

**Fiscal Year 2016–17  
California State Preschool Program Expansion Funds  
Request for Applications**

Contractors must read the accompanying instructions when completing this Request for Applications (RFA). The CSPP Expansion RFA Instructions may be accessed on the RFA Web page at: <http://www.cde.ca.gov/fg/fo/r2/cspp16rfa.asp>

<b>Section I – Contractor Information</b>	
Legal Name of Contractor:	
Headquartered County:	
Vendor Number:	
Executive Director Name:	
Executive Director Telephone Number:	
Executive Director Fax Number:	
Executive Director E-mail Address:	
Program Director Name:	
Program Director Telephone Number:	
Program Director E-mail Address:	
Agency Legal Business Address:	
City:	
Zip Code:	
Name of Contact Person Completing Application:	
Title of Contact Person Completing Application:	
Contact Person Telephone Number:	
Contact Person E-mail Address:	

Legal Name of Contractor:

<b>Section II – Legal Status of Contractor</b>	
<b>Select the contractor’s legal status. Check <u>one</u> box below:</b>	<b>County District School (CDS) Code:</b>
<p>City or City Agency</p> <p>County or County Agency</p> <p>State or Federal Agency</p> <p>State College or University</p> <p>Community College</p> <p>County Office of Education</p> <p>School District</p> <p>Tribal Council/Military Installation</p> <p>Private for-profit / Private nonprofit</p> <p>Charter School</p>	<b>Are you a current Early Education and Support Division (EESD) contractor?</b>
	Yes                      No
	<b>If yes, select a box for each program type you currently operate. Select all that apply:</b>
	<p>California State Preschool Program (CSPP)</p> <p>General Child Care and Development (CCTR)</p> <p>Migrant Child Care and Development (CMIG)</p> <p>Handicapped Child Care and Development (CHAN)</p> <p>California Alternative Payment Program (CAPP)</p> <p>CaWORKS Stage 2 (C2AP)</p> <p>CaWORKS Stage 3 (C3AP)</p> <p>California Resource and Referral (CRRP)</p>
<b>Section III – County or Counties of Service</b>	
Name of county or counties contractor will serve with this funding:	
<b>Section IV – Slots Requested</b>	
Number of children your agency will serve in <b>Full-Day/Full-Year</b> programs with this funding:	
Number of children your agency will serve in <b>Part-Day/Part-Year</b> programs with this funding:	
Proposed Program Start Date:	

Legal Name of Contractor:

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

Check this box if your agency intends to establish a subcontract relationship with another entity to implement the CSPP services described in this application. Enter the subcontractor(s) information on Form EESD 3704B. Form EESD 3704B is located on the CDE Contractor Information Web page at <http://www.cde.ca.gov/sp/cd/ci/documents/eesd3704b.pdf>. Use additional sheets as necessary.

All applicant agencies must follow the subcontract requirements detailed in the California Code of Regulations, Title 5 (5 CCR), California *Education Code*, sections 18026-18032, and the Funding Terms and Conditions for subcontracting services. Management and/or Direct Services subcontracts must be audited in accordance with the California Department of Education (CDE) Audit Guide developed by the CDE Audits and Investigations Division.

Legal Name of Contractor:

<b>Section VI – Intent to Operate a CSPP via a Family Child Care Home Education Network (FCCHEN) (if not operating a FCCHEN, skip this section)</b>	
Check this box if your agency intends to operate as a FCCHEN to implement the CSPP services described in this application. Submit one form for each proposed family child care home provider participating in the network. Use additional sheets as necessary.	
Provider Legal Name	
Home Address:	
City, Zip	
Contact Person Telephone Number:	
Contact Person E-mail Address:	
Contact Person Fax Number:	
CCL License Number:	
License Capacity:	
Proposed Number of Children Served in this Home:	

Legal Name of Contractor:

<b>Section VII: Fiscal Worksheets</b>	
<b>A. Full-Day/Full-Year Programs</b>	
<p>Full-Day applicants must complete, print, and submit the following forms. These forms are located on the CSPP Expansion RFA Web page at <a href="http://www.cde.ca.gov/fg/fo/r2/documents/cspp16rfafulldayworksheets.xls">http://www.cde.ca.gov/fg/fo/r2/documents/cspp16rfafulldayworksheets.xls</a>.</p>	
Document Number	Title
Worksheet A-1	Full-Day/Full-Year <b>Certified</b> Enrollment Information and Funds Requested
Worksheet A-2	Full-Day/Full-Year <b>Non-Certified</b> Enrollment Information
Worksheet A-3	Full-Day/Full-Year Site Summary Information
Worksheet A-4	Full-Day/Full-Year Projected Annual Program Budget Two Page Document
<b>B. Part-Day/Part-Year Programs</b>	
<p>Part-Day applicants must complete, print, and submit the following forms. These forms are located on the CSPP Expansion RFA Web page at: <a href="http://www.cde.ca.gov/fg/fo/r2/documents/cspp16rfapartdayworksheets.xls">http://www.cde.ca.gov/fg/fo/r2/documents/cspp16rfapartdayworksheets.xls</a>.</p>	
Document Number	Title
Worksheet B-1	Part-Day/Part-Year <b>Certified</b> Enrollment Information and Funds Requested
Worksheet B-2	Part-Day/Part-Year <b>Non-Certified</b> Enrollment Information
Worksheet B-3	Part-Day/Part-Year Site Summary Information
Worksheet B-4	Part-Day/Part-Year Projected Annual Program Budget Two Page Document

Legal Name of Contractor:

