

Fiscal Year 2016–17

California State Preschool Program
Expansion Funding
Request for Applications
Instructions



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Section I – Contractor Information

Legal Name of Contractor: Insert the legal name of the Local Educational Agency (LEA) applying for program funds exactly as it appears on the California School Directory Web page at <http://www.cde.ca.gov/re/sd/index.asp>.

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 *California Code of Regulations (CCR)*, Section 18001(b), an agency is “Headquartered in” a specific county or service area if either of the following apply:

- Contractors or applicants who have provided child care and development services in the service delivery area, as defined in 5 *CCR* Section 18000(f) for at least three years immediately preceding the date of the Request for Applications (RFA); or
- Contractors or applicants who have their primary administrative office for the child development program in the service delivery area as defined in 5 *CCR* Section 18000(f). The primary administrative office is that office which houses the executive officer(s), the fiscal functions and other centralized support services.

Vendor Number: Insert the California Department of Education (CDE) assigned vendor code 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 Name: Insert the name of the person who has the authority to sign and engage in a contractual agreement with the CDE.

Executive Director’s Telephone Number, Fax and E-mail: Insert the telephone number, fax, and e-mail address of the applicant agency’s administrative office.

Program Director Name: Insert the person’s name that will have administrative and programmatic responsibility, as defined in *Education Code (EC)* sections 8244(b)(1)(A) and (C), for the California State Preschool Program (CSPP) program described in this application. For CSPPs operated via Family Child Care Home Education Networks (FCCHEs), administrative and programmatic responsibility includes ensuring that quality services are provided by the family child care home provider. Enter “To Be Determined” if agency does not have a program director at the time of application.

Program Director Telephone Number and E-mail: Insert telephone number and e-mail of the Program Director’s administrative office, if applicable.

Agency Legal Business Address: Insert the legal physical headquartered address of the contractor. Include the suite, room, or other unit number after the street address,

city, and zip code. This address will be used by the CDE to mail the funding correspondence letter and future apportionment checks.

Name and Title of Contact Person Completing Application: Insert the name and title of the contact person completing the application.

Contact Person Telephone Number and E-mail: Insert telephone number and e-mail of the contact person.

Section II – Legal Status of Contractor

Select the contractor’s legal status: Check the appropriate box that identifies the organization as a unit of community college, county office of education, school district, or direct funded charter school.

County District School (CDS) Code: Enter CDS code as published in the California Public School Directory on the CDE California School Directory Web page at <http://www.cde.ca.gov/re/sd/>.

Are you a current Early Education Support Division (EESD) contractor?: Select “Yes” if your agency currently holds a contract with the CDE, EESD. Select “No” if your agency does not have an executed EESD contract.

If yes, select a box for each program type you currently operate. Select all that apply: If you selected “Yes” in the previous section, select a box for each EESD contract your agency operates.

Section III – County or Counties of Service

List the county or counties you propose to provide services. Program sites must be located in the county or counties indicated on the application.

Section IV – Slots Requested

- Enter the number of children your agency will serve in full-day/full-year programs with this funding.
- Enter the number of children your agency will serve in part-day/part-year programs with this funding.
- Enter the proposed program start date.

Section V – Intent to Subcontract Services (if not subcontracting, skip this section)

Check the box if your agency intends to subcontract with a center-based agency described in the application. If not subcontracting, skip to Section VI.

Enter the subcontractor's information on Form EESD 3704B. Form 3704B and instructions are located on the CSPP Expansion Web page at <http://www.cde.ca.gov/fg/fo/r2/cspp16rfa.asp>.

Section VI – Intent to Operate a CSPP via a Family Child Care Home Education Network (FCCHEN) (if not operating a FCCHEN, skip this section)

Check the box if your agency intends to operate a FCCHEN to provide services described in the application. If not operating a family child care home education, skip to Section VII.

