

Fiscal Year 2016–17

Request for Applications

California State Preschool Program

Expansion Funds for Slots Intended to Increase Access for
Children with Exceptional Needs

Round Two

Program Overview and Instructions



Table of Contents

Program Overview.....	1
Program Description and Requirements.....	1
Statutory and Regulatory Background.....	2
Program Funding.....	3
Who May Apply	3
General Contract Information	3
Service Level Exemption “Start-Up Allowance” (If Applicable)	4
Application Requirements	4
Application Package Preparation.....	4
Application Submission Requirements	5
Application Review Process	6
Preliminary Screening	6
Application Disqualification	6
Scoring Criteria.....	6
Application Result Notification	7
Appeals	7
Notification of Awards.....	7
Application Timelines	8
Instructions to Complete the Application Process	8
Attachment A: Scoring Rubric	12

Program Overview

Program Description and Requirements

The California Department of Education (CDE) Early Education and Support Division (EESD) announces the availability of expansion funding for the remaining 1,537 part-day/part-year slots to existing California State Preschool Program (CSPP) contractors through the CSPP Expansion Funds for Slots Intended to Increase Access for Children with Exceptional Needs (Round Two). Both Local Education Agencies (LEAs) and Non-Local Education Agencies (Non-LEAs) are eligible to apply. The intent of this funding is to provide increased access to CSPPs for children with exceptional needs in new and existing classrooms/sites. Existing sites must be approved in the Child Development Management Information System (CDMIS). New classrooms/sites will be required to provide proof of licensing or exemption from licensure in accordance with Health and Safety Code, Section 1596.792 before services can begin. The California *Education Code (EC)* Section 8208(l)(2) defines a child with exceptional needs as follows:

Children 3 to 21 years of age, inclusive, who have been determined to be eligible for special education and related services by an individualized education program team according to the special education requirements contained in Part 30 (commencing with Section 56000) of Division 4 of Title 2, and who meet eligibility criteria described in Section 56026 and, Article 2.5 (commencing with Section 56333) of Chapter 4 of Part 30 of Division 4 of Title 2, and Sections 3030 and 3031 of Title 5 of the California Code of Regulations. These children shall have an active individualized education program, shall be receiving early intervention services or appropriate special education and related services, and shall be children who require the special attention of adults in a child care setting. These children include children with intellectual disabilities, hearing impairments (including deafness), speech or language impairments, visual impairments (including blindness), serious emotional disturbance (also referred to as emotional disturbance), orthopedic impairments, autism, traumatic brain injury, other health impairments, or specific learning disabilities, who need special education and related services consistent with Section 1401(3)(A) of Title 20 of the United States Code.

Contractors shall request the total number of proposed slots needed to increase access for children with exceptional needs. For example, a contractor opening a new classroom to provide access for three to four children with exceptional needs should request the maximum number of slots available in the classroom (i.e., 24). Children and families enrolled must meet eligibility requirements specified in funding terms and conditions.

Pursuant to the authority provided in *EC* Section 8263(b)(3), the State Superintendent of Public Instruction (SSPI) is granting waivers to successful applicants allowing priority enrollment for children with exceptional needs. As part of this application, contractors are required to complete and submit the Form G: Request for Waiver of Enrollment Priorities (Section III) on page 4 of 6 of the application. This waiver gives first priority for enrollment to CSPP age-eligible children with exceptional needs. Please note that the waiver amends the established enrollment

priorities, but does not alter the enrollment eligibility requirements set forth in *EC* Section 8263(a). If contractors are unable to enroll children with exceptional needs in the slots requested, children without exceptional needs may be enrolled.

All children enrolled must meet eligibility requirements as set forth in *EC*.

CSPP funds will be used to provide services for age-eligible three and four-year-old California children. Pursuant to *EC* Section 8208(ai)(aj), CSPP age-eligible definitions are as follows:

- Three-year-old children are children who will have their third birthday on or before September 1 of the fiscal year they are being served.
- Four-year-old children are children who will have their fourth birthday on or before September 1 of the fiscal year they are being served.

