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# Fiscal Year 2014–15 Request for Applications

## *California State Preschool Program Expansion Funds*



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State Superintendent  
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# FIRST STEP IN APPLYING FOR CSPP EXPANSION FUNDING

Complete and submit the *Intent to Submit Application* form RFA page 30

**This form must be received by the EESD  
no later than 5:00 pm on Monday,  
December 1, 2014**

**California Department of Education  
Early Education and Support Division  
Attn: Funding and Agency Support Unit  
1430 N Street, Suite 3410  
Sacramento, CA 95814-5901  
FAX: (916) 323-6853**

**<http://www.cde.ca.gov/fg/fo/r2/cspp14rfa.asp>**



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# FIRST STEP IN APPLYING FOR CSPP EXPANSION FUNDING cont.

Any agency that does not submit or  
whose *Intent to Submit Application*  
form is not received by 5:00p.m.

December 1, 2014

will not be considered for funding.



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# OVERVIEW

The California Department of Education (CDE), Early Education and Support Division (EESD) announces the availability of California State Preschool Program (CSPP) funds to provide services for age eligible three and four year old California children.



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# CSPP AGE ELIGIBLE definition

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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# WHO MAY APPLY

The intent of this RFA is to expand full-day/full-year CSPP services statewide.

Funding opportunity is available to:

- ❖ existing CSPP contractors,
- ❖ to existing contract agencies that do not have a CSPP contract, or
- ❖ to new agencies without EESD program contracts.



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# Funding Priorities

- ✓ By LPC priorities within each county.
- ✓ By order of scores for eligible applications.
- ✓ If a county does not use all funds allocated to it, the funds will be redistributed to the most successful applicants
  - ✓ in LPC priority order
  - ✓ from counties that did not receive an initial allocation



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# STATUTORY & REGULATORY BACKGROUND

The California *Education Code (EC)* Title 1, Division 1, Part 6, Chapter 2 sections 8235–8237 authorizes the Superintendent of Public Instruction to administer CSPP's.

*California Code of Regulations*, Title 5 (5 *CCR*), Education Chapter 19, sections 18001–18003 provide general provisions for awarding funding.



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# STATUTORY & REGULATORY BACKGROUND cont.

***DRDP SYSTEM:*** 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.

5 CCR Section 18272

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

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



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# STATUTORY & REGULATORY BACKGROUND cont.

Program contractors must maintain appropriate staffing ratios in accordance with 5 *CCR*, Section 18290. All pertinent information can be found at the CDE web page at <http://www.cde.ca.gov/sp/cd/lr/>.



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# QUALITATIVE & QUANTITATIVE MEASUREMENTS

Applicants must comply with:

1. the Child Care and Development Services Act, commencing with *EC* Section 8200;
2. regulations in 5 *CCR*, commencing with Section 18000;
3. Child Care and Development Fund (CCDF) regulations at 45 *Code of Federal Regulations* (45 *CFR*), Part 98 (*Federal Register*, Vol. 63, No. 142, July 24, 1998);



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# QUALITATIVE & QUANTITATIVE MEASUREMENTS cont.

Applicants must comply with:

4. federal regulations for Improper Payments Elimination and Recovery Act of 2012, 45 *CFR* Part 98, Subpart K, Error Rate Reporting (*Federal Register*, Vol. 72, No. 171, September 5, 2007).

Further information about federal CCDF policies and initiatives can be found at <http://www.acf.hhs.gov/programs/ccb/index.html>.



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## QUALITATIVE & QUANTITATIVE MEASUREMENTS cont.

The CDE recognizes the following as characteristics of high-quality child care and development environments, *EC* Section 8203:

- ✓ A physical environment that is safe and appropriate to the ages of the children and that meets applicable licensing standards and 5 *CCR* program requirements.
- ✓ Settings that are safe, offer adult-to-child ratios that encourage the best opportunities for development, and have low staff turnover.



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# Characteristics of High-Quality Child Care & Development Environments

- ✓ Program activities and services that are age appropriate and meet the developmental needs of each child.
- ✓ Program activities, learning materials, teaching methodologies, and services that meet the cultural and linguistic needs of children and families.

# Characteristics of High-Quality Child Care & Development Environments cont.



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- ✓ Learning opportunities that promote children's success in school.
- ✓ Family and community involvement.
- ✓ Parent education.
- ✓ Efficient and effective local program administration.

# Characteristics of High-Quality Child Care & Development Environments cont.



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- ✓ Staff possess appropriate and required qualifications or experience, or both. Intergenerational staff shall be encouraged. The appropriate staff qualifications shall reflect the diverse linguistic and cultural makeup of the children and families in the child care and development program, including but not limited to:



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# Characteristics of High-Quality Child Care & Development Environments cont.

- Teachers or staff who have experience and are trained in early childhood development.
- Teachers that possess appropriate child development permits issued by the Commission on Teacher Credentialing (CTC) Qualifications.

<http://www.ctc.ca.gov/credentials/creds/chil-d-dev-permits.html>.

# Characteristics of High-Quality Child Care & Development Environments cont.



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- ✓ Provision for nutritional needs of children.
- ✓ Social services that include, identification of child and family needs and referral to appropriate agencies.
- ✓ Health services that include referral of children to appropriate agencies for services.



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# CDE Monitoring Requirements

The CDE monitors each contractor's administrative performance of the CSPP qualitatively and quantitatively, *EC* Section 8261 and 5 *CCR* Section 18279 using:

## 1. Annual Contractor Self-Reviews

- a. Program Self-Evaluation

<http://www.cde.ca.gov/sp/cd/ci/mb1502.asp>

- b. Federal Program Monitoring / Compliance Monitoring Review

<http://www.cde.ca.gov/ta/cr/documents/ees201415c.pdf>



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# CDE Monitoring Requirements

## External Reviews:

1. Contractors must submit an annual financial and compliance audit to the CDE Audits & Investigations Division, *EC* Section 8448(g)

<http://www.cde.ca.gov/fg/au/pm/>

2. CDE will conduct program reviews periodically using the appropriate FPM/CMR Instruments

<http://www.cde.ca.gov/ta/cr/documents/ees201415a.pdf>



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# PROGRAM FUNDING

## Applicant Eligibility

If legally required, agencies must be registered with the Secretary of State to do business in California,

**or**

be a Local Education Agency (LEA),

**and**

be licensed, be eligible for licensing, or be exempt from licensing.



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# Family Child Care Home Education Network – FCCHEN

FCCHENs may apply for CSPP funding.

FCCHEN contractors are required to maintain programmatic and fiscal compliance with the CSPP FT&C and CSPP program requirements.



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## FCCHENs cont.

Contractors will ensure FCCHEN providers meet and maintain:

- ***Staffing ratios*** 5 CCR, Section 18290

Age of Child	Adult-to-Child Ratio	Teacher-to-Child Ratio
CSPP age eligible 3 and 4-year-olds	1:8	1:24

- ***CTC permits requirements***

<http://www.ctc.ca.gov/credentials/creds/child-dev-permits.html>.



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## FCCHENs cont.

- ***EESD Education components***
  - ❖ *DRDP system requirements*  
5 CCR sections 18270.5 2 & 18272
  - ❖ *Education Program components* 5 CCR Section 18273

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



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# FCCHENs cont.

The contractor is responsible for ensuring the family child care home providers operating in the network are in programmatic and fiscal compliance with the CSPP FT&C and program requirements.

<http://www.cde.ca.gov/fg/aa/cd/ftc2014.asp>



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# Eligibility for Current Contractors

Current contractors are eligible to apply, **except when one or more of the following conditions apply during the RFA cycle:**

1. contractor is on conditional status, 5 *CCR* Section 18001
2. the contractor failed to clear identified noncompliance items within 12 months of the review, 5 *CCR* Section 18001

# Eligibility for Current Contractors

cont.



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- 3.** CDE reduced the contractor's current year maximum reimbursement amount
- 4.** employs or plans to employ 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*, Article 18, Section 8406.9



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# Eligibility for All Other Applicants

An applicant that is not a current CDE contractor is eligible to apply for funding, **except when one or more of the following conditions apply:**

- 1.** had a previous contract with the CDE that was terminated or not continued by the CDE for fiscal or programmatic noncompliance within three years immediately preceding the date the RFA was posted, 5 CCR Section 18001;



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## Eligibility for Applicants cont.

