



# ***California State Preschool Program (CSPP) Expansion Funds Fiscal Year 2016–17***

**Request for Applications  
Webinar**



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



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# History and Definitions

- The California State Preschool Program (CSPP) was established in 1965.
- Provides eligible families with children ages three and four years old, with CSPP services in safe, healthy, age-appropriate, and quality educational environments





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# History and Definitions

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.

Families must meet eligibility & need criteria described in *California Code of Regulations, Title 5 (5 CCR) Section 18078.*





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# History and Definitions

- Local Educational Agencies (LEAs) are School Districts, County Offices of Education, Community College Districts, or Direct Funded Charter Schools.





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# Overview

California State Preschool Program (CSPP) expansion funds are now available to provide subsidized early education services to age-eligible three and four year olds in eligible families.





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# Overview

## What Funding Is Available?

- Full-day/Full-year CSPP slots
- 2,959 slots for LEAs





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# Funding Priorities

- By Local Planning Council (LPC) priorities within each county
- By order of scores for eligible applications
- Unused funds allocated to counties will be redistributed to successful unfunded applicants in priority order as stated above.
- Full-day/Full-year applicants will be funded before Part-day/Part-year applicants.





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# Statutory & Regulatory Information

- The California *Education Code (EC)* Title 1, Division 1, Part 6, Chapter 2 sections 8235–8237 authorizes the Superintendent of Public Instruction to administer CSPPs.
- *California Code of Regulations, Title 5 (5 CCR)*, Education Chapter 19, sections 18001–18003 provide general provisions for awarding funding.
- If awarded, applicants must adhere to *EC*, and *5 CCR*, which are integrated into the Funding Terms and Conditions (FT&C) and the CSPP program requirements.





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# Statutory & Regulatory Information

- Applicable laws and regulations also include CDE Audit Guide and The Child Care Development Fund (CCDF) at 45 *Code of Federal Regulations* (45 *CFR*), Part 98 (*Federal Register*, Vol. 72, No. 142, July 24, 1998) and all other federal regulatory requirements listed on page 4 of the CSPP Request for Applications (RFA) Program Overview.





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# Statutory & Regulatory Information

- 5 CCR Section 18272 requires each agency, as part of the Desired Results System, 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.

<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 Information

The California Department of Education (CDE) monitors each contractor's administrative performance in accordance with *EC* Section 8261 and 5 *CCR* Section 18279 utilizing:

- Annual Contractor Self-Reviews
  - a. Program Self-Evaluation

<http://www.cde.ca.gov/sp/cd/ci/mb1616.asp>

- b. Federal Program Monitoring/  
Compliance Monitoring Review

<http://www.cde.ca.gov/ta/cr/documents/eesol1617.pdf>





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# Statutory & Regulatory Information

## External Reviews:

- 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/>

- CDE will conduct program reviews periodically using the appropriate review instruments

<http://www.cde.ca.gov/ta/cr/documents/eesol1617.pdf>



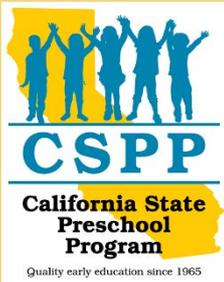


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# Application Timelines

Item	Date*
Request for Applications Released	October 11, 2016
Live Webinar	October 20, 2016
Applications Due to the EESD	November 8, 2016
Score Notification to Applicants	December 7, 2016
Appeals Due to CDE	January 4, 2017
Awards Announced	January 25, 2017
Contracts Issued	April 1, 2017

\* Dates subject to change



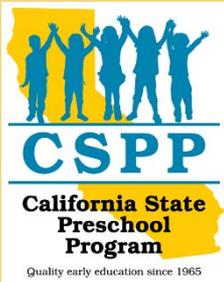


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# Applicant Eligibility

The RFA funding opportunity is available to LEAs that are:

- Existing CSPP contractors
- Existing Early Education and Support Division (EESD) program contractors that do not have a CSPP contract
- New agencies without EESD program contracts





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# Applicant Eligibility

To Be Eligible Applicants Must Be:

- Licensed or eligible for licensing through Community Care Licensing
- Applicants without a license will not be issued a contract until issued a license.
- Exempt from licensing in accordance with Health and Safety Code Section 1596.792



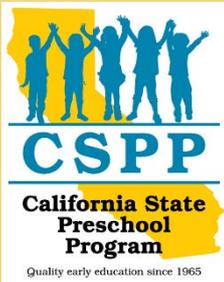


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# Applicant Eligibility

Current EESD contractors are eligible to apply **except** when one or more of the following conditions apply (5 *CCR*, Section 18001):

- The contractor is on conditional status.
- The contractor failed to clear identified noncompliance items within 12 months of the review.
- CDE reduced the contractor's current year maximum reimbursement amount.
- The applicant contractor has an outstanding accounts receivable balance.