Pursuant to *California Code of Regulations*, Title 5 (5 *CCR*) Section 18136, the part-day/part-year programs must operate three to less than four hours per day. The contractor is required to operate between 175 to 180 days unless the contractor has received prior approval to operate greater or fewer days.

Funding will be awarded in score order per county until county allocation is exhausted. Any county allocation not fully utilized will be redistributed to agencies in counties that did not have a sufficient allocation to award to all responsive agencies with passable scores.

Statutory and Regulatory Background

California *Education Code* (*EC*) Title 1, Division 1, Part 6, Chapter 2, sections 8235–8237 authorizes the State Superintendent of Public Instruction (SSPI) to administer CSPPs. General provisions for awarding funding are provided in 5 *CCR*, *EC*, Chapter 19, sections 18001–18003. Senate Bill 101 (Budget Act of 2015, Chapter 321) appropriated funding to provide 2,500 slots for part-day state preschool. First priority for these slots is for state preschool contractors that intend to use these slots to increase access for children with exceptional needs. Pursuant to 5 *CCR* Section 18272, the EESD requires each agency to maintain a developmental profile that identifies the emotional, social, physical, linguistic, and cognitive growth of each child served; and to use the profile to plan and conduct age and developmentally appropriate activities. Program contractors must maintain appropriate staffing ratios in accordance with 5 *CCR* Section 18290.

Pursuant to California *EC* Section 8263(b)(3), the SSPI shall set criteria for, and may grant specific waivers of, the priorities established in the *EC* for contractors that wish to serve specific populations, including children with exceptional needs.

Each applicant will be required as a condition of the contract with the CDE to adhere to the Funding Terms and Conditions (FT&Cs), the Program Requirements, the CDE Audit Guide,

and any other requirements incorporated into the contract, in addition to all other applicable laws and regulations. All pertinent information can be found on the CDE Laws, Regulations, and Requirements Web page at <http://www.cde.ca.gov/sp/cd/lr/>.

Program Funding

Who May Apply

Applicants must be current CSPP contractors. Both Local Education Agencies (LEAs) and Non-Local Education Agencies (Non-LEAs) are eligible to apply. If a contractor plans on opening a new classroom/site, services to children may not begin until the contractor submits to the CDE a copy of their site license or provides verification of their license exempt status in accordance with *Health and Safety Code*, Section 1596.792.

Current contractors are eligible to apply for funds, except when one or more of the following conditions apply during the Request for Application (RFA) cycle:

1. The contractor is on conditional status because of fiscal or programmatic noncompliance as described in 5 CCR sections 18303 or 18304 (5 CCR Section 18001); or
2. The CDE's EESD has conducted a compliance review pursuant to 5 CCR Section 18023 and the contractor has failed to clear items of fiscal and programmatic noncompliance identified in the review within 12 months of the issuance of the compliance review report (5 CCR Section 18001); or
3. The CDE reduced the contractor's current year maximum reimbursement amount due to the contractor's inability to utilize its full contract amount, whether through low enrollment or low expenditures for the same contract type (5 CCR Section 18001); or
4. The agency has in place or plans to have in place a person in a position of financial 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 8406.9).

General Contract Information

A contract issued by the CDE is a legally binding agreement between the CDE and a public or a privately-owned agency. The agency agrees to provide CSPP services according to defined programmatic and fiscal requirements, and the CDE agrees to reimburse the agency for those services according to defined limits.

Service Level Exemption “Start-Up Allowance” (If Applicable)

Start-Up Allowance Requests will only be considered for new classrooms/sites. Agencies requesting a Start-Up Allowance must submit a Request for Service Level Exemption Fiscal Year (FY) 2016–17 “Start-Up Allowance” (Form F), and Budget Narrative Justification FY 2016–17 “Start-Up Allowance” (Form F-1). The budget narrative must provide a written description that justifies the need for each requested line-item on Form F.

The line-item budget should include the item, quantity, unit cost, and total cost. All line-items will be reviewed to ensure the request is reasonable and necessary.

- Start-Up costs must be expended in the fiscal year they are approved.
- Start-Up costs awarded for FY 2016–17 require fiscal and audit reporting as specified in the FT&C.