- 2.** applicant has an outstanding accounts receivable balance with the CDE, 5 *CCR* Section 18001
- 3.** applicant has a delinquent audit with the CDE, 5 *CCR* Section 18001
- 4.** employs or plans to employ 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*, Article 18, Section 8406.9



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# Child Care and Development Contracts



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# Contract Information

- Contracts are legally binding between the CDE and the public or private agency.
- Contracts are generally for one fiscal year (FY), from July 1 through June 30.
- Contractors have no vested right to a subsequent contract.



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# Funding Terms and Conditions (FT&C)

Each contractor is required, as a condition of its contract with CDE, to adhere to the FT&C. This document ensures that funds are administered in accordance with applicable State and Federal laws and regulations. They are broken down into three components:

- **Funding Terms and Conditions**
  - General provisions, facilities, subcontracts, accounting and reporting, etc.
- **Program Requirements**
  - Eligibility, admission priorities, fee schedules, etc.
- **Quality Requirements**
  - Program philosophy, staff development, self-evaluation, etc.



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# FT&Cs continued

The FT&Cs will be the best resource for questions regarding the operation of your program.

The FY 2014 FT&C can be found on CDE's Web site at:

<http://www.cde.ca.gov/fg/aa/cd/ftc2014.asp>

FT&Cs for FY 2015-16 will be posted by July 1, 2015.



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# Contract Package

The Contract package will be e-mailed to current contact information you provided in your application. The package includes:

- Directions
- Checklist
- Signature authority requirements
- Contract face sheet
- Encumbrance sheet (if multiple funding sources)
- Contractor Certification Clauses (CCC-07)
- Federal Certifications (CO.8)
- Sample resolution



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# Requirements for Contract Execution

- Signatures by authorized designee.
- Original signatures in **blue ink**; no stamps.
- All forms completed.
- Public agencies are required to provide a board resolution authorizing the contract.
- Mail completed package to CDE.
- Agencies will receive an executed copy for their records.

**Note: No apportionments can be made until a contract is deemed executed by the Contracts Office.**



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# Contact Information

After the award, questions regarding contracts, required forms, etc. can be directed to:

[childdevelopmentcontracts@cde.ca.gov](mailto:childdevelopmentcontracts@cde.ca.gov)



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# Annual Fiscal and Compliance Audit Requirements

Each agency awarded a contract for a CDE CSPP is required to submit an annual financial and compliance audit report to the CDE, Audits and Investigation Division.

- due **November 15**, for the State fiscal year ending the prior June 30



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## Audit Requirements cont.

For contractors with a fiscal year that differs from that of the State, the annual financial audit report is

- due by the 15th day of the 5th month after their fiscal year ends.

Audits must be executed in accordance with generally accepted auditing standards and the *CDE Audit Guide*

<http://www.cde.ca.gov/fg/au/pm/>



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# APPLICATION REQUIREMENTS- *Preparation*

## Application Preparation

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

- ✓ *Application Package Preparation*
  - ***the application must demonstrate the applicant's working knowledge of state and federal child care and development requirements***



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# APPLICATION REQUIREMENTS

cont.

## ✓ *Application Package Preparation*

- ***applicants must submit all required information and forms requested***
- ***incomplete applications will be rejected and no further review will be made***

## ✓ *Format*

- ***Applications must conform to the format requirements cited in Section XIII***



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# APPLICATION REQUIREMENTS

cont.

## ✓ *Presentation of Application*

- ***each application 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***



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# APPLICATION REQUIREMENTS

cont.

- ✓ *Cost of Preparing the Application*
  - ***applicant accepts sole responsibility for all costs incurred in the development of its application.***
  - ***these costs are not reimbursable even if the agency is awarded funds through this RFA***



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# APPLICATION REQUIREMENTS- *Submission*

## ✓ *Submission Requirements*

Applications must be received by the  
EESD by

**5 p.m., January 5, 2015.**

Failure to follow the submission  
requirements will disqualify the  
application. Postmarks do not qualify.



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# APPLICATION REQUIREMENTS- *Submission cont.*

## ✓ *Number of Copies Required*

*Five -5- completed application packages are required*

- *one (1) application with original signatures*
  - *original copy requires an original signature in blue ink by the agency's authorized agent in all sections (e.g., Certification Signature, Payee Data Record Form (Std. 204) [if applicable]).*



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# APPLICATION REQUIREMENTS- *Submission cont.*

- ✓ *Number of Copies Required cont.*
  - ***four (4) copies of the entire original application***



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# APPLICATION REQUIREMENTS- *Submission cont.*

## ✓ *Address to Submit the Application*

California Department of Education  
Early Education and Support Division  
**Attn: Funding and Agency Support  
Unit**

1430 N Street, Suite 3410  
Sacramento, CA 95814-5901

**Postmarks do not qualify**



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# APPLICATION REQUIREMENTS-

## *Submission cont.*

- ✓ ***EESD will not accept electronic versions, files on computer discs, or facsimiles***
- ✓ ***must be received at the ABOVE location on or before 5 p.m., January 5, 2015 – IN THE EESD***



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# APPLICATION REQUIREMENTS-

## *Submission cont.*

- ✓ ***postmark or date a delivery service received the application will not be accepted in place of the date the application packages were received by the CDE***



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# APPLICATION REVIEW PROCESS- *Screening*

## ✓ *Preliminary Screening*

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.



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# APPLICATION REVIEW PROCESS-

## *Disqualification*

### ✓ *Applications will be rejected if:*

- Intent to Submit Application Form is not received by the CDE by **5:00 pm on Monday, December 1, 2014**
- Application packet is late.
- Application is incomplete and/or not completed in accordance with instructions and timelines.
- Does not include all required signatures.



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# APPLICATION REVIEW PROCESS-

## *Disqualification cont.*

### ✓ *Applications will be rejected if:*

- appropriate number of copies are not included
- application is plagiarized or contains false information
- the applicant is ineligible
- required documents are not included



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# APPLICATION REVIEW PROCESS-

## *Scoring*

### ✓ *Scoring Criteria*

An applicant must obtain a score of 70 percent which is 105 points of the total 150 points possible. A minimum score of 105 points is required to be eligible for funding.

- *score will be based solely on the assessment of the written narrative.*



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# APPLICATION REVIEW PROCESS-

## *Result Notification, Appeals, & Final Awards*

- ✓ *Result Notification:* The CDE will notify all applicants in writing of their score.
- ✓ *Appeals Process:* must submit a notice of appeal to the CDE within **ten (10) business days** of receiving results notification – RFA page 16
- ✓ *Notification of Final Awards:* posted on CDE's web site <http://www.cde.ca.gov/fg/fo/fr>
- ✓ Successful applicants will receive award letters



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# Application Timeline

Item	Date*
Request for Applications Released	November 18, 2014
Bidder's Conference	November 24, 2014
Intent to Submit Application	December 1, 2014
Applications Due to the EESD	January 5, 2015
Score Notification to Applicants	February 20, 2015
Appeals Due to CDE	March 2, 2015
Final Award Announced	March 30, 2015
Award of Contracts	May 11, 2015
Start Date for Contracts	As early as June 15, 2015
* Dates subject to change	





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The review of the Request for Applications, CSPP Expansion Funds is completed.

Our focus now moves to the  
**CSPP RFA APPLICATION**



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# INSTRUCTIONS TO COMPLETE the APPLICATION PROCESS

## Section I – Organization Information

- Legal Name of Agency
- Vendor #
- Executive Director
- Agency Address, Phone, Fax, and E-mail
- Program Director
- Program Director Address, Phone, Fax, and E-mail
- Existing CDE Contractors Only



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# INSTRUCTIONS TO COMPLETE Section I – Organization Information

<b>Section I Organization Information</b> <i>(See instructions on page 18 of RFA)</i>					
Legal Name of Agency:		Vendor # (current applicants)			
Executive Director:		Program Director:			
Agency Address:		Address:			
City:		City:			
Zip Code:		Zip Code:			
Phone Number : ( )		Phone Number : ( )			
Fax: ( )		Fax: ( )			
E-mail Address:		E-mail Address:			
<b>Existing CDE Contractors Only</b>					
<input type="checkbox"/> Check this box if your agency has submitted its FY 2015-16 Continued Funding Application. (CFA)		Contract Number:			
<i>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 in 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>					
Signature of Authorized Agency Representative				Title	
Printed Name				Date	
Phone Number : ( )				E-mail Address:	



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# INSTRUCTIONS TO COMPLETE Section II – Legal Status of Agency

- ✓ Check the appropriate box that identifies the organization
- ✓ Enter Federal Employer Identification Number for your organization. Enter the nine-digit number that was assigned by the Internal Revenue Service
- ✓ For LEA's only, enter County District School (CDS) code as published in the *California Public School Directory* at <http://www.cde.ca.gov/re/sd/>



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# INSTRUCTIONS TO COMPLETE Section II – Legal Status of Agency cont.