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# Applicant Eligibility

Current EESD contractors are eligible to apply **except** when one or more of the following conditions apply (5 *CCR*, Section 18001):

- The applicant contractor has a delinquent audit with the CDE.
- Contractor 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* Section 8406.9)





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# Applicant Eligibility

An applicant that is not a current EESD contractor is eligible to apply for funding, **except** when one or more of the following conditions apply (5 CCR, Section 18001).

The applicant:

- had a previous contract with the CDE that was terminated or not continued for fiscal or programmatic noncompliance within three years immediately preceding the date the RFA was posted





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# Applicant Eligibility

An applicant that is not a current EESD contractor is eligible to apply for funding, **except** when one or more of the following conditions apply (5 *CCR*, Section 18001).

The applicant:

- 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* Section 8406.9)





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# Application Submission

Applications must be **received** at or before 5:00 p.m.  
on **November 8, 2016** at the following address:

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



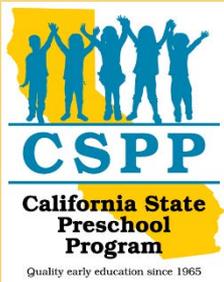


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# Application Submission

Applications for funding must be completed in accordance with the following instructions:

- The application must demonstrate the applicant's working knowledge of state and federal early education requirements.
- Applicants must submit **all** required information and forms requested in the RFA.





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# Application Submission

- Applications must conform to the format requirements (i.e. Section XIII of RFA instructions) paper size, margin, and font size.
- CSPP Application Cover Sheet must be included as the first page for the entire application.
- Do not attach additional covers or place applications in binders.
- Applications must be adequately secured with a staple in the upper left-hand corner.
- Failure to submit the application on a timely basis may result in the disqualification of the application.





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# Application Submission

## Cost of Preparing 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.



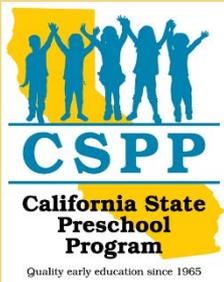


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# Application Submission

## Number of Copies Required

- One (1) application with original signature in **blue ink** by the agency's authorized agent in all sections (e.g., Certification Signature)
- Four (4) copies of the entire original application





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# Application Submission

## Application Due Date

- Applications must be received by: 5:00 p.m. on November 8, 2016
- Postmarks will not be accepted.
- Applications that do not adhere to submission requirements will be disqualified.

Information can be found on page 11 in the RFA Program Overview





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# Application Review Process

## Initial Screening Criteria

Applications must be:

- Timely, must be received by due date
- Include all required signatures
- Include appropriate number of copies
- Eligible for funding pursuant to 5 *CCR* Section 18001





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# Application Review Process

## Preliminary Screening

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

Information can be found on page 12 in the RFA Program Overview





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# Application Review Process

## Evaluation and Scoring

- Eligible applicants will be evaluated and scored.
- Scores are based solely on the Program Narrative (Section XIII of application).
- Applicants must obtain a minimum score of 80 points (70 percent of 114 maximum points).
- The CDE will notify **all** applicants in writing of their score.