Application Requirements

Application Preparation

The CDE requires that all applications for funding be completed in accordance with the following instructions:

Application Package Preparation

Applicants must submit all required information and forms requested in the RFA. Applications that are incomplete may be rejected and no further review will be made. Written notification will be provided to applicants whose application does not meet the submission requirements.

Format

Applications must conform to the following format requirements:

1. Applicants must use 8 ½ x 11 inch white paper; single side only.
2. All margins must be a minimum of one inch from the edge of the paper.
3. Use a standard 12-point font (e.g., Arial or Times New Roman) that does not exceed six lines per inch. Do not use compressed, narrow, or script font.

Presentation of Application

Each application must include the CSPP Expansion Funds for Children with Exceptional Needs Application Cover Sheet as the first page for the entire application. Do not attach additional covers or place applications in binders. Please ensure that each application is adequately secured with a staple or binder clip in the upper left-hand corner.

Application Submission Requirements

All applications must be received by the CDE on or before 5 p.m., August 2, 2016.

It is solely the applicant's responsibility to carefully review the RFA information and requirements before submitting an application for funding.

At the discretion of the CDE, failure to follow the submission requirements may result in the disqualification of the application.

Number of Copies Required

Five completed application packages are required: one original application (signed in blue ink) and four copies of the completed application.

The original copy requires an original signature in blue ink by the agency's authorized representative.

Address to Submit the Application

Applicants must mail or personally deliver applications, the EESD will not accept electronic versions, files on computer discs, or facsimile applications. We recommend applicants choose to use a delivery process (e.g., registered mail, FedEx, UPS, or another method of delivery that allows the package(s) to be tracked). It is the sole responsibility of the agency to ensure that its application package is received, by the CDE, at the following address on or before 5 p.m., August 2, 2016.

California Department of Education
Early Education and Support Division
Attn: Funding and Agency Support Unit
1430 N Street, Suite 3410
Sacramento, CA 95814-5901

Applicants must not address the application package to any other address or to any other Division within the CDE.

No changes, modifications, corrections, or additions will be made to the applications once received by the CDE except as authorized by CDE. All applicants agree that by submitting an application, they authorize the CDE to verify any and all claimed information and any referenced names in the application.

Application Review Process

Preliminary Screening

Consistent with 5 *CCR* Section 18002, an applicant must submit a complete application in accordance with the instructions contained in this RFA. Preliminary screening will involve verifying the applicant's eligibility for funding.

Application Disqualification

Applications may be disqualified if:

- The application is late
- The application is incomplete and/or not completed in accordance with instructions and timelines
- The application does not include all required signatures
- The appropriate number of copies are not included
- The applicant is ineligible, as described in Program Funding, Who May Apply on page 3 of 13 of the Program Overview and Instructions
- Required documents are not included, including the Request for Waiver of Enrollment Priorities

Disqualified applications will not be read by the CDE and applicants will be informed of the reason for disqualification in writing.

Scoring Criteria

The EESD will read and score each application that has successfully passed the preliminary screening process. The applicant's score will be based solely on the assessment of the

Weighted Questions. The CDE will award highest scored applications within each county first. Any county allocation not fully utilized will be redistributed in existing score order to agencies in counties that did not have a sufficient allocation to award to all responsive agencies with passable scores.

The applicant must obtain a minimum score of 56 points (70 percent of the total 80 points possible) to be eligible for funding. Applications will be scored in accordance with the Scoring Rubric included in Attachment A of this RFA on pages 11 and 12.

Application Result Notification

The CDE will notify all applicants of their score in writing.

Appeals

After receiving the written notification of their score, applicants may review their application, the criteria used to score the application, and any reader comments on their application. Applicants wishing to appeal their score must submit a notice of appeal to the CDE within 10 business days of receiving their score notification. The notice of appeal must contain the following information:

1. The appellant's name, mailing address, and telephone number
2. The name(s) of the person(s) who will represent the appellant at the appeal hearing
3. Whether the representative(s) will attend the appeal hearing in person or communicate through a telephone conference call

Notice of appeal must be submitted to:

California Department of Education
Early Education and Support Division
Attn: RFA Appeals
1430 N Street, Suite 3410
Sacramento, CA 95814-5901

The appeal will be limited to the application submitted in response to the RFA. The CDE will notify the appellant in writing of the results of the appeal within 10 business days of the appeal hearing. The CDE's decision is the final administrative action afforded the appeal.

