



# Early Education and Support Division

Fiscal Year 2016–17

## Request for Applications *California State Preschool Program*

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



CALIFORNIA DEPARTMENT OF EDUCATION  
TOM TORLAKSON, State Superintendent of Public Instruction



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# Overview

The California Department of Education (CDE), Early Education and Support Division (EESD) announces the availability of expansion funding for 2,500 part day/part year slots to existing California State Preschool Program (CSPP) contractors.

The intent of this funding is to increase access of California State Preschool services to children with exceptional needs.





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# CSPP Age-Eligible Definition

- “**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.





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# Definition of “Exceptional Needs”

“Children with exceptional needs” means children 3 to 21 years of age, including those who have been determined to be eligible for special education and related services by an Individualized Education Plan (IEP) team. These children shall have an active IEP, 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. *Education Code (EC), Article 1, Section 8208(I).*





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# Who May Apply

This funding opportunity is restricted to existing CSPP contractors, who can increase access to part-day/part-year services for children with exceptional needs.

Part-day/Part-year CSPP must operate:

- A minimum of three hours to less than four hours per day
- Between 175 and 180 days per fiscal year





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# Who May Apply Applicant Eligibility

Current contractors are eligible to apply, except when one or more of the following conditions apply during the RFA cycle (*California Code of Regulations, Title 5 (5 CCR) Section 18001*):

1. Contractor is on conditional status,
2. The contractor failed to clear identified noncompliance items within 12 months of the review, or
3. CDE reduced the contractor's current maximum reimbursement amount.





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# Funding Allocation

Counties have been allocated funding according to the number of three-, four-, and five-year-old children in each county who have an IEP by using data from the California Special Education Management Information System (CASEMIS).

Any unused county allocation will be distributed to eligible unfunded contractors from counties that have exhausted their allocations, in score order.





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# Determining Slots to be Requested

Contractors must identify the number of proposed slots needed in order to increase access for children with exceptional needs.

Slots requested are not limited for the enrollment of age-eligible children with exceptional needs.

Contractors may calculate projected number of anticipated slots in various ways.





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# Determining Slots Example 1

A contractor wishing to restructure existing site(s)/classroom(s), to create inclusion classroom(s), may request the total number of slots needed to accommodate children with exceptional needs that will be served in all site(s)/classroom(s).





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# Determining Slots

## Example 2

A contractor wishing to create new site(s)/classroom(s), may request up to 24 slots per classroom.

- An inclusive classroom setting has approximately a 3:1 or 4:1 ratio, so peer interactions and social context are maximized.
- The remaining slots may be filled with age-eligible children from families who are otherwise eligible.





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# Determining Slots

## Example 3

A local educational agency (LEA) operating a part-day/part-year preschool program with self-contained classrooms may request slots to enroll general education students at an estimated 3:1 or 4:1 ratio to create a new inclusion preschool site/classroom.





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# Program Funding

New classrooms/sites will be required to provide proof of licensing, or exemption from licensure pursuant to Health and Safety Code, Section 1596.792 before services can begin.





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# Start-Up

- Requests for “Start-Up Allowance” will only be considered for new sites/classrooms.
- Start-up funding may not exceed 15 percent of the annualized amount of funds requested for the new sites/classrooms.





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# Application Submission Requirements

Applicant must adhere to the following criteria:

- Each applicant must include the CSPP Application Cover Sheet as the first page for the entire application.
- Do not attach additional covers or place applications in binders.
- Secure each application adequately with a staple in the upper left-hand corner.
- Applications must conform to the format requirements in the Program Overview and Instructions.





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# Submitting Application Packages

**Five** copies of the completed application package are required

- **One** application with original signatures
- **Four** copies of the entire original application





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# Application Due Date

Applications must be **received** at the address indicated on the following slide.

**At or before 5 p.m., April 19, 2016**

**Failure to follow the submission requirements may disqualify the application. Postmarked applications do not qualify if received after the due date.**





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# Application Submission

**Submit all applications to:**

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





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# Application Submission (cont.)