Information can be found on page 13 in the RFA Program Overview





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# Application Review Process

## Appeal Process

After receiving the written notification, the applicant:

- Should review their application
- May request a copy of the criteria used to score and any readers comments

An applicant wishing to appeal their score:

- Must submit a notice of appeal to the CDE within ten (10) business days of receiving results notification

Information can be found on page 13 in the RFA Program Overview





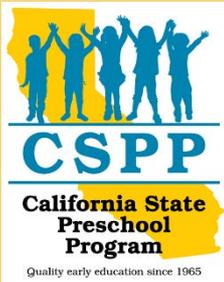
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# Application Review Process

## Results

Final awards will be announced as follows:

- Successful applicants will receive a proposed award letter.
- Final awards will be posted on CDE's web site:  
<http://www.cde.ca.gov/fg/fo/fr>





# Early Education and Support Division

## Section X: Program Attachments Program Narrative Information



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# Program Narrative

## Characteristics of High-Quality Early Education Environments (*EC*, Section 8203)

- Age-appropriate physical environments that meet applicable licensing standards and DRDP system requirements. Safe settings offering adult-to-child ratios encouraging the best opportunities for development with low staff turnover
- Age appropriate program activities and services that meet the developmental needs of each child





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# Program Narrative

- Program activities, learning materials, teaching methods, and services that meet the cultural and linguistic needs of children and families
- Learning opportunities promoting children's success in school
- Parent education
- Family and community and involvement
- Efficient and effective program administration
- Provision for the nutritional needs of children





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# Program Narrative

- Social & health services including identification of child and family needs and referrals to appropriate agencies according to their needs
- Staff possessing the appropriate and required qualifications or experience and reflect the diverse linguistic and cultural makeup of the children and families enrolled in the program





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# Program Narrative

## Staffing Requirements

- Teachers must have a valid Associate Teacher permit, or higher, issued by the Commission on Teacher Credentialing (CTC).
- Site Supervisors (may only supervise one site) must have a valid Site Supervisor permit issued by CTC .

Specific information on permit requirements is located at:  
<http://www.ctc.ca.gov/credentials/creds/child-dev-permits.html>





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# Program Narrative

## Staffing Requirements

- Program Directors (may supervise multiple sites) must have a valid Program Director Permit issued by CTC.

Specific information on permit requirements is located at:

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





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# Program Narrative

## Staffing Ratios Requirement

- Contractors must comply with staffing ratio requirements specified in *5CCR*, Section 18290.
- *5CCR* requirements are more stringent than Community Care Licensing (*22CCR*) requirements.





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# Program Narrative Staffing Crosswalk (22CCR vs. 5CCR)

Title 22		Title 5	
Ages	Ratios	Ages	Ratios
Infant 0 – 24 months	Adult/Child 1:4 Teacher/Child 1:12	Infant 0 – 18 months (CCTR)	Adult/Child 1:3 Teacher/Child 1:16
Toddler Option: 18 months to 30 months	Adult/Child 1:6 Teacher/Child 1:12	Toddler 18 – 36 months (CCTR)	Adult/Child 1:4 Teacher/Child 1:16
Preschool 25 months – 4.9 years	Adult/Child 2:18 Teacher/Child 1:12	Preschool 36 months to enrollment in kindergarten (CCTR or CSPP)	Adult/Child 1:8 Teacher/Child 1:24
		Three and four year olds as defined in statute (CSPP)	Adult/Child 1:8 Teacher/Child 1:24
School Age – children enrolled in first grade or above	Adult/Child 2:28 Teacher/Child 1:14	School – Age enrolled in kindergarten through 14 years old (CCTR)	





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# Program Narrative

## Desired Results System, What is it?

California designed the Desired Results System to measure child progress toward six desired developmental outcomes.





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# Program Narrative

## The Six Desired Outcomes

- Children are personally and socially competent
- Children are effective learners
- Children show physical and motor competence
- Children are safe and healthy
- Families achieve their goals
- Families support children's learning and development





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# Program Narrative

## Desired Results System, What is it?

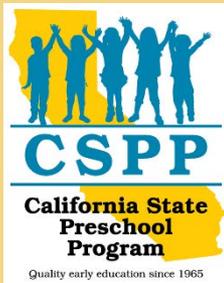
- Desired Results (DR) for Children and Families is a system designed to improve the quality of programs and services.