Notification of Awards

The CDE will post results on the CDE Funding Results Web page at <http://www.cde.ca.gov/fg/fo/fr> once the appeal process is complete. The CDE will mail funding award letters to the successful applicants.

Application Timelines

Item	Date*
Request for Applications Released	July 6, 2016
Webinar Presentation	July 11, 2016
Applications Due to the EESD	August 2, 2016
Score Notification to Applicants	August 17, 2016
Appeals Due	September 5, 2016
Awards Announced	September 15, 2016

*Dates subject to change

Questions regarding the FY 2016–17 CSPP Expansion Funds for Children with Exceptional Needs RFA must be submitted to CSPPRFA@cde.ca.gov.

Instructions to Complete the Application Process

Section I: Contractor Information

Complete information according to instructions below. Refer to CDMIS database <https://www4.cde.ca.gov/cdmis/default.aspx> to ensure all data is current.

Legal Name of Contractor: Insert the legal name as it appears on the document that provides the Federal Employer Identification Number (FEIN).

Executive Director Name, Address, Phone Number, Fax Number, and E-mail: The named individual must have the authority to certify that the agency will fulfill all of the agreements, certifications, and conditions as described in the Request for California Preschool Exceptional Needs Funding form (EESD.EN1617). Print name of Executive Director, address, phone number, fax, and e-mail address.

Vendor Number: Enter vendor number. These are the four digits of the project number found on contract face sheet.

Program Director Name, Address, Phone Number, Fax Number, and E-mail,: Print name of Program Director, address, phone number, fax, and e-mail address.

Name and Title of Authorized Representative: Print name of agency-designated authorized representative and title.

Authorized Representative Signature: Signature of the authorized agency representative named above. By signing this document the representative is certifying, under penalty of perjury, that information provided on Request for CSPP Expansion Funds for Children with Exceptional Needs Funding form (EESD.EN1617) is true and correct.

Phone Number: Include phone number for authorized agency representative.

Date: Specify date authorized agency representative signed the application.

Section II – Legal Status of Contractor

- Check the appropriate box that identifies the organization as a unit of federal, state, or local government, community college, state college or university, county office of education, school district, federally recognized tribal community or tribe, military installation, charter school, or private for profit or non-profit agency.
- Enter Federal Employer Identification Number for your organization. Enter the nine-digit number that was assigned by the Internal Revenue Service. Local Education Agency can skip to next item.
- For LEA's only, enter County District School (CDS) code as published in the *California Public School Directory* on the CDE Web site at <http://www.cde.ca.gov/re/sd/>.

Section III – Requested County or Counties

- 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 – Determining Headquartered Status

- List the county or counties in which the agency is headquartered. In accordance with 5 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 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.

Section V – Slots Requested

- Insert number of children your agency will request to serve.
- Check the appropriate box if slots will be used for new classrooms/sites.
- Check the appropriate box if your agency will request start-up funding.

Section VI – Intent to Subcontract Services

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

- **Subcontractor’s Name:** Insert the legal name of the entity exactly as it appears on the Articles of Incorporation or the Federal Employer Identification Number.
- **Address:** Insert the official address of the subcontractor(s). Include the suite, room, or other unit number after the street address.
- **Contact Name, Phone, Fax, and E-mail:** Insert the subcontractor’s authorized representative name. Provide a daytime telephone number and, if available, a fax number and e-mail.
- **Federal Employer Identification Number or Social Security Number:** For organizations, enter the nine-digit number that was assigned by the Internal Revenue Service. For individuals or sole proprietors, enter the nine-digit number assigned by the Social Security Administration.

Section VII – Start-Up Information

Form F: Request for Service Level Exemption FY 2016–17 “Start-Up Allowance” (Required only if agency is requesting Start-up Allowance)

Applicants may request a one-time only Start-Up allowance for FY 2016–17 for new classrooms/sites. The Start-Up allowance is a portion of the contract funding that may be reimbursed without serving the required enrollment. The total Start-Up allowance shall not exceed 15 percent of the annualized amount of funds requested for the new classrooms/sites.