- EESD **will not accept** electronic versions, files on computer discs, or facsimiles.
- Postmarks **may not** be accepted in place of the date the application packet is **received** by the CDE.





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# Application Review Process

The application review process consists of the following four steps:

1. Preliminary screening
2. Evaluation and scoring
3. Appeals
4. Awards





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# Application Review Process

## Preliminary Screening

### Applications must:

- Be received by 5 p.m. on April 19, 2016
- Include all required signatures
- Include one original and four copies
- Be complete – failure to follow submission requirements may result in disqualification of the application
- Be eligible for funding pursuant to 5 *CCR* Section 18001





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# Application Review Process Preliminary Screening (cont.)

1. The applicant's eligibility for funding and adherence to submission requirements will be verified.
2. Disqualified applicants will be notified in writing.
3. Eligible applications will move forward for evaluation and scoring.





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# Application Review Process Evaluation and Scoring

## After Screening:

- Eligible applications will be read, evaluated, and scored.
- Applicants must obtain a minimum score of 56 points (70 percent of 80 maximum points) to be considered for funding.





# Application Review Process Evaluation and Scoring (cont.)

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## Scoring Criteria:

- Score will be based **solely** on the assessment of the applicant's response to the weighted questions.





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# Application Review Process Appeals

- Applicants have a right to appeal their score.
- After receiving written notification applicants:
  - Should review their application.
  - May request a copy of the scoring criteria.
- To appeal your score you must submit a notice of appeal to CDE within ten (10) business days of receiving score notification letter.





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# Application Review Process Appeals (cont.)

**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





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# Application Review Process Appeals (cont.)

At the conclusion of the appeals process, all appellants will be notified of the results of their appeal.





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# Application Review Process Awards

1. The CDE will award funding by county, in score order, up to the county allocation.
2. Unused county allocations will be redistributed to eligible unfunded applicants in score order statewide.
3. Awards results will be posted on CDE's Web site at <http://www.cde.ca.gov/fg/fo/fr>
4. Successful applicants will receive proposed award letters.





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# Application Timeline

Item	Date*
Request for Applications Released	March 28, 2016
Webinar Presentation	April 4, 2016
Applications Due to the EESD	April 19, 2016
Score Notification to Applicants	May 18, 2016
Appeals Due	June 7, 2016
Awards Announced	June 17, 2016

**\*Dates subject to change**





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# CSPP RFA APPLICATION





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# Section I: Contractor Information

- Complete contractor information as instructed.
- Indicate the number of slots requested.
- If these slots will be used for new sites/classrooms, check “yes”.
- If slots are for existing classrooms **only**, check “no”.
- If agency will be requesting “start up” funding, check “yes”.
  - If slots will be used for new sites/classrooms, the agency is eligible for “start up” funding.





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# Section I: Contractor Information (cont.)

## Signature Information:

- Only an authorized agency representative may sign the RFA.
  - 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 Application (EESD.EN1617) is true and correct.





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## Section II: “Start-up Allowance” Information

- Requests for “Start-Up Allowance” will only be considered for new classrooms/sites.
- If requesting start-up funds, contractors must complete Forms F and F-1.





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## Section II: Form F

- Form F: Request for Service Level Exemption  
FY 2016–17 “Start-Up Allowance”
  - Provide a line-item budget that includes the quantity, unit cost, and total cost.



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## Section II: Form F-1

- Form F-1: Budget Narrative Justification FY 2016–17 “Start-Up Allowance”
  - Provide a written description that justifies the need for each requested line-item on Form F.
  - All line-items will be reviewed to ensure the request is reasonable and necessary.



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## Section III: Waiver Information

All contractors must submit a Request for Waiver of Enrollment Priorities.

- The waiver will be valid when enrolling part-day/part-year services under the CSPP contract.





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# Section IV: Weighted Questions

- The Program Weighted Questions must not exceed eight (8) pages and must align to the Scoring Rubric.
- Applicants must use 8 ½ x 11 inch white paper; single side only.
- All margins must be one inch from the edge of the paper.
- 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.
- There are six (6) weighted questions equating to a maximum score of 80 points.