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# Desired Results System



<https://desiredresults.us/content/about-desired-results>



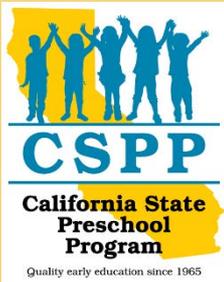
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# Program Narrative

## The Four Components of the Desired Results Assessment

- Desired Results Developmental Profile
- Desired Results Parent Survey
- Environment Rating Scale
- Program Self Evaluation

More information and training regarding the DR System can be found at: <https://desiredresults.us/content/about-desired-results>





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# Program Narrative

## Completing Section X

- Follow preparation instructions carefully for Section X Program Narrative of the RFA.
- Applicants must complete a written narrative for program components 1 through 5.
- Must adhere to the page limitations, paper size, font type and size, and line per inch limits described on pages 12-13 of the RFA Instructions.





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# Program Narrative

## Completing Section X

- This is the only section of RFA that is scored.
- Demonstrate how your program will meet the educational needs of children and families.
- Aligns with the scoring rubric





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# Program Narrative

## Completing Section X

There are five components to the Program Narrative.

These components not Scored:

- Agency Philosophy and Introduction
- Children and Families

These components are scored:

- Program Administration
- Meeting the Development Needs of Children
- Parent and Community Partnerships





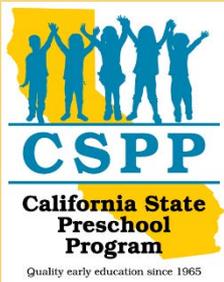
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# Component #1

## Agency Philosophy and Introduction

Explain services provided

- How are services delivered?
- When are services delivered?
- What services are provided?
- Are special programs utilized?
- What is the program's philosophy?
- Any unique features used?





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# Component #1

## Agency Philosophy and Introduction

### Example

The Perfect Preschool Program is located in Vibrant Valley, CA., is a primarily Hispanic and Asian community. Vibrant Valley is a primarily agriculture and service industry economy with an unemployment rate of 20%. In Vibrant Valley, CA, 20% of the population with children under the age of five falls at or below the 70<sup>th</sup>. percentile on the SMI. We offer CSPP services for eligible three and four year old children from 6:00 a.m. to 6:00 p.m. Monday through Friday. We provide children with nutritious meals and snacks.





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# Component #1

## Agency Philosophy and Introduction

Example (continued)

The Perfect Preschool Program philosophy is children learn best through hands on experiences with teacher facilitated and community guest facilitated activities. We use a combination of XYZ curriculum and 123 curriculum which aligns with the California Preschool Curriculum Frameworks.





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# Component #1

## Agency Philosophy and Introduction

### Example (continued)

We believe in community collaboration and invite community members into the classroom to enhance our educational curriculum (parents, farmers, business owners, city officials, school district staff, etc.) and to create important partnerships to further our hands-on education for children and parents.





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# Component #2

## Children and Families

Describe who will be served

- Demographics (ethnicity, economic levels, languages spoken, types of work in the service area, and any special needs of families served)
- How will hours and days of operation meet children and family needs in the service area?





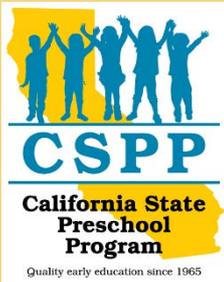
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# Component #2

## Children and Families

### Example

According to the latest census data from 2010, the Vibrant Valley population of 37,000 people is comprised of 60% Hispanic, 30% Asian, and the remaining 10% various ethnicities. The primary languages are English, Spanish, Mandarin, and Cantonese.





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## Component #2 Children and Families

### Example (continued)

Many of our families work as farm laborers. Vibrant Valley's top industry is agriculture (grapes and alfalfa). Parents also work in the service industry, and often work multiple jobs. Our CSPP service delivery hours of 6:00 a.m. to 6:00 p.m. assist those parents working extended hours and multiple jobs especially during harvesting season.





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# Component #3 Program Description

**Component #3** is your strategic plan, it is used to communicate the organization's goals, the actions needed to achieve those. The four areas to be included in your strategic plan are:

1. Learning activities and program design
2. Recruitment and retention of qualified staff
3. Staff development
4. Facilities management





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# Component #3

## Program Administration

**Your strategic plan must include:**

1. One Goal
2. Three Action steps
3. Method for assessing progress and success.





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# Component #3

## Program Administration

**(1) Goals (What?):** are broad and comprehensive statements that describes what the agency is going to accomplish. Written 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.