- **FCCHEN Providers Names:** Insert the names of the family child care home providers exactly as they appear on the license issued by the Department of Social Services (DSS), Community Care Licensing Division (CCLD). Include a copy of each provider's license and Child Development permit.
- **Address:** Insert the licensed family child care home providers addresses exactly as they appear on the license issued by the DSS, CCLD.
- **Contact Name, Phone, and Fax:** Insert the licensed child care home provider's name. Provide a daytime telephone number and, if available, a fax number and e-mail address.
- **CCL License Number and Capacity:** Insert the CCL license number and capacity as it appears on the license issued by the DSS.
- **Proposed Number of Children Served in this Home:** Insert the number of children your agency proposes to serve in this home.

Section VII – Fiscal Worksheets

A. Full-Day/Full-Year Programs:

Worksheet A-1 – Full-Day/Full-Year Certified Enrollment Information and Funds Requested

Applicants must complete, print, and submit Worksheet A-1 for each proposed Full-Day/Full-Year site. If more than one site is proposed, duplicate this page by

right-clicking on the tab, selecting “Move or Copy”, selecting “Create a Copy”, and clicking “OK”. Repeat this process for each proposed site.

Part 1

- Enter the Site Name and County.
- Enter the Site Address and Number of Classrooms.
- Enter License Number, Type, and Capacity.
- If license is pending approval, state that in the field, “License Number”. Services to children may not begin until the contractor submits to the CDE a copy of their site license or provides verification of license exempt status.

Part 2

- Enter the number of certified children you expect to enroll per day for each category.
- The worksheet will automatically sum the Total Certified Children per day (Line 1).
- 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 (Line 2).

Part 3

- Enter the Total Days of Operation from the Full-Day Calendar, minimum of 246 days (Line 3).
- The Total Adjusted Child Days of Enrollment per day (Line 2) will be multiplied by the Total Days of Operation (Line 3) to calculate the Total Annual Adjusted Child Days of Enrollment (Line 4) Excel will perform this calculation.
- The Total Annual Adjusted Child Days of Enrollment (Line 4) will be multiplied by the Daily Rate (Line 5) to calculate the amount of Funds Requested (Line 6) for this site. Excel will perform this calculation.

Worksheet A-2 – Full-Day/Full-Year Non-Certified Enrollment Information

Complete this worksheet ONLY if you will be serving non-certified children in your Full-Day/Full-Year program. Summarize all Full-Day/Full-Year Non-Certified enrollment for all Full-Day/Full-Year sites onto Worksheet A-2. Site specific information is not necessary.

- Enter the number of non-certified children you expect to enroll per day for each category.
- The worksheet will automatically sum the Total Non-Certified Children per day (Line 7).
- 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 (Line 8).

Worksheet A-3 – Full-Day/Full-Year Site Summary Information

Manually enter the Site Name, Total Certified Children per day, and Total Adjusted Child Days of Enrollment per day for each site from your Worksheet A-1(s).

- Enter Proposed Program Start Date for the Full-Day/Full-Year program: Enter the month, day, and year the agency proposes to start providing program services to children. This date must match the start date marked on the Program Calendar submitted with the application and cannot be earlier than April 1, 2017.
- Enter Proposed Days of Operation for the Full-Day/Full-Year program: The Days of Operation for this Full-Day/Full-Year contract is a minimum of 246 days per year. An agency proposing to operate a program for fewer than 246 days must attach to the application a justification for operating fewer days. The EESD will consider the request at the time the application is reviewed.
- From each Worksheet A-1, enter Site Name.
- From each Worksheet A-1, Line 1, enter Total Certified Children per day to be served under this contract for Full-Day/Full-Year.
- From each Worksheet A-1, Line 2, enter Total Adjusted Child Days of Enrollment per day.

- The Total Annual Adjusted Child Days of Enrollment will calculate and auto-populate by taking the Proposed Days of Operation multiplied by the Total Adjusted Child Days of Enrollment per day.
- The Total Funds Requested will calculate and auto-populate by multiplying the Daily Rate (\$42.38) by the Total Annual Adjusted Child Days of Enrollment.

Worksheet A-4 – Full-Day/Full-Year Projected Annual Program Budget

All applicants must complete the two-page budget worksheet of information requested in Columns A-D, covering a twelve month period. The shaded fields will calculate and total automatically and some data will auto-populate from previous worksheets.