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# Section IV: Weighted Questions

1. Describe agency process for recruiting and sustaining enrollment of children with exceptional needs.





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# Section IV: Weighted Questions

2. Describe agency plan for implementation of the Desired Results (DR) System and inclusion of children with exceptional needs.





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## Section IV: Weighted Questions

3. Describe how the agency plans to ensure reasonable accommodations and support services as outlined in the IEP. Explain what services are available, specifically, to families and children with exceptional needs.





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## Section IV: Weighted Questions

4. Describe efforts to expand inclusion of exceptional needs children in the program.





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## Section IV: Weighted Questions

5. Describe classroom structure, routine, and staffing that will be used to meet the needs of children with exceptional needs.





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## Section IV: Weighted Questions

6. Describe how your agency demonstrates collaborative systems within your community to provide inclusive classroom settings for children with exceptional needs.





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# Section IV: Weighted Questions

6.1 To what extent does the agency currently operate a preschool classroom serving children with an IEP?





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## Section IV: Weighted Questions

6.2 What is your agency process for building collaborative community based support systems that support families and children with exceptional needs?



# Program Narrative Description: Scoring Rubric



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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	Subtotals1	
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			
<b>Total</b>									



<http://staging.cde.ca.gov/fg/fo/r2/documents/csppen1516ins.doc>



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# Program Narrative Description: Scoring Rubric

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 <sup>1</sup>
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	0	5	10
<b>Total</b>						
<b>Total Points Awarded</b>						





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# RFA Webpage

RFA Web page

<http://www.cde.ca.gov/fg/fo/r2/csppen15rfa.asp>

CSPP Application

<http://www.cde.ca.gov/fg/fo/r2/documents/csppen1516app.doc>

E-mail questions to [CSPPEN\\_FY1516@cde.ca.gov](mailto:CSPPEN_FY1516@cde.ca.gov)

## Reminder:

Applicants must mail or personally deliver the RFA applications. Applications must be received by

**5 p.m. on April 19, 2016**





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# Additional Resource Links

## **CDE Laws & Regulations**

<http://www.cde.ca.gov/sp/cd/lr/>

## **Funding Terms & Conditions**

<http://www.cde.ca.gov/fg/aa/cd/ftc2015.asp>

## **Federal Program Monitoring/Contract Monitoring Review Instrument**

<http://www.cde.ca.gov/ta/cr/programinst1516.asp>

## **FY 2015–16 Program Calendar (EESD-9730)**

<http://www.cde.ca.gov/sp/cd/ci/documents/eesd9730progcal1516.xls>

## **California Preschool Learning Foundations**

<http://www.cde.ca.gov/sp/cd/re/psframework.asp>

## **California Preschool Program Guidelines**

<http://www.cde.ca.gov/sp/cd/re/documents/preschoolproggdlns2015.pdf>

## **CDE Resource Webpage**

<http://www.cde.ca.gov/sp/cd/re/>





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# Additional Resource Links (cont.)

## Notification of Awards

<http://www.cde.ca.gov/fg/fo/fr>

## Nutritional Requirements

<http://www.cde.ca.gov/ls/nu/he/oldchmlpat.asp>

## Staffing ratios, 5 CCR Section 18290

<http://www.cde.ca.gov/sp/cd/lr/>

## State of California, Payee Data Record, (Std. 204)

<http://www.cde.ca.gov/sp/cd/ci/documents/std204formeeds.pdf>

## Desired Results Overview

<http://www.cde.ca.gov/sp/cd/ci/desiredresults.asp>

## Desired Results Website

<https://desiredresults.us>

## California Early Education Online

<http://www.caearlychildhoodonline.org/>





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# Questions?

- [CSPPEN\\_1516@cde.ca.gov](mailto:CSPPEN_1516@cde.ca.gov)

Applicants must mail or personally deliver the RFA applications. Applications must be received by

**5 p.m. on April 19, 2016**