



TOM TORLAKSON
State Superintendent
of Public Instruction

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 (Round Two)



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



TOM TORLAKSON
State Superintendent
of Public Instruction

Overview

The California Department of Education (CDE), Early Education and Support Division (EESD) announces the availability of expansion funding for 1,537 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.





TOM TORLAKSON
State Superintendent
of Public Instruction

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.





TOM TORLAKSON
State Superintendent
of Public Instruction

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).*





TOM TORLAKSON
State Superintendent
of Public Instruction

Who May Apply

This funding opportunity is restricted to existing CSPP contractors, to expand or initiate inclusive classrooms for 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





TOM TORLAKSON
State Superintendent
of Public Instruction

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.





TOM TORLAKSON
State Superintendent
of Public Instruction

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.





TOM TORLAKSON
State Superintendent
of Public Instruction

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.





TOM TORLAKSON
State Superintendent
of Public Instruction

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).





TOM TORLAKSON
State Superintendent
of Public Instruction

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.





TOM TORLAKSON
State Superintendent
of Public Instruction

Example

- LEAs who are operating a State Preschool can request funding to create an inclusive classroom setting. The children would need to be enrolled in the part-day program and not a push in or push out model.





TOM TORLAKSON
State Superintendent
of Public Instruction

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.





TOM TORLAKSON
State Superintendent
of Public Instruction

Program Funding

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





TOM TORLAKSON
State Superintendent
of Public Instruction

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.





TOM TORLAKSON
State Superintendent
of Public Instruction

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.





TOM TORLAKSON
State Superintendent
of Public Instruction

Submitting Application Packages

Five copies of the completed application package are required

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





TOM TORLAKSON
State Superintendent
of Public Instruction

Application Due Date

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

At or before 5 p.m., August 2, 2016

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





TOM TORLAKSON
State Superintendent
of Public Instruction

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





TOM TORLAKSON
State Superintendent
of Public Instruction

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.





TOM TORLAKSON
State Superintendent
of Public Instruction

Application Review Process

The application review process consists of the following four steps:

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





TOM TORLAKSON
State Superintendent
of Public Instruction

Application Review Process

Preliminary Screening

Applications must:

- Received by 5 p.m. on August 2, 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





TOM TORLAKSON
State Superintendent
of Public Instruction

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.





TOM TORLAKSON
State Superintendent
of Public Instruction

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.)

TOM TORLAKSON
State Superintendent
of Public Instruction

Scoring Criteria:

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





TOM TORLAKSON
State Superintendent
of Public Instruction

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.





TOM TORLAKSON
State Superintendent
of Public Instruction

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





TOM TORLAKSON
State Superintendent
of Public Instruction

Application Review Process Appeals (cont.)

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





TOM TORLAKSON
State Superintendent
of Public Instruction

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.





TOM TORLAKSON
State Superintendent
of Public Instruction

Application Timeline

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 10, 2016
Appeals Due	August 26, 2016
Awards Announced	September 8, 2016

***Dates subject to change**





TOM TORLAKSON
State Superintendent
of Public Instruction

CSPP RFA APPLICATION





TOM TORLAKSON
State Superintendent
of Public Instruction

Section I: Contractor Information

- Complete contractor information as instructed.
- 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 is true and correct.





TOM TORLAKSON
State Superintendent
of Public Instruction

Section II: Legal Status of Contractor

- Check the appropriate box that identifies the organization
- Enter the Federal Employer Identification Number for your organization. This is a nine-digit number assigned by the Internal Revenue Service. LEAs can skip this section
- For LEAs only, enter the 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>





TOM TORLAKSON
State Superintendent
of Public Instruction

Section III: Requested County or Counties

- List the county or counties where you propose to provide services
- Program sites must be located in the county or counties indicated in this section of the application





TOM TORLAKSON
State Superintendent
of Public Instruction

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 if either of the following apply:
 - Contractors or applicants who have provided child care and development services in the service delivery areas as defined in 5 *CCR*, Section 1800(f) for at least three years immediately preceding the date of the RFA or;
 - Contractors or applicants who have their primary 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 which houses the executive officer(s), the fiscal functions, and other centralized support services.





TOM TORLAKSON
State Superintendent
of Public Instruction

Section V: Slots Requested

- 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.





TOM TORLAKSON
State Superintendent
of Public Instruction

Section VI: Intent to Subcontract Services

- Complete this section if your agency intends to subcontract with a center-based agency described in the application. If not subcontracting, skip this section
- Enter the subcontractor's legal name, address, contact information and Federal Employer Identification Number for organizations or Social Security number for individuals and sole proprietors





TOM TORLAKSON
State Superintendent
of Public Instruction

Section VII: “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.
 - 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.
 - 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.





TOM TORLAKSON
State Superintendent
of Public Instruction

Section VIII: Waiver Information

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

- The waiver will be valid when enrolling the CSPP contract.





TOM TORLAKSON
State Superintendent
of Public Instruction

Section IX: Weighted Questions

- The Program Weighted Questions must not exceed eight (8) pages.
- 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.





TOM TORLAKSON
State Superintendent
of Public Instruction

Section IX: Weighted Questions

- Some weighted questions are two part questions and you must answer both parts.





TOM TORLAKSON
State Superintendent
of Public Instruction

Section IX: Weighted Questions

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





TOM TORLAKSON
State Superintendent
of Public Instruction

Section IX: Weighted Questions

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





TOM TORLAKSON
State Superintendent
of Public Instruction

Section IX: 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.





TOM TORLAKSON
State Superintendent
of Public Instruction

Section IX: Weighted Questions

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





TOM TORLAKSON
State Superintendent
of Public Instruction

Section IX: Weighted Questions

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





TOM TORLAKSON
State Superintendent
of Public Instruction

Section IX: Weighted Questions

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





TOM TORLAKSON
State Superintendent
of Public Instruction

Section IX: Weighted Questions

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





TOM TORLAKSON
State Superintendent
of Public Instruction

Section IX: 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



TOM TORLAKSON
State Superintendent
of Public Instruction



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			
Total									



TOM TORLAKSON
State Superintendent
of Public Instruction

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 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	0	5	10
Total						
Total Points Awarded						





TOM TORLAKSON
State Superintendent
of Public Instruction

RFA Webpage

RFA Web page

<http://www.cde.ca.gov/fg/fo/r2/csppen15r2rfa.asp>

CSPP Application

<http://www.cde.ca.gov/fg/fo/r2/documents/csppen1516appround2.pdf>

E-mail questions to CSPPRFA@cde.ca.gov

Reminder:

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

5 p.m. on August 2, 2016





TOM TORLAKSON
State Superintendent
of Public Instruction

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/>





TOM TORLAKSON
State Superintendent
of Public Instruction

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/>