The budget information will be considered in determining both an annualized award amount, as well as a prorated award amount for program services provided from April 1, 2017 through June 30, 2017.

B. Part-Day/Part-Year Programs:

Worksheet B-1 – Part-Day/Part-Year Certified Enrollment Information and Funds Requested

Applicants must complete, print, and submit Worksheet B-1 for each proposed Part-Day/Part-Year site. If more than one site is proposed, duplicate this page by right-clicking on the tab, selecting “Move or Copy”, selecting “Create a Copy”, and clicking “OK”. Repeat this process for each proposed site.

Part 1

- Enter the Site Name and County.
- Enter the Site Address and Number of Classrooms.
- Enter License Number, Type, and Capacity.
- If license is pending approval, state that in the field, “License Number”. Services to children may not begin until the contractor submits to the CDE a copy of their site license or provides verification of license exempt status.

Part 2

- Enter the number of certified children you expect to enroll per day for each category.
- The worksheet will automatically sum the Total Certified Children per day

(Line 1).

- 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 (Line 2).

Part 3

- Enter the Total Days of Operation from the Part-Day Calendar, minimum of 175 days (Line 3).
- The Total Adjusted Child Days of Enrollment per day (Line 2) will be multiplied by the Total Days of Operation (Line 3) to calculate the Total Annual Adjusted Child Days of Enrollment (Line 4). Excel will perform this calculation.
- The Total Annual Adjusted Child Days of Enrollment (Line 4) will be multiplied by the Daily Rate (Line 5) to calculate the amount of Funds Requested (Line 6) for this site. Excel will perform this calculation.

Worksheet B-2 – Part-Day/Part-Year Non-Certified Enrollment Information

Complete this worksheet **only** if you will be serving non-certified children in your Part-Day/Part-Year program. Summarize all Part-Day/Part-Year Non-Certified enrollment for all Part-Day/Part-Year sites onto Worksheet B-2. Site specific information is not necessary.

- Enter the number of non-certified children you expect to enroll per day for each category.
- The worksheet will automatically sum the Total Non-Certified Children per day (Line 7).
- 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 (Line 8).

Worksheet B-3 – Part-Day/Part-Year Site Summary Information

Manually enter the Site Name, Total Certified Children per day, and Total Adjusted Child Days of Enrollment per day for each site from your Worksheet B-1(s).

- Enter Proposed Program Start Date for the Part-Day/Part-Year program: Enter the month, day, and year the agency proposes to start providing program services to children. This date must match the start date marked on the Program Calendar submitted with the application and cannot be earlier than April 1, 2017.
- Enter Proposed Days of Operation for the Part-Day/Part-Year program: The Days of Operation for this Part-Day/Part-Year contract is a minimum of 175 days per year. An agency proposing to operate a program for fewer than 175 days must attach to the application a justification for operating fewer days. The EESD will consider the request at the time the application is reviewed.
- From each Worksheet B-1, enter Site Name.
- From each Worksheet B-1, Line 1, enter Total Certified Children per day to be served under this contract for Part-Day/Part-Year.
- From each Worksheet B-1, Line 2, enter Total Adjusted Child Days of Enrollment per day.
- The Total Annual Adjusted Child Days of Enrollment will calculate and auto-populate by taking the Proposed Days of Operation multiplied by the Total Adjusted Child Days of Enrollment per day.
- The Total Funds Requested will calculate and auto-populate by multiplying the Daily Rate (\$42.38) by the Total Annual Adjusted Child Days of Enrollment.

Worksheet B-4 – Full-Day/Full-Year Projected Annual Program Budget

All applicants must complete the two-page budget worksheet of information requested in Columns A-D, covering a twelve month period. The shaded fields will calculate and total automatically and some data will auto-populate from previous worksheets.

The budget information will be considered in determining both an annualized award amount, as well as a prorated award amount for program services provided from April 1, 2017, through June 30, 2017.

Section VIII – Contractor Certification

The applicant agency will fulfill all of the agreements, certifications, and conditions as

described in this RFA, as well as abide by all applicable federal and state laws.