### Section VIII – Contractor Certification

I, the official named below, certify under penalty of perjury that I have read the full contents of this application and that, to the best of my knowledge and belief, the information in this application and any attachments hereto are true and correct. I further certify the applicant agency will fulfill all of the agreements, certifications, and conditions as described in this Request for Applications (RFA), appendices to the RFA, and this application as well as abide by all applicable federal and state laws. I declare:

- I have supervisory authority over the child development program, have actual, personal knowledge of the information provided in this Application and certify that it is true and correct in all material respects.
- I am familiar with and will ensure that Contractor complies with all applicable program statutes and regulations, including:
  - Subcontracting requirements, including competitive bidding, CDE approval, and audit requirements in Title 5, Section 18026 et. seq.
  - Prohibitions on conflicts of interests, including i) the assurances required to establish that transactions with officers, directors and other related party transactions are conducted at arms-length, and ii) employment limitations in Ed. Code Section 8406.9.
  - Cost reimbursement requirements, including reimbursable and non-reimbursable costs, documentation requirements, the provisions for determining the reimbursable amount and other provisions in Title 5, Section 18033 et. seq.
  - Accounting and reporting requirements in Title 5 Section 18063 et. seq.
  - Operational and programmatic requirements.

<b>Signature of Contractor's Authorized Representative:</b>	
<b>Printed Name of Contractor's Authorized Representative:</b>	
<b>Title of Contractor's Authorized Representative:</b>	
<b>Date of Signature:</b>	
<b>Authorized Representative Phone Number:</b>	
<b>Authorized Representative E-mail Address:</b>	

Legal Name of Contractor:

<b>Section IX: Fiscal Attachments</b>	
<b>A. Program Calendar</b>	
<p>All applicants must complete, print, and submit a program calendar for FY 2016-17 (April through June 2017) and FY 2017-18.</p> <p>Click on the links below to access each fiscal year (FY) Program Calendar.</p>	
FY 2016–17 Program Calendar	<a href="http://www.cde.ca.gov/sp/cd/ci/documents/eesd9730progcal1617.xls">http://www.cde.ca.gov/sp/cd/ci/documents/eesd9730progcal1617.xls</a>
FY 2017–18 Program Calendar	<a href="http://www.cde.ca.gov/sp/cd/ci/documents/eesd9730progcal1718.xls">http://www.cde.ca.gov/sp/cd/ci/documents/eesd9730progcal1718.xls</a>
<b>B. Statement of Fiscal Resources</b>	
<p>All applicants must complete and submit a statement of fiscal resources. This statement is available on the CSPP RFA Web page at:</p> <p><a href="http://www.cde.ca.gov/fg/fo/r2/documents/cspp16rfafiscalresources.doc">http://www.cde.ca.gov/fg/fo/r2/documents/cspp16rfafiscalresources.doc</a></p>	
<b>C. Program Staffing Plan</b>	
<p>All applicants must complete a program staffing plan. This attachment is available on the CSPP RFA Web page at:</p> <p><a href="http://www.cde.ca.gov/fg/fo/r2/documents/cspp16fastaffingplan.doc">http://www.cde.ca.gov/fg/fo/r2/documents/cspp16fastaffingplan.doc</a></p>	
<b>D. Request for a Service-Level Exemption (Start-Up Allowance)</b>	
<p>Optional attachment for agencies who request a Start-up Allowance. The contractor may be allowed a one-time only specified amount of the contract Maximum Reimbursable Amount, up to 15 percent of the total application amount requested, to be designated as a “Start-Up Allowance” (Service Level Exemption) an amount that may be reimbursed without the required enrollment to earn it. To apply for a Start-Up Allowance, the Request for a Service-Level Exemption must be completed. This attachment is available on the CSPP RFA Web page at:</p> <p><a href="http://www.cde.ca.gov/fg/fo/r2/documents/cspprfa16startup.doc">http://www.cde.ca.gov/fg/fo/r2/documents/cspprfa16startup.doc</a>.</p>	

Legal Name of Contractor:

<b>Section X: Program Attachments</b>
<b>A. Program Narrative</b>
All applicants must compose and submit a program narrative. Instructions for the Program Narrative are available in the FY 2016–17 CSPP Expansion RFA Instructions on the CSPP RFA Web page at <a href="http://www.cde.ca.gov/fg/fo/r2/cspp16rfa.asp">http://www.cde.ca.gov/fg/fo/r2/cspp16rfa.asp</a> .
<b>B. Form G: Weekly Activity Plan</b>
All applicants must complete and submit a Form G. This form is available on the CSPP Expansion RFA Web page at <a href="http://www.cde.ca.gov/fg/fo/r2/documents/cspprfa16frmg.pdf">http://www.cde.ca.gov/fg/fo/r2/documents/cspprfa16frmg.pdf</a> .
<b>C. Form H: Weekly Menu Planning Worksheet</b>
All applicants must complete and submit a Form H. This form is available on the CSPP RFA Web page at <a href="http://www.cde.ca.gov/fg/fo/r2/documents/cspprfa16frmh.pdf">http://www.cde.ca.gov/fg/fo/r2/documents/cspprfa16frmh.pdf</a> .

## Application Checklist

**Number of Copies Required:** Five (5) completed application packages are required; one (1) original (signed in blue ink) and four (4) copies of the completed application.

It is the sole responsibility of the contractor to ensure that the application package is received by the CDE on or before **5:00 p.m. on Tuesday, November 8, 2016** to the following address:

California Department of Education Early  
Education and Support Division Attention:  
Funding and Agency Support Unit  
1430 N. Street, Suite 3410  
Sacramento, CA95814-5901

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