<b>Section II Legal Status of Agency</b> (See instructions on pages 18-19 of RFA)	
<b>Check One Box Below:</b>	<b>Federal Employer Identification Number (FEIN):</b>
<input type="checkbox"/> City or City Agency <input type="checkbox"/> County or County Agency <input type="checkbox"/> State or Federal Agency <input type="checkbox"/> State College or University <input type="checkbox"/> Community College <input type="checkbox"/> County Office of Education <input type="checkbox"/> School District <input type="checkbox"/> Tribal Council/Military Installation <input type="checkbox"/> Private for-profit / Private nonprofit	#
	<b>County District School (CDS) Code:</b>
	#



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# INSTRUCTIONS TO COMPLETE Section III – Requested County/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.



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# INSTRUCTIONS TO COMPLETE Section VI – Determining Headquartered Status

- ✓ “Headquartered in” a specific county or service area if either of the following apply:
  - ❖ “Headquartered in” a specific county or service area if either of the following apply, in accordance with 5 *CCR*, Section 18001 (b):
  - ❖ have their primary administrative office for the child development program in the service delivery area as defined in 5 *CCR* Section 18000(f).



# Section III- Requested County/Counties

# Section IV- Determining Headquartered

# Status

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## **Section III Requested County or Counties (See instructions on page 19 of RFA)**

Name of county or counties your agency will serve with this application:

## **Section IV Determining Headquartered Status (See instructions on page 19 of RFA)**

Indicate your headquartered county or counties in which your agency will serve:



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# INSTRUCTIONS TO COMPLETE Section V – Intent to Subcontract Services

**Subcontractor's Name:** legal name of the entity exactly as it appears on the Articles of Incorporation or the Federal Employer Identification Number.

**Address:** official address - suite, room, or other unit number after the street address

**Contact Name, Phone, and Fax:**

authorized representative name; daytime telephone number; fax number



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# INSTRUCTIONS TO COMPLETE Section V – Intent to Subcontract Services cont.

The applicant must follow the subcontract requirements detailed in the 5 CCR, 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 CDE Audit Guide developed by the CDE Audits and Investigation Division.

Copies of this Guide may be obtained online at <http://www.cde.ca.gov/fg/au/pm/>.



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# Section V – Intent to Subcontract Services cont.

## Section V Intent to Subcontract Services

(See instructions on pages 19-20 of RFA)

**(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 in this section the subcontractor's information. Use additional sheet(s) as necessary.

Subcontractor  Agency Name: <b>N/A</b> Address: City/Zip Code:	Subcontractor  Contact Name: <b>N/A</b> Phone: _____ : Fax _____  E-mail Address:
<b>Federal ID or Social Security Number (if Individual/Sole Proprietor):</b>	
#	



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## Section VI – Intent to Operate CSPP via a FCCHEN

- ✓ **Family Child Care Home Provider Name:** as it appears on their License issued by CCL
- ✓ **Address:** as it appears on their License issued by CCL
- ✓ **Contact Name, Phone, Fax & e-mail if available**
- ✓ **Federal Employer Identification Number or Social Security Number**

# Section VI CSPP - FCCHEN



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## Section VI Intent to Operate CSPP via a Family Child Care Home Education Network

(See instructions on page 20 of RFA)

**(If not operating FCCHEN skip this section)**

Check this box if your agency intends to establish a relationship with family child care home providers to implement the CSPP services described in this application. Enter in this section the family child care home provider information. Use additional sheet(s) as necessary.

Family Child Care Home Provider Family Child Care Home Provider Name:  Address: <b>N/A</b>  City/Zip Code:	Family Child Care Home Provider Contact Name: <b>N/A</b> Phone: Fax: E-mail Address:
---	--

### Federal ID or Social Security Number (if Individual/Sole Proprietor):

#

The applicant agency must follow requirements as described in the CSPP Funding Terms and Conditions.



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# Introduction to Child Development Fiscal Services

# Days of Enrollment



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- “Days of Enrollment” is the total of every child’s enrollment for the days the contractor is open to provide services.
- Enrollment for each child depends on need and is reflected on the Notice of Action.
- **NOTE:** A child can be enrolled Full-Time on one day and Part-Time on another, based upon eligibility.

# Days of Operation



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- A “Day of Operation” is a day the contractor provides services for one or more enrolled certified child.
- Minimum Days of Operation (MDO)
  - Number of days the contractor is obligated to serve certified children.
  - Based on the service calendar that is submitted by the contractor.
  - Staff training days do not count as days of operation.
  - For multi-site contractors, service at any one site is reported as a day of operation.

# Adjustment Factors



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- *California Education Code, Section 8265.5* provides for adjustment factors to reflect the additional expense of serving children who meet specified criteria.
- Adjustment factors change actual enrollment to Adjusted Days of Enrollment.
- Two reasons for Adjustment Factors
  - 1) Time base of child i.e. full-day/part-day
  - 2) Special Criteria

## **Adjustment Factors – Time Base:**

- Full-time-plus: This is for services provided for 10.5 hours or more. The adjustment factor is 1.18.
- Full-time: This is for services provided for 6.5 hours to under 10.5 hours. The adjustment factor is 1.00.
- Three-quarters-time: This is for services provided for 4 hours to under 6.5 hours. The adjustment factor is .75.
- One-half-time: This is for services provided for under 4 hours. The adjustment factor is .6172.

# Adjustment Factors cont.



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## **Adjustment Factors – Special Criteria:**

- Allow for enrollment to be adjusted by special criteria.
- Special criteria factors recognize that different categories of children (infants, severely disabled, etc.) require special care or services and that costs for these services vary.

## **Notes Regarding Adjustment Factors:**

- However, a child's enrollment SHALL NOT be reported in more than one category. (ex., a child cannot be reported in both the three and four year old category and as Exceptional needs. This would be double reporting.)
- Adjustment factors do NOT increase a contractor's Maximum Reimbursable Amount (MRA).



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**Section VII FULL-DAY/FULL-YEAR Program Information and Funds Requested**

Please complete this section for each site. Duplicate this page if more than one site is proposed. Attach a copy of the agency's license issued by the California Department of Social Services, Community Care Licensing Division, or a confirmation of license-exempt status for each site where services are requested.

Site Name:	
Site Supervisor:	
Site Address/City:	
Zip Code:	
County:	
License Number:	
License Type:	
License Capacity:	
Number of Classrooms:	

(1)	X	(2)	=	(3)
Total Daily Adjusted Certified Enrollment (From Full-Day CSPP Worksheet A-1)		Days of Operation (Min. 246)		Total Adjusted Child Days of Enrollment (cde)
(3)	X	(4)	=	(5) \$
Total Adjusted Child Days of Enrollment (cde)		\$36.10 Daily Rate		Funds Requested

Site Name: \_\_\_\_\_



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**FULL-DAY/FULL-YEAR CSPP Worksheet A-1  
To Determine Adjusted Certified Enrollment**

(Complete worksheet for each full-day site)

Please complete this worksheet for each site. Indicate the number of CDE-certified children you expect to enroll per day in each category. Multiply the total of each category by the adjustment factor shown. Add the total adjusted enrollment of all categories to determine a total adjusted certified enrollment per day. (Note: If you will be serving noncertified children in the program, also complete the worksheet on Page 7 for adjusted noncertified enrollment.) Children must meet CSPP eligibility requirements. Please reference California *Education Code* sections 8266.1 and 8265.5(b)(4)-(b)(7), (c)-(e).

