education and Support Division

California Department of Education

1430 N Street, Suite 3410

Sacramento, CA 95814-5901



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CFA Signature Pages

The following documents must be included in the CFA packet with a signature:

- Personnel Certification
- Subcontract Certification
- Contractor Certification
- Update and Certification of Contractor Information in the Child Development Management Information System (CDMIS) Database
- Payee Data Record



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Module 1: CFA Forms

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



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Section I: Contractor Information

- Contractor Legal Name, Vendor Number, and Headquartered County auto-populate
 - Verify information is correct
- Headquartered (HQ) County is where:
 1. Contractors have provided child care services in the service delivery area, OR
 2. Contractors have their primary administrative office.



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Section I: Contractor Information

- Complete the Contractor Information as instructed
- **Tip:** Executive Director's information and Contractor's Legal Business Address must match the information in the Child Development Management Information System (CDMIS).



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Section II: Contract Types

- Check all applicable boxes indicating the programs the contractor intends to continue to administer for the Fiscal Year 2017–18.
- The contractor agrees to continue implementation of these programs with funds provided by the California Department of Education.



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

- Does the Contractor have a Board of Directors? Select "Yes or "No"
- Provide explanation if Contractor does not have a Board of Directors.
- Complete remaining information as instructed.



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Section IV: Allocation of Funds

- Contractors who provide direct services must complete this form.
- This form is used to track contract funds as budgeted by service county for each of the contract types the contractor operates.



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Section IV: Allocation of Funds

At the top of the form include:

- Contractor's Fiscal Contact Name
- Contractor's Fiscal Contact E-Mail Address
- Include the Date

- **Questions on this form contact:**

Robert Hom, Fiscal Analyst

Child Development and Nutrition Fiscal Services Unit
at 916-322-5090 or by e-mail at RHom@cde.ca.gov.



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Section IV: Allocation of Agency Funds

- Example 1:
 - If your agency provides services **only** in the HQ County
 - Percentages must total 100 percent. Total will auto-calculate

Contract Type:	Contract Number:
CHAN	1235
County Name:	% of Total
04 Butte	100 %
00 Select One	%
00 Select One	%
00 Select One	%
Total	100 %

Example 1 available in the CFA Overview and Instructions on the CFA Web page at: <http://www.cde.ca.gov/sp/cd/ci/documents/cfa1718inst.pdf>



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Section IV: Allocation of Agency Funds

- Example 2:
 - If your agency provides services in **multiple counties**
 - Percentages must total 100 percent. Total will auto-calculate

Contract Type:	Contract Number:
CCTR	3236
County Name:	% of Total
04 Butte	75 %
15 Kern	25 %
00 Select One	%
00 Select One	%
Total	100 %

Example 2 in the CFA Overview and Instructions on the CFA Web page at: <http://www.cde.ca.gov/sp/cd/ci/documents/cfa1718inst.pdf>



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Section V: Program Narrative Form

- Used to identify which contract types have program narrative changes, and which program narratives will remain the same
- Program calendars must be submitted for both Example 1 and Example 2



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Section V: Program Narrative Form

- Example 1: Contractor operates a program that does not have programmatic or calendar changes
 - In Section V-A, Check box beside each contract type(s) the contractor operates that **does not** have programmatic **or** calendar changes.
- Contractors in Example 1 are not required to attach the Program Narrative Change Form (EESD 3704A).



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Section V: Program Narrative Form

- Example 2: Contractor operates a program that has programmatic and/or calendar changes
 - In Section V-B, check box beside each contract type(s) the contractor operates that **do** have either a programmatic and/or calendar changes
- Contractors in Example 2 must attach the Program Narrative Change Form (EESD 3704A).



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Section VI: Personnel Certification

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



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Section VII: Subcontract Certification

- Form is completed to identify subcontractors
- **Tip:** This form must be signed by all contractors (Example 1 and Example 2 must sign)



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Section VII: Subcontract Certification

- Example 1: Contractor does **not** subcontract direct services
 - Section VII-A, check the box for each contract type(s) (if any) the contractor operates without the use of a subcontractor.



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Section VII: Subcontract Certification

- Example 2: Contractor does subcontract direct services
 - Section VII-B, check the box for each contract type (if any) the contractor subcontracts.
- For each contract type(s) identified with the use of a subcontractor submit a separate Subcontract Information Form EESD 3704B in Section IX G. This form can be downloaded from the CFA Web page.



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Section VIII: Contractor Certification

- Ensures that Contractor complies with all applicable program statues and regulations
- Must be **signed in blue ink** by all contractors



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Questions?