Section IX – Fiscal Attachments

A. Program Calendar

1. FY 2016–17 Program Calendar

<http://www.cde.ca.gov/sp/cd/ci/documents/eesd9730progcal1617.xls>

- a) Full-Day/Full-Year Calendar
- b) Part-Day/Part-Year Calendar

2. FY 2017–18 Program Calendar

<http://www.cde.ca.gov/sp/cd/ci/documents/eesd9730progcal1718.xls>

- a) Full-Day/Full-Year Calendar
- b) Part-Day/Part-Year Calendar

Applicants must complete, print, and submit a Program Calendar (EESD-9730) for FY 2016–17 and FY 2017–18. The EESD-9730 will automatically total the Minimum Days of Operation (MDO) when the dates are marked “X”.

To complete the Program Calendar:

- Type the legal name of the applicant/contractor, county, vendor number, and contract type in the shaded boxes on the top of EESD-9730. Applicants not currently under contract with the CDE must leave the vendor number and contract type and number sections blank.
- Click on the date and enter an “X” for all days that the program will serve subsidized children during the correct FY contract period.
- The total number of days marked with an “X” for each contract will constitute each contractor’s MDO.
- Print the completed EESD-9730 for both Full and Part Year, for FY 2016–17 and for FY 2017–18.

Note: Pursuant to *EC* Section 8239(b), the MDO for full-day/full-year CSPP is 246 days. Pursuant to *EC* Section 8239(a), the minimum days of operation for part-day/part-year CSPP shall be between 175 and 180 days. Applicants proposing to operate less than the minimum days stated, must include a justification in their program narrative.

B. Statement of Fiscal Resources

It is recommended that each applicant, including school districts and other government agencies, possess sufficient fiscal resources in order to operate the program for a period of up to 90 days without funding from the State. In this section, list and describe fiscal resources (cash, line of credit, emergency loans, etc.) the agency has access to in order to cover operating costs for the first 90 days of CSPP program operation **only**. (This figure should be a minimum of 25 percent of the annualized total of the contract beyond any other fiscal resources being held for other contractual obligations.) Fiscal resource information should be specific (e.g., bank or lender name, address, contact name of bank representative(s), and/or name of the holder on the account) to ensure information provided by applicants can be confirmed by the EESD.

For LEAs (school districts, county offices of education, direct funded charter school and community colleges), complete the top portion of the form.

C. Program Staffing Plan

All applicants must complete a program staffing plan. This attachment and accompanying instructions are available on the CSPP RFA Web page at: <http://www.cde.ca.gov/fg/fo/r2/documents/cspp16fastaffingplan.doc>.

Section X – Program Attachments

A. Program Narrative

Complete a written narrative for program components 1 through 5 in accordance with the page limitation and information described in this section of the application. Additional detailed instructions are provided in the application. As agencies complete the written program narrative description, please note the following:

- The information in the application must be relevant and unique to the program to be administered by the applicant.
- Agencies will be required to describe the program that the agency will implement. Applications must not contain false or misleading information.
- The Program Narrative must be complete using the format requirements provided below:
 1. The Program Narrative must not exceed **18** pages and must align to the Scoring Rubric. Program Narrative components have specific page limitations, and applicants are limited to the number of pages specified for each component. **Note:** The EESD instructs readers not to consider the

portion of response that exceeds the stated page limitation for each program narrative component.

2. Applicants must use 8 ½ x 11 inch white paper; single-sided only.
3. All margins must be a minimum of one-half inch from the edge of the paper.
4. Use a standard 12-point font (e.g., Arial or Times New Roman) that does not exceed six lines per inch. Do not use a compressed, narrow, or script font.
5. **Only Exception:** Font size on the Weekly Activity Plan and Weekly Menu Planning Worksheet may be reduced to no smaller than a 9-point font.
6. When completing program narrative descriptions include a header with the following information:
 - Legal Name of Agency
 - Page Number
7. Title and underline each section of the response to identify the program component name (e.g., 1. Agency Philosophy and Introduction, 2. Children and Families, etc.), and place the response under the respective titles.