**Three and Four Year Olds**

Full-time-plus (10.5 hours and over)	_____	x 1.18 =	_____
Full-time (6.5 hours to under 10.5 hours)	<b>20</b>	x 1.00 =	<b>20.00</b>
Three-quarters-time (4 hours to under 6.5 hours)	_____	x 0.75 =	_____
One-half-time (under 4 hours)	_____	x 0.6172 =	_____

**Exceptional Needs**

Full-time-plus (10.5 hours and over)	_____	x 1.416 =	_____
Full-time (6.5 hours to under 10.5 hours)	<b>2</b>	x 1.2 =	<b>2.40</b>
Three-quarters-time (4 hours to under 6.5 hours)	_____	x 0.90 =	_____
One-half-time (under 4 hours)	_____	x 0.6172 =	_____

**Limited and Non-English Proficient**

Full-time-plus (10.5 hours and over)	_____	x 1.298 =	_____
Full-time (6.5 hours to under 10.5 hours)	_____	x 1.10 =	_____
Three-quarters-time (4 hours to under 6.5 hours)	_____	x 0.825 =	_____
One-half-time (under 4 hours)	_____	x 0.6172 =	_____

**CPS or At Risk of Abuse or Neglect**

Full-time-plus (10.5 hours and over)	_____	x 1.298 =	_____
Full-time (6.5 hours to under 10.5 hours)	_____	x 1.10 =	_____
Three-quarters-time (4 hours to under 6.5 hours)	_____	x 0.825 =	_____
One-half-time (under 4 hours)	_____	x 0.6172 =	_____

**Severely Disabled**

Full-time-plus (10.5 hours and over)	<b>2</b>	x 1.77 =	<b>3.54</b>
Full-time (6.5 hours to under 10.5 hours)	_____	x 1.50 =	_____
Three-quarters-time (4 hours to under 6.5 hours)	_____	x 1.125 =	_____
One-half-time (under 4 hours)	_____	x 0.6172 =	_____

**TOTAL Adjusted Certified enrollment per day =** **25.94**  
Enter this amount in Section VII, Line 1.



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**Section VII FULL DAY/FULL-YEAR Program Information and Funds Requested**

Please complete this section for each site. Duplicate this page if more than one site is proposed. Attach a copy of the agency's license issued by the California Department of Social Services, Community Care Licensing Division, or a confirmation of license-exempt status for each site where services are requested.

Site Name:	
Site Supervisor:	
Site Address/City:	
Zip Code:	
County:	
License Number:	
License Type:	
License Capacity:	
Number of Classrooms:	

(1)	25.94	X	(2)	250	=	(3)	6,485
	Total Daily Adjusted Certified Enrollment (From Full-Day CSPP Worksheet A-1)			Days of Operation (Min. 246)			Total Adjusted Child Days of Enrollment (cde)
(3)	6,485	X	(4)	\$36.10	=	(5) \$	234,109
	Total Adjusted Child Days of Enrollment (cde)			Daily Rate			Funds Requested



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Section VIII		FULL-DAY/FULL-YEAR Site Summary Information		
<p><b>Enter Total Funds Requested</b></p> <p>(Sum the Funds Requested for all Full-Day sites from Line 5, Section VII).</p>	<p><b>Enter Proposed Days of Operation</b></p> <p>(Minimum 246 Days).</p>	<p><b>Enter Proposed Program Start Date</b></p> <p>(Month/Day/Year).</p>	<p><b>Enter Total Estimated Number of Children To Be Served Through This Application</b></p>	<p><b>Enter Total Adjusted Child Days of Enrollment</b></p> <p>(Sum the Total Adjusted Child Days of Enrollment for all Full-Day Sites from Line 3, Section VII).</p>
<p><b>234,109</b></p> <hr/>	<p><b>250</b></p> <hr/>	<p><b>No sooner than July 1, 2015.</b></p> <hr/>	<p><b>24</b></p> <hr/>	<p><b>6,485</b></p> <hr/>





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**FULL-DAY/FULL-YEAR CSPP Worksheet A-2**  
**To Determine Adjusted Noncertified Enrollment**  
(Total for all sites)

Complete this worksheet ONLY if you will be serving noncertified children in your program. Summarize all noncertified enrollment onto one worksheet. Site specific information is not necessary. Indicate the number of noncertified children you expect to enroll per day in each category. Multiply the total of each category by the adjustment factor shown. Add the total adjusted enrollment of all categories to determine a total adjusted certified enrollment per day. Children must meet CSPP eligibility requirements. Please reference California *Education Code* sections 8266.1 and 8265.5(b)(4)-(b)(7), (c)-(e).

<b>Three and Four Year Olds</b>	
Full-time-plus (10.5 hours and over)	_____ x 1.18 = _____
Full-time (6.5 hours to under 10.5 hours)	<u>3</u> x 1.00 = <u>3.00</u>
Three-quarters-time (4 hours to under 6.5 hours)	_____ x 0.75 = _____
One-half-time (under 4 hours)	_____ x 0.6172 = _____
<b>Exceptional Needs</b>	
Full-time-plus (10.5 hours and over)	_____ x 1.416 = _____
Full-time (6.5 hours to under 10.5 hours)	_____ x 1.20 = _____
Three-quarters-time (4 hours to under 6.5 hours)	_____ x 0.90 = _____
One-half-time (under 4 hours)	_____ x 0.6172 = _____
<b>Limited and Non-English Proficient</b>	
Full-time-plus (10.5 hours and over)	_____ x 1.298 = _____
Full-time (6.5 hours to under 10.5 hours)	_____ x 1.10 = _____
Three-quarters-time (4 hours to under 6.5 hours)	_____ x 0.825 = _____
One-half-time (under 4 hours)	_____ x 0.6172 = _____
<b>CPS or At Risk of Abuse or Neglect</b>	
Full-time-plus (10.5 hours and over)	_____ x 1.298 = _____
Full-time (6.5 hours to under 10.5 hours)	_____ x 1.10 = _____
Three-quarters-time (4 hours to under 6.5 hours)	_____ x 0.825 = _____
One-half-time (under 4 hours)	_____ x 0.6172 = _____
<b>Severely Disabled</b>	
Full-time-plus (10.5 hours and over)	_____ x 1.77 = _____
Full-time (6.5 hours to under 10.5 hours)	_____ x 1.50 = _____
Three-quarters-time (4 hours to under 6.5 hours)	_____ x 1.125 = _____
One-half-time (under 4 hours)	_____ x 0.6172 = _____

**TOTAL Adjusted Noncertified enrollment per day =** **3.00**

Enter this amount in FULL-DAY Program Budget, Form A, Column B, Line 2(a).