**(2) Action Steps (How, Who, When?):** are a comprehensive description of each step that is planned to reach the goal. Actions steps include how the actions steps will be taken, who will be responsible for completing the actions steps and timelines and due dates for the action steps.





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# Component #3 Program Description

**Include one goal for each of the following:**

- Learning activity and program design
- Recruitment and retention of qualified staff
- Staff development/professional learning
- Facilities management





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# Component #3

## Program Administration

### Assessment process

- How will it be determined that the goal/action steps have been met?
- How will success be determined or measured?
- Who is involved in assessment process?
- When is assessment completed?





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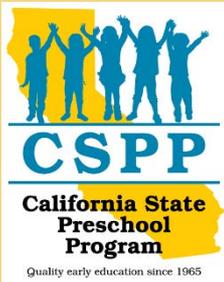
# Component #3

## Program Administration

Example

Goal Four – Facilities Management

- **Goal**
  - License existing building/classroom at Perfect Preschool Program to increase capacity and serve additional families
- **Action Steps**
  - Create a plan, including budget, November 2015
  - Upon receipt of RFA proposed award letter, complete and submit application for licensure to CCL, April 2016
  - Receive license and begin serving families, September 2016





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# Component #3

## Program Administration

Example

Goal Four – Facilities Management

- Assessment
  - Facility receives license by September 2016
  - Services for families begins by October 2016
  - Project completed on time and within budget



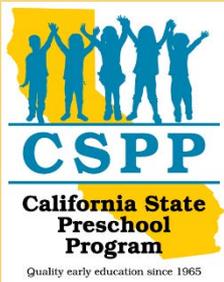


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# Component #4

## Meeting the Developmental Needs of Children

- This component includes three parts:
  - Written Narrative
  - Weekly Activity Plan
  - Weekly Menu Plan





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# Component #4

## Meeting the Developmental Needs of Children

### Written Narrative

- Using the DRDP system including Preschool Foundations, Curriculum Frameworks, and Program Guidelines, applicants must demonstrate a comprehensive and clearly defined rationale for the selection of curricular activities to support children’s developmental growth.
- Desired Results (DR) defines an overall outcome in a developmental area or “Domain”





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# Component #4

## Meeting the Developmental Needs of Children

### Written Narrative (continued)

- The following eight domains must be addressed when completing this section:
  1. Approaches to Learning-Self Regulation
  2. Social and Emotional Development
  3. Language and Literacy Development
  4. English Language Development
  5. Cognition, including Math and Science
  6. Physical Development –Health
  7. History-Social Science
  8. Visual and Performing Arts





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# Component #4

## Meeting the Developmental Needs of Children

### Weekly Activity Plan

- Complete **Form G**  
<http://www.cde.ca.gov/fg/fo/r2/documents/cspprfa16frmg.pdf>
- Create a Weekly Activity plan for one class of children, for the last week of March.





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# Component #4

## Meeting the Developmental Needs of Children

### Weekly Activity Plan (continued)

- Establish learning objectives and create and incorporate experience based learning activities
- Demonstrate how the identified strategies and curriculum are delivered to children and families to achieve the desired result
- Provide activities that are age and linguistically appropriate
- Be culturally supportive





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# Component #4

## Meeting the Developmental Needs of Children

### Weekly Activity Plan (continued)

- Accommodate variations in rates of development of children
- Demonstrate individualization and diverse learning styles and abilities of each child
- Be comprehensive, integrated, and experience based
- Include nutrition education activities





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# Component #4

## Meeting the Developmental Needs of Children

### Weekly Menu Plan

- Complete **Form H**  
<http://www.cde.ca.gov/fg/fo/r2/documents/cspprfa16frmh.pdf>
- Provide a description of the meal service method, setting, and interactions
- Indicate food items and portions of each snack/meal
- Meals/snacks should be culturally and developmentally appropriate
- Meet the federal Child and Adult Care Food or the National School Nutrition Program standards





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# Component #5

## Parent and Community Partnerships

**Describe how the agency plans to:**

1. Assess parent interests, needs, and available community resources.
2. Develop and maintain strategic partnerships between community resource providers, parents, and the LEA to provide critical ongoing communication, educational activities, and referrals for services for parents and children.
3. Establish ongoing partnerships between preschool and Kindergarten staff to ensure information on Kindergarten readiness is provided to children and parents, including joint educational opportunities, visits, and Kindergarten orientation activities.