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Module 2: CFA Attachments

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



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Section IX: Required Attachments

The following attachments are located on the CFA Web page:

- A. Program Calendar (EESD 9730)
- B. Certification of Contractor Information, generated from CDMIS database
- C. Payee Data Record (STD. 204)
- D. Secretary of State
- E. Verification of School District Name and Address
- F. Program Narrative Change (EESD 3704A)
- G. Subcontract Information (EESD 3704B)



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Attachment A: Program Calendar

A. Program Calendar (EESD 9730)

- The Program Calendar is required for **all** contractors
- The 2017–18 Program Calendar is available on the CFA Web page at:
<http://www.cde.ca.gov/sp/cd/ci/cfaforms.asp>
- On the top of the form; insert the name of the contractor and Vendor Number. Click on the County box, select the county from the drop-down list. Click on the Contract Type box, select the contract type from the drop-down list.



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Attachment A: Program Calendar

- Click on date for days of operation; enter an “X” for all days that the program will serve subsidized children during the FY 2017–18 contract period (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.



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Attachment A: Program Calendar

- The total number of days marked with an “X” will contain each contract's Minimum Days of Operation (MDO).
- Submit a calendar for each contract type the contractor operates.
- Print the completed EESD–9730 form, single sided.



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MDO Changes

For changes to the MDO:

- Complete and submit a Program Narrative Change Form (EESD 3704A) to justify changes to a previously approved MDO.
 - This form is available on the CFA Web page at:
<http://www.cde.ca.gov/sp/cd/ci/cfaforms.asp>
- 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 2017–18 are due by June 30, 2017



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Attachment B: Certification of Contractor Information in CDMIS

- Contractors are required to update all information in CDMIS
- Information in CDMIS becomes part of the agency's contract
- To access this information, the person logging on to CDMIS must be a "super user".



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Attachment B: Certification of Contractor Information in CDMIS

CDMIS Database

- Only “super users” can access the Update Agency Information function within CDMIS.
- To review the information and submit changes, log on to CDMIS at <https://www4.cde.ca.gov/cdmis/default.aspx>.
- Complete the CDMIS check list provided for your review.



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Attachment B: Certification of Contractor Information in CDMIS

- Update the site license information.
 - **Tip:** for licensed facilities, match the license issued by community care licensing division.
- Update the number of children served by contracts at sites/offices to reflect services as of **October 5, 2016**

Generate and print Agency Information Certification Form

- Contractor's representative must sign and date form, include with your Continued Funding Application



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Attachment B: Certification of Contractor Information in CDMIS

Generate and print Agency Information Certification Form (Cont.)

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

Tip: If pending approval, contractors may proceed to generate and print the “Agency Information Certification form”



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Attachment B: Certification of Contractor Information in CDMIS

Ongoing Updates

- Submit ongoing updates as changes occur
- Number of children served by contract and age group at each site/office
- Contact your assigned Consultant for instructions on how to **change** your contractor's legal name or mailing address
- Questions how to submit changes within the "Update Agency Information" contact CDMIS staff at 916-445-1907



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CDMIS Technical Assistance

- For questions and technical assistance contact:

CDMIS Support

Phone: 916-445-1907

E-mail: CDMIS@cde.ca.gov



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Attachment C: Payee Data Record

- **Non-public agencies** must download and complete the State of California Payee Data Record (Standard 204) from the CDE Forms Web page at <http://www.cde.ca.gov/sp/cd/ci/documents/std204formeesd.pdf>
- **Note: A public agency** is a state agency, city, county, special district, school district, community college district, county superintendent of schools, or federal agency



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Attachment C: Payee Data Record

- Complete the Payee Data Record as instructed
- General Tips:
 - The **Mailing Address and Business Address** on the Payee Data Record should match the information submitted in Section I of CFA
 - This document must be signed in blue ink



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Attachment D: 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 "active" status
 - If the Contractor's status is "inactive," contact your assigned Consultant immediately.
- **Tip:** Name and Address must match the STD 204 **AND** the information submitted in Section I of the CFA.



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Attachment E: Verification of School District Name and Address

Public agencies only

- Print a verification of your district or county office legal name and address as instructed.
- **Tip:** The information must match the information submitted in Section I of the CFA.



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Program Narrative Change (EESD 3704A)

Only contractors who selected contract types in Section V-B complete and attach this form.

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



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Subcontract Certification (EESD 3704B)

Only contractors who selected contract types in Section VII-B complete and attach this form.

- Complete form as instructed.
- A separate form must be completed for each contract type.
- **Tip:** Does this subcontractor also contract with EESD?
 - Does the subcontractor have a separate EESD contract and vendor number?



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Section X: Application Checklist

- The checklist must be submitted with the CFA
- Check all the boxes for documents submitted



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Questions?



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CFA Web Page

The CFA Web page is available at
<http://www.cde.ca.gov/sp/cd/ci/cfaforms.asp>.

- Frequently Asked Questions from this presentation will be posted on the CFA Web page.
- The CFA Web page includes all links referenced in this presentation.
- A recorded version of this webinar and the slides will be available on the CFA Web page.



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Contact Information

**For questions and technical support, contact the
EESD CFA Team by e-mail at CFA@cde.ca.gov.**