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FULL-DAY/FULL-YEAR Projected Annual Program Budget				Form A (Page 1 of 2)	
<p>The applicant agency must completely fill out the budget information requested in Columns A-D for all funding requested in this application. The budget information will be reviewed to determine the fiscal soundness of your program. Prepare an annual budget showing ALL costs necessary to operate the Full-day program for a year of at least 246 days. If the program will serve both CDE-certified and noncertified children, be sure to include all costs for the noncertified children in these calculations.</p>					
<b>Column A Proposed Budget Plan</b>			<b>Column B Calculation to Determine Percentage Of Certified Enrollment</b>		
<p><b>DEFINITIONS:</b>  <i>"Certificated"</i> salaries are those paid to employees with a child development permit, teaching credential, or other appropriate certificate.  <i>"Services contracts"</i> could include janitorial, consultant, auditor, etc.  <i>"Other Operating"</i> expenses include telephone, utilities, etc.  <i>"Indirect cost"</i> can only be charged for an item that would normally fall under categories 1000-5000 but is not listed in these line items because it cannot be separately identified. Indirect costs may not exceed 8 percent of the total of the first five categories (School districts and county offices of education shall use the CDE approved rate if it is less than eight percent.)</p>			<p>Complete the calculations below to determine the enrollment percentage for the CDE-certified portion of this program and budget.</p>		
<p>1) Certificated Salaries (1000) \$ _____</p>			<p>1) <b>Certified Enrollment (this application)</b></p>		
<p>2) Classified Salaries (2000) \$ _____</p>			<p>Total Adjusted Certified Enrollment (From Section VIII: Full-Day Summary) _____ (a)</p>		
<p>3) Employee Benefits (3000) \$ _____</p>			<p>2) <b>Noncertified Enrollment (this application)</b></p>		
<p>4) Books and Supplies (4000) \$ _____</p>			<p>Total Adjusted Noncertified Enrollment: (From Full-Day CSPP Worksheet A-2) _____ (a)</p>		
<p>5) Services and Other Operating Expenses (5000) (Total of a, b, c, d, e, and f listed below) \$ _____</p>			<p>Times Days of Operation (246 days minimum) _____ x _____ (b)</p>		
<p>a. Rent/Lease \$ _____</p>			<p>Equals "Total Adjusted Noncertified Enrollment" = _____ (c)</p>		
<p>b. Service Contracts: \$ _____</p>			<p>3) <b>Total Enrollment</b></p>		
<p>c. Nutrition: \$ _____</p>			<p>Total Adjusted Certified Enrollment (1a) + Total Adjusted Noncertified Enrollment (2c) = _____ (a)</p>		
<p>d. Travel: \$ _____</p>			<p>4) <b>Percentage of Total Certified Enrollment</b></p>		
<p>e. Other: _____ \$ _____</p>			<p>Divide the "Total Adjusted Certified Enrollment" (1a) by the "Total Enrollment" (3a) (certified plus noncertified)</p>		
<p>f. Other: _____ \$ _____</p>			<p>_____ ÷ _____ = _____ %</p>		
<p>6) New Equipment (6400) Annual, other than Start-Up \$ _____</p>			<p>Total Adjusted Certified Enrollment (1a)      Total Enrollment (3a)      Percent of Total Certified Enrollment</p>		
<p>7) Equipment Replacement (6500) Annual, other than Start-Up \$ _____</p>			<p>5) <b>Proration of Budget for Certified Enrollment</b></p>		
<p>8) Depreciation or Use Allowance \$ _____</p>			<p>BUDGET TOTAL (Column A, #11) \$ _____ (a)</p>		
<p>9) Indirect Cost \$ _____</p>			<p>Minus nutrition costs paid for by federal/state nutrition programs - \$ _____</p>		
<p>10) Other \$ _____</p>			<p>Subtotal \$ _____</p>		
<p><b>11) BUDGET TOTAL</b> \$ _____</p>			<p>Total Administrative costs included above (includes "Indirect"). (Total Administrative costs, including "Indirect," are limited to 15 percent of the total contract.) \$ _____</p>		
<p>_____</p>			<p>Times (Percent of Total Certified Enrollment, Column B(4)) x _____ % (b)</p>		
<p>_____</p>			<p>Equals Certified budget portion = \$ _____ (c)</p>		
Complete Annual Income Section (Columns C and D) on Next Page					



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FULL-DAY/FULL-YEAR Projected Annual Program Budget				Form A (Page 2 of 2)	
Column C State Contract Income Needed			Column D Other Income Needed		
1.) Total Adjusted Certified Enrollment (from Column B, line 1(a))			Budget TOTAL (from Column A, line 11)	\$	
Times maximum rate	x	\$36.10	Minus lesser of 1 or 2 (from Column C, line 3)	-	\$
Equals maximum reimbursement	=	\$	Equals other income needed	=	\$
2.) Certified budget portion (from Column B, line 5c)		\$	This is the other income needed to run your program in addition to the amount requested by this State Child Development contract. Please show the sources for all additional income:		
3.) The lesser of 1 or 2		\$	Nutrition Program:	\$	
State Child Development contract income needed is the lesser of 1 or 2: This lesser amount should be the amount requested on Section II of this application.			Parent Fees (noncertified children):	\$	
			Donations and Grants:	\$	
			Fund-raising:	\$	
			Other (specify): _____	\$	
			Other (specify): _____	\$	
			<b>TOTAL Other Income</b>	\$	

**BUDGET NOTES:** Use this space to help clarify the proposed budget. Include in your explanation the source of donations, grants, fund-raising, and other income sources.



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# Expenses

- Child Development expenditures are reported in accordance with the California School Accounting Manual, which classifies expenditures according to the types of items purchased or services obtained.
- Expenditures are categorized into the following object codes:
  - 1000 Certificated salaries
  - 2000 Classified salaries
  - 3000 Employee benefits
  - 4000 Books and supplies
  - 5000 Services and other operating expenses
  - 6400 New equipment
  - 6500 Equipment replacement



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# Expenses cont.

- 1) Certificated salaries (1000): Salaries paid to employees with a child development permit, teaching credential, or other appropriate certificate.
- 2) Classified salaries (2000): All other salaries that are not certificated.
- 3) Employee Benefits (3000): Employers' contributions to retirement plans and health and welfare benefits.
- 4) Books and Supplies (4000): Expenditures for books and supplies including costs of sales/use tax, freight, and handling charges.
- 5) Services and Other Operating Expenses (5000): **A total of 5a, b, c, d, e, f.**  
**Itemize as follows:**
  - 5a)** Expenditures for rentals, leases
  - 5b)** Service contracts: includes janitorial, consultant, auditor, maintenance contracts, etc.
  - 5c)** Nutrition: expenses related to meals/snacks served to children in the program.
  - 5d, 5e, 5f)** travel, insurance, utilities, legal, and other operating expenditures.



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# Expenses cont.

- 6) New Equipment (6400): Expenditures for movable personal property, including equipment such as vehicles, machinery, computer systems, and playground equipment.
- 7) Equipment Replacement (6500): Expenditures for equipment replaced on a piece-for-piece basis. These expenditures must be identified for purposes of the calculation of the current expense of education (Education Code Section 41372).
- 8) Depreciation or Use Allowance: Taxes, insurance and maintenance may be claimed as part of actual and allowable costs for buildings or building improvements related to the child development program and equipment necessary for the operation of the program. See the Funding Terms & Conditions for more information.
- 9) Indirect Cost: Can only be charged for an item that would normally fall under categories 1000-5000 but is not listed in these line items because it cannot be separately identified. Indirect costs may not exceed 8 percent of the total of the first five categories (School districts and county offices of education shall use the CDE approved rate if it is less than eight percent.)
- 10) Administrative Costs: Costs incurred for administrative activities where neither the family nor the child directly benefits from the activity. This includes Indirect Cost, and is limited to 15 percent of the total contract.
- 11) Budget Total.

# Revenue Overview - Restricted and Unrestricted Income



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- Revenue received to support the Child Development Program can come from multiple sources. Revenue is categorized as either Restricted or Unrestricted Income depending on the source and how it is expended. All income for both certified and non-certified children must be reported.
- **Restricted Income:** Income that may only be expended for specific limited purposes.
  - Child Nutrition Programs: Revenue received from the CDE Nutrition Services Division.
    - Child and Adult Care Food Program (CACFP)
    - National School Lunch Program (NSLP)
    - School Breakfast Program (SBP)
  - Family Fees for Certified Children
  - Interest earned on apportionments
- **Unrestricted Income:** Income that the donor has not restricted for use for certified children or income the donor has restricted for purposes that are not reimbursable to the contract, including income for services to children not subsidized by the contract.
  - Parent fees for noncertified children
  - Donations and Grants
  - Fund-raising



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# Other Income

- Other income are funds needed to run your program *in addition to* the amount requested. May be a combination of both restricted and unrestricted income:
  - Revenue sources for Other Income includes:
    - General Funds
    - Donations and Grants
    - Fund-raising
    - Parent fees for noncertified children



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## Column A Proposed Budget Plan

### DEFINITIONS:

"Certificated" salaries are those paid to employees with a child development permit, teaching credential, or other appropriate certificate.

"Services contracts" could include janitorial, consultant, auditor, etc.

"Other Operating" expenses include telephone, utilities, etc.

"Indirect cost" can only be charged for an item that would normally fall under categories 1000-5000 but is not listed in these line items because it cannot be separately identified. Indirect costs may not exceed 8 percent of the total of the first five categories (School districts and county offices of education shall use the CDE approved rate if it is less than eight percent.)