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# Applicant Resources

- 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/>

- CDE Resource Webpage

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





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# Applicant Resources

- CDE Laws & Regulations

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

- Funding Terms & Conditions

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

- Nutritional Requirements

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

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





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# Applicant Resources

- California Preschool Learning Foundations  
<http://www.cde.ca.gov/sp/cd/re/psfoundations.asp>
- California Preschool Curriculum Framework  
<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>





# Early Education and Support Contracts



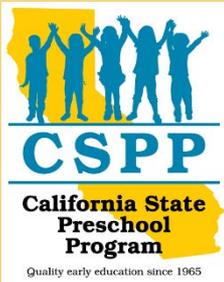
**CALIFORNIA DEPARTMENT OF EDUCATION**  
TOM TORLAKSON, State Superintendent of Public Instruction



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# Contract Information

- Contracts are legally binding between the CDE and the public or private agency.
- Contracts are generally effective for a fiscal year.
- Contractors have no vested right to a subsequent contract.





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# Contract Terms

Referring to the FT&C and/or Program Requirements will be the best resource for questions regarding the operation of your program.

- The FY 2016-17 FT&C and Program Requirements can be found on CDE's Web site at:

<http://www.cde.ca.gov/fg/aa/cd/ftc2016.asp>





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# Contract Package

The Contract package will be e-mailed to the Executive Director or Program Director identified in the application cover-sheet. The package includes:

- Contract Face Sheet
- Directions for Childcare and Development Contracts
- Supporting Documentation for child care and development contracts





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# Contract Package (Continued)

- Sample resolution
- Whom to contact with questions
- Contract Documentation Checklist
- Contractor Certification Clauses (CCC-307)
- Federal Certifications (CO.8) (if there is federal funding)





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# Contract Award Process

- Applicants who receive a proposed award letter will:
  - Be contacted by CDFS for contract negotiation
  - Receive a CSPP contract or amendment
  - Complete the requirements for contract execution

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





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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 two copies of completed package to CDE.





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# Subcontract Information

- Applicants are permitted to subcontract portions of their contracts to another agency only as permitted by the EC, 5CCR and FT&C and with prior approval of the CDE
- Once approved to subcontract the *applicant agency remains responsible* for ensuring compliance with all administrative, programmatic, and fiscal requirements

Information & requirements on subcontracting can be found on page 5 of the RFA Program Overview





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# Family Child Care Home Education Network (FCCHEN)

- Applicants may apply for CSPP funding to operate via a FCCHEN
- *EC* defines FCCHENs as entities organized under law to operate FCCHEN that support educational objectives for children in licensed family child care homes.





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# Family Child Care Home Education Network (FCCHEN)

- Applicants proposing to provide CSPP services via a FCCHEN are responsible for administrative, programmatic, contract, and fiscal compliance pursuant to EC Section 8246 requiring but not limited to:
  - Staffing qualifications
  - Staffing ratios
  - Maintaining programmatic and fiscal compliance with CSPP program requirements





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# Family Child Care Home Education Network (FCCHEN)

- Recruiting, training, supporting and reimbursing licensed family home providers
- Collecting family fees
- Assuring a developmental profile is completed for each child
- Ensuring basic health & nutrition requirements are met
- Providing data and report according to contract requirements
- Recruiting, enrolling, and certifying eligible families

Information & requirements on operating a FCCHEN can be found on page 5 of the RFA Program Overview





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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)





# Introduction to Child Development and Nutrition Fiscal Services



**CALIFORNIA DEPARTMENT OF EDUCATION**  
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# Days of Enrollment

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.





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# Days of Operation

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.





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# Adjustment Factors

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 0.75.

One-half-time: This is for services provided for under 4 hours. The adjustment factor is 0.6196.





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# Adjustment Factors

## **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 the costs for these services vary.

## **Notes Regarding Adjustment Factors:**

A child's enrollment SHALL NOT be reported in more than one category. (i.e.: a child cannot be reported in both the Three and Four Year Olds 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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# Worksheet A-1

<b>Worksheet A-1</b>	<b>FULL-DAY/FULL-YEAR Certified Enrollment Information and Funds Requested</b>
----------------------	--

**Part 1**

Applicant must complete, print, and submit this worksheet for each proposed site. Duplicate this page if more than one site is proposed by right-clicking the tab, selecting "Move or Copy", selecting "Create a Copy", and clicking "OK". Reference pages 5-6 in the RFA Instructions.