Contracted agencies will only be reimbursed for approved reimbursable expenses incurred during the contract period of July 1, 2016, through June 30, 2017. Unexpended funds cannot be transferred to a subsequent fiscal year.

Applicants must complete Form F to apply for a Start-Up allowance. Form F should include the quantity, unit cost, and total cost. Applicants must also submit Form F-1: Budget Narrative Justification.

Form F-1: Budget Narrative Justification FY 2016–17 “Start-Up Allowance”

The budget narrative should provide a written description that justifies the need for each requested line item on Form F.

Certain line items listed on Form F will not require a quantity or unit cost, such as office supplies. The total cost of the line item will suffice. For example, the Start-Up request may include a line item for office supplies in the amount of \$1,000. The budget listed on Form F does not need to include the quantities or unit costs of the different supplies purchased.

However, the budget narrative justification should provide a general description and justification for the office supplies being purchased. For all items requested, the criteria CDE will use for approving the item are whether the cost is reasonable and necessary.

Section VIII: Waiver Information

Form G: Request for Waiver of Enrollment Priorities (Required for funding)

As part of this application, contractors are required to complete and submit the waiver request on page 6 of 8. This waiver gives first priority for enrollment to children with exceptional needs, and will be valid for any family enrolling in part-day/part-year services under the CSPP contract.

Include the legal name of contractor where requested, agency’s Authorized Representative name and title, signature, phone number, and date.

Section IX: Weighted Questions

The Program Weighted Questions must be responded to using the format requirements provided below:

1. Responses to the Program Weighted Questions must not exceed eight pages in total and must be aligned to the Scoring Rubric.

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 side only.
3. All margins must be a minimum of one 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 compressed, narrow, or script font.

Points will be awarded using the scoring rubric in Attachment A.

**ATTACHMENT A
Scoring Rubric**

Weighted Questions for CSPP Expansion Funds for Slots Intended to Increase Access for Children with Exceptional Needs (total points possible = 80)							Comments	Subtotals ¹
1. Describe agency process for recruiting and sustaining enrollment of eligible families with children with exceptional needs. (20 points possible)	(1) Includes agency process for recruiting enrollment for children with exceptional needs.			(2) Includes agency process for sustaining enrollment for children with exceptional needs.				
	0	5	10	0	5	10		
2. Describe agency plan for the implementation of the Desired Results System and inclusion of children with exceptional needs. (10 points possible)	(1) Includes description of agency plan for the implementation of Desired Results System			(2) Includes agency process for inclusion of children with exceptional needs.				
	0	3	5	0	3	5		
3. Describe how the agency plans to ensure reasonable accommodations and support services, as outlined in the Individualized Educational Plan (IEP), specifically to families and children with exceptional needs. (10 points possible)	(1) Includes agency plan to ensure reasonable accommodations (ADA Compliant) for children with exceptional needs.			(2) Includes agency plan to ensure support services are available to families with children with exceptional needs.				
	0	3	5	0	3	5		
Total								

**ATTACHMENT A
Scoring Rubric**

Weighted Questions for CSPP Expansion Funds for Slots Intended to Increase Access for Children with Exceptional Needs (total points possible = 80)						Comments	Subtotals ¹				
4. Describe efforts to expand inclusion of exceptional needs children in the program. (10 points possible)	Includes agency process for outreach within community Special Education Local Plan Areas (SELPA).					0	5	10			
5. Describe classroom structure, routine, and staffing that will be used to meet the needs of children with exceptional needs. (10 points possible)	Includes description of classroom structure, routine, and staffing use to meet the needs of children served.					0	5	10			
6. Describe how your agency demonstrates collaborative systems within your community to provide inclusive classroom settings for children with exceptional needs (20 points possible)	(1) To what extent does your agency currently operate a preschool classroom serving children with IEP.			(2) Includes agency process for building collaborative systems that support families and children with exceptional needs.			0	5	10		
Total											
Total Points Awarded											

¹ A score of zero (0 points) will be given for any Program Narrative Component that is not addressed in this application.