1) Certificated Salaries (1000)	\$	<b>70,233</b>
2) Classified Salaries (2000)	\$	<b>51,504</b>
3) Employee Benefits (3000)	\$	<b>32,775</b>
4) Books and Supplies (4000)	\$	<b>28,093</b>
5) Services and Other Operating Expenses (5000) (Total of a, b, c, d, e, and f listed below)	\$	<b>66,550</b>
a. Rent/Lease	\$	<b>9,023</b>
b. Service Contracts:	\$	
c. Nutrition:	\$	<b>46,822</b>
d. Travel:	\$	
e. Other: <u>Utilities</u>	\$	<b>8,364</b>
f. Other: <u>Insurance</u>	\$	<b>2,341</b>
6) New Equipment (6400) Annual, other than Start-Up	\$	
7) Equipment Replacement (6500) Annual, other than Start-Up	\$	
8) Depreciation or Use Allowance	\$	
9) Indirect Cost	\$	
10) Other	\$	
<b>11) BUDGET TOTAL</b>	\$	<b>249,155</b>
Total Administrative costs included above (includes "Indirect"). (Total Administrative costs, including "Indirect," are limited to 15 percent of the total contract.)	\$	



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## Column B

### Calculation to Determine Percentage Of Certified Enrollment

Complete the calculations below to determine the enrollment percentage for the CDE-certified portion of this program and budget.

#### 1) Certified Enrollment (this application)

Total Adjusted Certified Enrollment (From Section VIII: Full-Day Summary)		<b>6,485.00</b>	(a)
--	--	-----------------	-----

#### 2) Noncertified Enrollment (this application)

Total Adjusted Noncertified Enrollment: (From Full-Day CSPP Worksheet A-2)		<b>3.00</b>	(a)
---	--	-------------	-----

Times Days of Operation (246 days minimum)	x	<b>250</b>	(b)
---	---	------------	-----

Equals "Total Adjusted Noncertified Enrollment"	=	<b>750.00</b>	(c)
--	---	---------------	-----

#### 3) Total Enrollment

Total Adjusted Certified Enrollment (1a) + Total Adjusted Noncertified Enrollment (2c)	=	<b>7,235.00</b>	(a)
---	---	-----------------	-----

#### 4) Percentage of Total Certified Enrollment

Divide the "Total Adjusted Certified Enrollment" (1a)  
by the "Total Enrollment" (3a) (certified plus noncertified)

<b>6,485</b>	÷	<b>7,235</b>	=	<b>90</b>	%
Total Adjusted Certified Enrollment (1a)		Total Enrollment (3a)		Percent of Total Certified Enrollment	

#### 5) Proration of Budget for Certified Enrollment

BUDGET TOTAL (Column A, #11)		<b>\$ 249,155</b>	(a)
------------------------------	--	-------------------	-----

Minus nutrition costs paid for by federal/state nutrition programs	-	<b>\$ 33,144</b>	
---	---	------------------	--

Subtotal		<b>\$ 216,011</b>	
----------	--	-------------------	--

Times (Percent of Total Certified Enrollment, Column B(4))	x	<b>90</b>	%(b)
---	---	-----------	------

Equals Certified budget portion	=	<b>\$194,410</b>	(c)
---------------------------------	---	------------------	-----



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Column C State Contract Income Needed			
1.) Total Adjusted Certified Enrollment (from Column B, line 1(a))			<b>6,485</b>
Times maximum rate	x		<b>\$36.10</b>
Equals maximum reimbursement	=	\$	<b>234,109</b>
2.) Certified budget portion (from Column B, line 5c)		\$	<b>194,410</b>
3.) The lesser of 1 or 2		\$	<b>194,410</b>
State Child Development contract income needed is the <i>lesser of 1 or 2</i> : This lesser amount should be the amount requested on Section II of this application.			



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<b>Section II Legal Status of Agency</b> (See instructions on pages 18-19 of RFA)			
<b>Check One Box Below:</b>		<b>Federal Employer Identification Number (FEIN):</b>	
<input type="checkbox"/> City or City Agency <input type="checkbox"/> County or County Agency <input type="checkbox"/> State or Federal Agency <input type="checkbox"/> State College or University <input type="checkbox"/> Community College <input type="checkbox"/> County Office of Education <input type="checkbox"/> School District <input type="checkbox"/> Tribal Council/Military Installation <input type="checkbox"/> Private for-profit / Private nonprofit		#	
		<b>County District School (CDS) Code:</b>	
		#	
<b>Total Application Amount Requested:</b>	\$	<b>194,410</b>	<b>Total Adjusted Certified Enrollment: 6,485</b>
From Form A, Full-Day/Full-Year Annual Program Budget, Column C, Line 3 <i>and, if applicable</i>		From Section VIII, Full-Day/Full-Year Site Summary Information, Total Adjusted Child Days of Enrollment <i>and, if applicable</i>	
From Form C, Part-Day/Part-Year Annual Program Budget, Column C, Line 3		From Section X, Part-Day/Part-Year Site Summary Information, Total Adjusted Child Days of Enrollment	



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Column D Other Income Needed		
Budget TOTAL (from Column A, line 11)	\$	<b>249,155</b>
Minus lesser of 1 or 2 (from Column C, line 3)	-	<b>194,410</b>
Equals other income needed	=	<b>54,745</b>
<p>This is the other income needed to run your program in addition to the amount requested by this State Child Development contract. Please show the sources for all additional income:</p>		
Nutrition Program:	\$	<b>13,678</b>
Parent Fees (noncertified children):	\$	<b>26,234</b>
Donations and Grants:	\$	<b>14,833</b>
Fund-raising:	\$	
Other (specify): _____	\$	
Other (specify): _____	\$	
<b>TOTAL Other Income</b>	<b>\$</b>	<b>54,745</b>

# Part-day/Part-year Forms



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- Complete Part-day/Part-year forms in the same manner as Full-day/Full-year forms.
- Differences in Part-year/Part-day forms:
  - MDO is 175-180 days.
  - Part-day adjustment factor of 0.6172 is used to convert the contracted full-day rate to the part-day rate (see Worksheet C-1, Worksheet C-2).



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# Reminders

- Complete these forms for **each site**:
  - Section VII - FULL-DAY/FULL-YEAR Program Information and Funds Requested
  - Section IX - PART-DAY/PART-YEAR Program Information and Funds Requested
  - FULL-DAY/FULL-YEAR CSPP Worksheet A-1 (for certified enrollment)
  - PART-DAY/PART-YEAR CSPP Worksheet C-1 (for certified enrollment)
  
- Complete these forms as a **summary for all sites**:
  - Section VIII - FULL-DAY/FULL-YEAR Site Summary Information
  - Section X - PART-DAY/PART-YEAR Site Summary Information
  - FULL-DAY/FULL-YEAR CSPP Worksheet A-2 (for noncertified enrollment)
  - PART-DAY/PART-YEAR CSPP Worksheet C-2 (for noncertified enrollment)

# Service Level Exemption (Start-up Allowance – If Applicable)



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- A new or expanding program may not have sufficient enrollment during the first contract period while the program is starting up, but will incur costs that are reimbursable expenses.
- *EC* Section 8275 and 5 *CCR*, Section 18034 allows up to 15 percent of the award amount to be paid for “start-up” costs without providing services.
- **It is not additional funding**, but is part of the total contract award. The amount may include, but not be limited to, the following costs:
  - The employment and orientation of necessary staff
  - The setting up of the program and facility
  - The finalization of rental agreements and the making of necessary deposits
  - The purchase of a reasonable inventory of materials and supplies
  - The purchase of an initial premium for insurance



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## Service Level Exemption (Start-up Allowance – If Applicable) cont.

- Start-up costs for this RFA may be split between fiscal year (FY) 2014–15 and 2015–16; however, the total start-up allowance combined between fiscal years cannot exceed 15 percent of the award amount.
- Approved start-up costs can only be expended in the fiscal year they are approved.
  - FY 2014-15: Two weeks from June 15–June 30, 2015. Funding to provide services will not be available in FY 2014-15.
  - FY 2015-16: Full fiscal year from July 1, 2015–June 30, 2016.
- Unexpended funds cannot be transferred to a subsequent fiscal year.





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**"Start-Up Allowance" Request for Service Level Exemption**

**Form F-1 (FY 2014-15)**

Please include below a Budget Narrative Justification and support each line-item request for Fiscal Year 2014-15. This should be 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**.