Site Name:	ABC Childcare - Azalea Center	County:	Los Angeles
Site Address/City/Zip:	5678 Oleander Avenue, Rosewood, CA 95588	Number of Classrooms:	2
License Number:	191588925	License Type:	Day Care Center
		License Capacity:	48

**Part 2**

**To Determine Adjusted Child Days of Enrollment and Funds Requested  
(Complete this Worksheet for EACH Full-Day site)**

**Manually enter the number of certified children** you expect to enroll per day in each category. If serving non-certified children in the program, also complete Worksheet A-2 for adjusted non-certified enrollment.

**Three and Four Year Olds**

Full-time-plus (10.5 hours and over)	6	x	1.18	=	7.0800
Full-time (6.5 hours to under 10.5 hours)	10	x	1	=	10.0000
Three-quarters-time (4 hours to under 6.5 hours)	2	x	0.75	=	1.5000
One-half-time (under 4 hours)	2	x	0.6196	=	1.2392

**Exceptional Needs**

Full-time-plus (10.5 hours and over)	_____	x	1.416	=	0.0000
Full-time (6.5 hours to under 10.5 hours)	_____	x	1.2	=	0.0000
Three-quarters-time (4 hours to under 6.5 hours)	_____	x	0.9	=	0.0000
One-half-time (under 4 hours)	_____	x	0.6196	=	0.0000

**Limited and Non-English Proficient**

Full-time-plus (10.5 hours and over)	2	x	1.298	=	2.5960
Full-time (6.5 hours to under 10.5 hours)	6	x	1.1	=	6.6000
Three-quarters-time (4 hours to under 6.5 hours)	2	x	0.825	=	1.6500
One-half-time (under 4 hours)	1	x	0.6196	=	0.6196

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

Full-time-plus (10.5 hours and over)	_____	x	1.298	=	0.0000
Full-time (6.5 hours to under 10.5 hours)	_____	x	1.1	=	0.0000
Three-quarters-time (4 hours to under 6.5 hours)	_____	x	0.825	=	0.0000
One-half-time (under 4 hours)	_____	x	0.6196	=	0.0000

**Severely Disabled**

Full-time-plus (10.5 hours and over)	_____	x	1.77	=	0.0000
Full-time (6.5 hours to under 10.5 hours)	_____	x	1.50	=	0.0000
Three-quarters-time (4 hours to under 6.5 hours)	_____	x	1.125	=	0.0000
One-half-time (under 4 hours)	_____	x	0.6196	=	0.0000

31

(1) Total Certified  
Children per day

31.2848

(2) Total Adjusted Child Days  
of Enrollment per day





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# Worksheet A-1 (Continued)

## Part 3

**Manually enter the Days of Operation** (minimum of 246 days) from your calendar (Line 3). Once the Days of Operation field is completed, the other fields will calculate and auto-populate. Total Adjusted Child Days of Enrollment per day (Line 2) will be multiplied by the Total Days of Operation (Line 3) to calculate the Total Annual Adjusted Child Days of Enrollment (Line 4). Line 4 will be multiplied by the Daily Rate (Line 5) to calculate the Funds Requested for this site (Line 6). Excel will perform this calculation.

31.2848	X	249	=	7789.9152	X	\$42.38	=	\$330,137
(2) Total Adjusted Child Days of Enrollment per day		(3) Total Days of Operation (From Full-Day Calendar Total: Minimum 246 Days)		(4) Total Annual Adjusted Child Days of Enrollment		(5) Daily Rate		(6) Funds Requested

*\*NOTE: Submit a copy of licenses for ALL sites with this application*





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# Worksheet A-1

## Worksheet A-1 FULL-DAY/FULL-YEAR Certified Enrollment Information and Funds Requested

**Part 1**

Applicant must complete, print, and submit this worksheet for each proposed site. Duplicate this page if more than one site is proposed by right-clicking the tab, selecting "Move or Copy", selecting "Create a Copy", and clicking "OK". Reference pages 5-6 in the RFA Instructions.