Points	Program Component	Page Limit	Information Requested
Not Scored	1. Agency Philosophy and Introduction	1	Provide a general overview of the agency's early education and development services for children and families. The agency may also use this section to explain the agency's unique features and philosophies that are important and promote understanding of the program as described in this application.
Not Scored	2. Children and Families	1	Describe the children and families to be served through this application (e.g., economic levels of families, ethnicity, languages other than English spoken in home, types of work in the area where services are proposed, and special needs of families served).

Points	Program Component	Page Limit	Information Requested
0 - 24	3. Program Description	3	<p>Describe your agency's strategic plan for the CSPP contract. Include a comprehensive description of how your agency plans to implement the following three items. For the three items below identify one goal, three action steps that will be taken for each goal, and how success will be measured.</p> <ol style="list-style-type: none"> 1. Learning activities and program design 2. Recruitment and retention of qualified staff (5 CCR and 22 CCR) 3. Staff development 4. Facilities management <p>Goals are broad and comprehensive statements that describe what the agency is going to accomplish. Written goals provide a picture of the agency's plan to build and sustain a high quality developmental program for children and support for their families.</p> <p>Action Steps are comprehensive descriptions of each step that is planned to reach the goal. Actions steps include how the actions steps will be taken, who will be responsible for completing the actions steps, and timelines and due dates for the action steps.</p> <p>Assessment process is used to determine if the goals and actions steps have been met. The assessment process also includes how success will be measured, who will be involved in the assessment process, and when the assessment will be completed.</p>
0-70	4. Meeting the Developmental Needs of Children	10	<p>Provide a written narrative for services that will be provided by the contract. Applicant must demonstrate a comprehensive and clearly defined rationale (aligned to the scoring rubric) for the selection of curricular activities to support children's developmental growth in each of the eight Desired Results Developmental Profiles (DRDP)-2015 Domains listed below:</p> <ol style="list-style-type: none"> 1. Approaches to Learning-Self Regulation (ALT-REG) 2. Social and Emotional Development (SED) 3. Language and Literacy Development (LLD) 4. English Language Development (ELD) 5. Cognition, Including Math and Science (COG) 6. Physical Development-Health (PH-HLTH) 7. History- Social Science (HSS) 8. Visual and Performing Arts (VPA)

Points	Program Component	Page Limit	Information Requested
0-20	5. Parent and Community Partnerships	3	Describe in detail the agency's plan to: <ol style="list-style-type: none"> 1. Assess parent interests, needs, and available community resources. 2. Develop and maintain strategic partnerships between community resource providers, parents, and the LEA to provide critical ongoing communication, educational activities, and referrals for services for parents and children. 3. Establish ongoing partnerships between preschool and kindergarten staff to ensure information on kindergarten readiness is provided to children and parents, including joint educational opportunities, visits, and kindergarten orientation activities.

A. Form G: Weekly Activity Plan

Activities must be age and linguistically appropriate, culturally supportive and designed to accommodate variation in rates of development with attention to individual learning styles and abilities.

Develop a weekly activity plan for the last week of September for one class of children.

The plan should be comprehensive, integrated, and experience based, establishing learning objectives that are incorporated into the activities. Nutrition education activities must be included.

Activity plan must include evidence of individualization that considers the diverse learning styles and abilities of each child.

B. Form H: Weekly Menu Planning Worksheet

Develop the Weekly Menu Planning Worksheet by providing the menu for the snacks and/or meals the program must serve to the children each day. Indicate the food items and portions of each snack and/or meal served. At the top of the worksheet describe the meal service, setting, and interactions.

The nutrition component ensures children have nutritious meals and snacks during the time they are in the program. Meals and snacks must be culturally and developmentally appropriate for the children being served and must meet the nutritional standards specified by the federal Child and Adult Care Food or the National School Nutrition Program. Additional information on nutritional standards may be found on the CDE Web site at <http://www.cde.ca.gov/ls/nu/he/oldchmlpat.asp>. (EC Section 8261 and 5 CCR Section 18278).

Full-Day programs must offer appropriate snacks and meals. If the applicant has applied for full-day, the menu must include **both** snacks and meals.

Part-Day programs must offer a snack or meal for each part-day session.