# How Contract Payments Will Be Made



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- Contract apportionments will only be disbursed when a formal contract between the CDE and the agency has been executed.
- A contract is executed only after BOTH parties have signed the contract.
  - Contractors are required to sign and mail two copies of the contract to the CDE's Contracts Office.
  - Contracts Office then signs and executes the contract.
  - Contractors will receive a copy of the executed contract.
- Applicants are advised that reimbursement will not be provided for any costs incurred outside the specified contract period.



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# How Contract Payments Will Be Made cont.

- The CDE recommends that agencies have three months of operating capital available to administer all contracted programs for the period prior to receiving state contract payments from the Child Development Fiscal Services (CDFS).
- Operating capital may be necessary because of:
  - 1) A late budget approved by the Legislature and signed by the Governor's Office, or
  - 2) Delays in the execution of the contract.
- Three months of operating capital is approximately one-fourth of the agency's total annual MRA. Examples of acceptable operating capital would include, but are not limited to, cash or a line of credit.
- CDFS is responsible for generating contract payments. These payments are adjusted to correspond to the projected amount earned or expended by the contractor through the end of the contract period.

# Apportionment Process



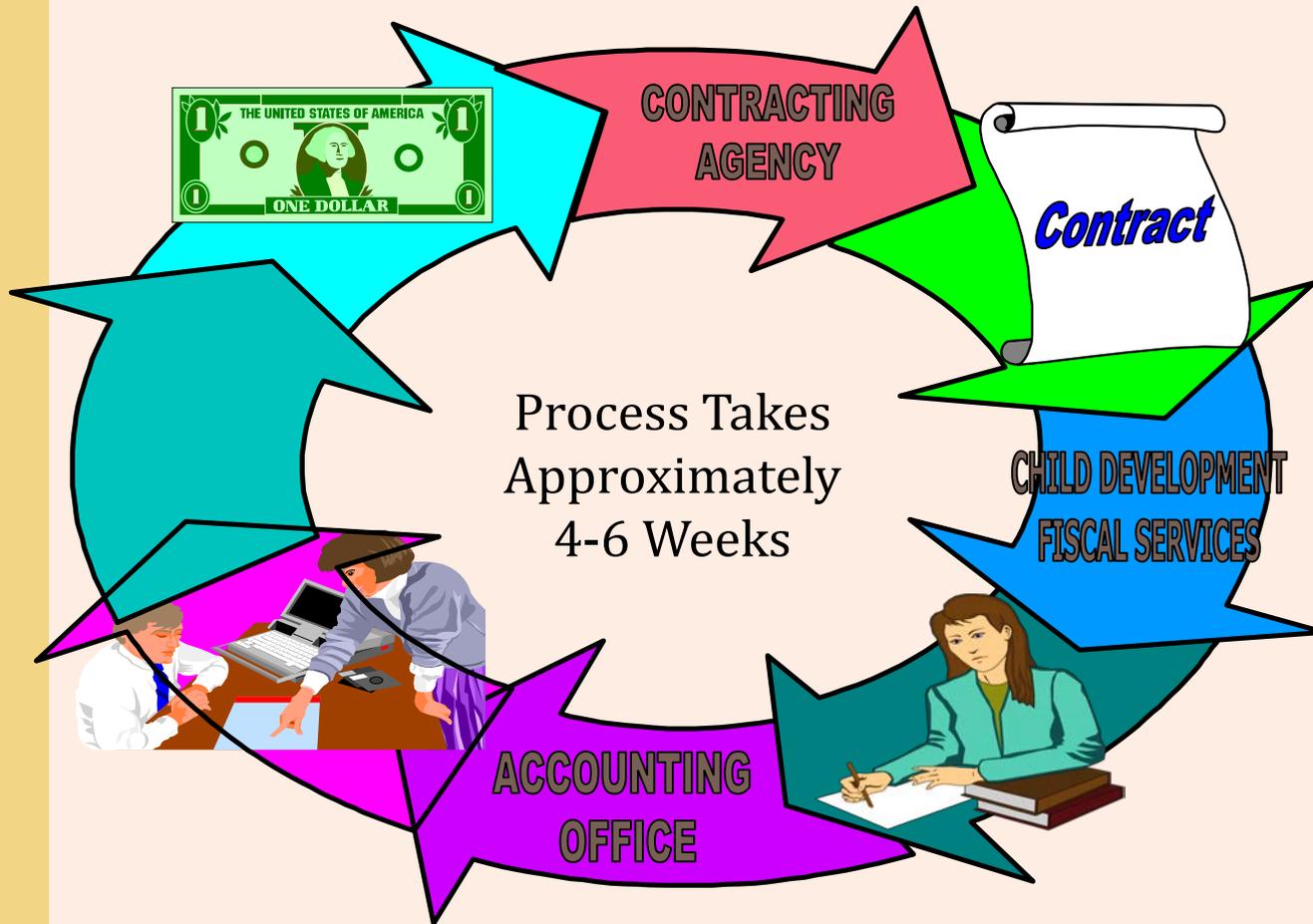
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- CDFS approves an apportionment if contractor has met all terms.
- Service Contracts:
  - Initial apportionment usually 25% of MRA.
  - Maximum monthly apportionment based upon apportionment schedule.
- The CDE's Accounting Office schedules payment with the State Controller's Office.
- State Controller's Office produces and mails the warrant to the contractor.

# Apportionment Process – Flow Chart



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# How Contract Payments Will Be Made cont.

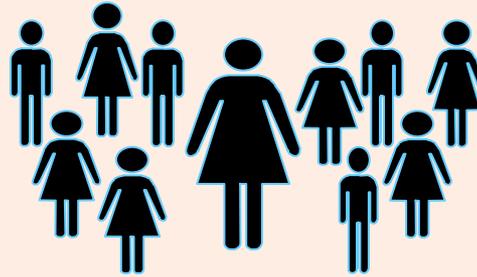


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- Limits of Reimbursement (5 CCR Section 18054(a))
  - Lesser of MRA, reimbursable costs, or service earnings.
  - Family fees for certified children and earned interest are subtracted in calculating the contractor's payment amount.
  - Costs incurred before the stated effective date in a fully executed contract are not reimbursable expenditures. State contract funds must be spent on reimbursable start-up costs and/or reimbursable costs for eligible children served during the contract period.
- The CDE may recoup any payments made for costs which are not reasonable and necessary and is entitled to recover any costs of recoupment. Claims for reimbursement shall not be paid unless there are adequate documents to support the claims. The contractor has the burden of supporting claims for reimbursement.



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**WHOM to CONTACT**  
for **WHAT?**

## CHILD CARE CONTRACTOR

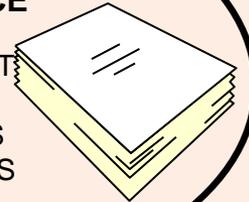
### EARLY EDUCATION AND SUPPORT DIVISION

**(EESD)** (916) 322-6233  
CONTRACT APPLICATIONS  
PROGRAM ASSISTANCE  
PROGRAM QUALITY REVIEWS  
STATISTICAL REPORTS  
APPEALS



### CONTRACTS OFFICE

(916) 322-3050  
CONTRACT CONTENT  
CONTRACT STATUS  
SIGNED CONTRACTS  
MISSING CONTRACTS



### AUDITS AND INVESTIGATIONS

**DIVISION (A&I)** (916) 322-2288  
AUDIT REQUIREMENTS  
AUDIT REVIEWS  
DELINQUENT AUDITS



### CHILD DEVELOPMENT FISCAL SERVICES (CDFS)

CONTRACT TERMS: MRA, MDO, CDE, RATE  
ATTENDANCE AND FISCAL REPORTS  
REIMBURSEMENT CALCULATIONS  
RESERVE ACCOUNT STATUS  
PAYMENT AUTHORIZATION  
CONTRACT BILLINGS  
MISSING CHECKS  
DELINQUENT ACCOUNTS RECEIVABLE  
TECHNICAL ASSISTANCE





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# Section XII - Program Staffing Plan

List staff positions that will be paid from the requested contract dollars

California Department of Education  
Early Education and Support Division

California State Preschool Program (CSPP) Expansion  
Page 23 of 28

Section XII Program Staffing Plan		
Site Name:		
<b>Administration (A)</b> This Classification includes program directors, site supervisors, fiscal coordinators, secretaries, clerks, and others whose primary function is to facilitate the administrative processes.	<b>Instructional Services (IS)</b> This classification includes certificated, classified staff or CTC permit holders providing instruction to children.	
<b>Other Operational Services (OS)</b> This classification includes custodians, cooks, bus drivers, grounds persons, and others performing similar functions.	<b>Support Services (SS)</b> This classification includes nurses, counselors, social workers, resource teachers, and others who are licensed and performing specialized professional services	
<b>A. List below the staff positions that will be paid from the requested contract dollars.</b>		
Job Title (Include Classification Codes) Use Codes Listed Above (A, IS, OS, SS)	Number of Full-Time-Equivalent Employees (For This	Salary Range (Hourly or Monthly)



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## Section XIII – Program Narrative Description (PND)

- Application Format requirements:  
pages 13 – 15 of the RFA
- Written narrative for program  
components 1 through 5:  
pages 24 -26 of the Application
- Scouring Rubric for PND:  
pages 32 – 36 of the RFA



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# Application Format Requirements

- Requirements: pages 13 – 15 of the RFA
  - must use 8 ½ x 11 inch white paper; single-sided only
  - All margins must be a minimum of one-half inch from the edge of the paper



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# Format Requirements cont.

- Standard 12-point font (e.g., Arial or Times New Roman) may not exceed six lines per inch. Do not use a compressed, narrow, or script font.
  - ❖ **Only Exception:** Font size on the Weekly Lesson Plan and Weekly Menu Planning Worksheet **may be reduced to no smaller than a 9-point font.**



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# Labeling your PND pages

- At the top of each page of the PND, the applicant must insert the following identifying information:
  - California State Preschool Program (**CSPP**), Legal Name of Applicant Agency – **XYZ Inc.**, and Page Number – **page xx**.



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# Labeling your PND pages cont.

- 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.



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# Section XIII – Program Narrative Description – written response application pages 24-26

There are 5 components:

## 1. Agency Philosophy & Introduction

- Page allowance 1, zero points

## 2. Children & Families

- Page allowance 1, zero points

## 3. Program Administration

- Page allowance 6, zero - 60 points



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## Section XIII – Program Narrative Description cont.

### 4. Meeting the Developmental Needs of Children

- Page allowance 11, zero - 70 points

### 5. Parent & Community Partnerships

- Page allowance 3, zero - 20 points

❖ Total of 22 pages allowed

❖ Total of 150 possible points



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# PND: Program Component 3 - Program Administration, Goals

## **Describe one goal for each following area:**

- Learning activity and program design
- Recruitment and retention of qualified staff (5 *CCR* and 22 *CCR*)
- Ongoing staff development
- Administrative responsibilities
- Fiscal accountability
- Facilities management



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## PND: Program Component 3 - Program Administration, Goals cont.

- ❖ Goals are broad comprehensive statements.
- ❖ 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.



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# PND: Program Component 3 - Program Administration, Objectives cont.

**Provide** three major objectives for each goal that include:

- ❖ outcome measures and
- ❖ timelines, to support the implementation of each identified goal



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# PND: Program Component 3 - Program Administration, Objectives cont.

## Objectives:

- are action commitments through which an agency will carry out its program goals
- are specific action statements
- include measurable outcomes and timelines for accomplishing goals



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## PND: Program Component 3 - Program Administration

- A measurement is the basis against which progress toward the goal is measured.
- ❖ Together, goals and objectives for the five required program subcomponent areas represent the fundamental strategy of the agency's program.

# PND: Program Component - 4 Meeting the Developmental Needs of Children, Part A



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**Part A:** Provide a comprehensive & clearly defined rationale for the role of the DRDP Program Self Evaluation in the 8 areas:

- Self and Social development
- Language and Literacy development
- English Language development
- Cognitive development
- Mathematical development
- Physical development
- Health
- DRDP Program Self Evaluation

# PND: Program Component - 4

## Meeting the Developmental Needs of Children, Part B



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**Part B:** 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.

**Using Form G,** develop the Weekly Activities Plan for the first week of November for one class of children.

# PND: Program Component - 4

## Meeting the Developmental Needs of Children- Part B



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### Learning objectives:

Monday	Tuesday	Wednesday	Thursday	Friday

Changes to the environment (e.g., stations, setups for child choice area, resources, reading area, artwork):

# PND: Program Component - 4

## Meeting the Developmental Needs of Children



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**Part C:** The nutrition component ensures children have nutritious meals and snacks during the time they are in the program. Meals and snacks shall be culturally and developmentally appropriate for the children being served and shall meet the nutritional requirements specified by the federal Child and Adult Care Food or the National School Nutrition program.

# PND: Program Component - 4

## Meeting the Developmental Needs of Children- Part C menu



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### **Using Form H**, the Weekly Menu Planning Worksheet:

- ❖ Indicate the food items and amounts of each snack and/or meal served.
- ❖ At the top of the worksheet describe the location of the food service, social atmosphere, staff interaction with and support to the children during snack and/or meal times.



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# PND: Program Component - 4

## Meeting the Developmental Needs of Children- Part C menu

Describe location of food service, social atmosphere, staff interactions with and support to the children during snack and/or meal times.

Snack/Meal s Service	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast					
A.M. Snack					
Lunch					
P.M. Snack					



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# PND: Program Component - 5 Parent & Community Partnerships

In detail describe the agency's plan to:

1. assess parent interest, needs and community resources
2. develop and maintain linkages between home, providers and community
3. develop strategic partnerships with parent, providers, the community and local school districts to establish ongoing interactions to ensure information on kindergarten readiness is provided to parents; and establishes joint kindergarten & provider visits for orientation.



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## Loan Program Information:

### **Purpose:**

The California Renovation and Repair Loan Fund (CRRLF) is a loan program that provides funding to eligible California Department of Education (CDE) child care and development contracting agencies and Local Educational Agencies (LEAs) for the renovation, repair, or improvement of an existing building to make suitable for licensure and expansion. Also, included is health and safety compliance of subsidized child care centers.

### **Background:**

Education Code 8273.3(3)

### **Program Descriptions:**

Loans for the renovation, repair, or improvement of an existing building

Loan funds are repaid with no interest

Loans can be paid with reimbursable funds from qualifying contracts

Loan funding is being made available to existing and CSPP RFA

Expansion applicants

### **Facilities:**

Child Care Facility Revolving Fund loans are available now

Information can be located at

<http://www.cde.ca.gov/sp/cd/op/ccrf.asp>



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# Resource Links

- Agencies considering submitting an Application for CSPP Expansion funding must complete and submit the **Intent to Submit Application Form**. **Intent to Submit Application Form, Due December 1, 2014.**
- The **CSPP Application** applicants may mail or personally deliver the RFA applications. Applications must be received by **5 p.m., January 5, 2015.**
- For Program questions, please contact your EESD Field Services Consultant at <http://www.cde.ca.gov/sp/cd/ci/assignments.asp>.
- For Fiscal questions, please contact your Fiscal Services Analyst at <http://www.cde.ca.gov/fg/aa/cd/faad.asp>.

For any further questions, contact Maria A. Amor, by phone at 916-319-0606 or by e-mail at [CSPPRFA@cde.ca.gov](mailto:CSPPRFA@cde.ca.gov).



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# RFA Resource Links continued

## **Funding Terms & Conditions**

<http://www.cde.ca.gov/fg/aa/cd/ftc2014.asp>

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

<http://www.cde.ca.gov/ta/cr/documents/ees201415a.pdf>

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

<http://www.cde.ca.gov/sp/cd/ci/documents/cd9730progcal1415.xls>

## **Notification of Final 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/std204formeessd.pdf>



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# FIRST STEP IN APPLYING FOR CSPP EXPANSION FUNDING

Complete and submit the *Intent to Submit Application* form RFA page 30

**This form must be received by the EESD  
no later than 5:00 pm on Monday,  
December 1, 2014**

**California Department of Education  
Early Education and Support Division  
Attn: Funding and Agency Support Unit  
1430 N Street, Suite 3410  
Sacramento, CA 95814-5901  
FAX: (916) 323-6853**

**<http://www.cde.ca.gov/fg/fo/r2/cspp14rfa.asp>**