Site Name:	ABC Childcare - Marigold Center	County:	Los Angeles
Site Address/City/Zip:	1234 Juniper Street, Rosewood, CA 95586	Number of Classrooms:	2
License Number:	191544555	License Type:	Day Care Center
		License Capacity:	48

**Part 2**  
To Determine Adjusted Child Days of Enrollment and Funds Requested  
(Complete this Worksheet for EACH Full-Day site)

Manually enter the number of certified children you expect to enroll per day in each category. If serving non-certified children in the program, also complete Worksheet A-2 for adjusted non-certified enrollment.

Category	Hours	Rate	Funds
<b>Three and Four Year Olds</b>			
Full-time-plus (10.5 hours and over)	4	x 1.18	= 4.7200
Full-time (6.5 hours to under 10.5 hours)	10	x 1	= 10.0000
Three-quarters-time (4 hours to under 6.5 hours)	2	x 0.75	= 1.5000
One-half-time (under 4 hours)	3	x 0.6196	= 1.8588
<b>Exceptional Needs</b>			
Full-time-plus (10.5 hours and over)		x 1.416	= 0.0000
Full-time (6.5 hours to under 10.5 hours)		x 1.2	= 0.0000
Three-quarters-time (4 hours to under 6.5 hours)		x 0.9	= 0.0000
One-half-time (under 4 hours)		x 0.6196	= 0.0000
<b>Limited and Non-English Proficient</b>			
Full-time-plus (10.5 hours and over)	1	x 1.298	= 1.2980
Full-time (6.5 hours to under 10.5 hours)	10	x 1.1	= 11.0000
Three-quarters-time (4 hours to under 6.5 hours)	3	x 0.825	= 2.4750
One-half-time (under 4 hours)	2	x 0.6196	= 1.2392
<b>CPS or At Risk of Abuse or Neglect</b>			
Full-time-plus (10.5 hours and over)		x 1.298	= 0.0000
Full-time (6.5 hours to under 10.5 hours)		x 1.1	= 0.0000
Three-quarters-time (4 hours to under 6.5 hours)		x 0.825	= 0.0000
One-half-time (under 4 hours)		x 0.6196	= 0.0000
<b>Severely Disabled</b>			
Full-time-plus (10.5 hours and over)		x 1.77	= 0.0000
Full-time (6.5 hours to under 10.5 hours)		x 1.50	= 0.0000
Three-quarters-time (4 hours to under 6.5 hours)		x 1.125	= 0.0000
One-half-time (under 4 hours)		x 0.6196	= 0.0000
	35		34.0910
	(1) Total Certified Children per day		(2) Total Adjusted Child Days of Enrollment per day

**Part 3**

Manually enter the Days of Operation (minimum of 246 days) from your calendar (Line 3). Once the Days of Operation field is completed, the other fields will calculate and auto-populate. Total Adjusted Child Days of Enrollment per day (Line 2) will be multiplied by the Total Days of Operation (Line 3) to calculate the Total Annual Adjusted Child Days of Enrollment (Line 4). Line 4 will be multiplied by the Daily Rate (Line 5) to calculate the Funds Requested for this site (Line 6). Excel will perform this calculation.

(2) Total Adjusted Child Days of Enrollment per day	34.0910	X	(3) Total Days of Operation (From Full-Day Calendar Total: Minimum 246 Days)	249	=	(4) Total Annual Adjusted Child Days of Enrollment	8488.6590	X	(5) Daily Rate	\$42.38	=	(6) Funds Requested	\$359,749
---	---------	---	--	-----	---	--	-----------	---	----------------	---------	---	---------------------	-----------

\*NOTE: Submit a copy of licenses for ALL sites with this application





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# Worksheet A-2

Worksheet A-2	<b>FULL-DAY/FULL-YEAR Non-certified Enrollment Information</b> (TOTAL for ALL Full-Day/Full-Year non-certified sites)
<p>Complete this worksheet ONLY if you will be serving <del>non-certified children in your program</del>. This worksheet is a total for all Full-Day/Full-Year non-certified sites. Site specific information is not necessary. Indicate the number of non-certified children you expect to enroll per day in each category. The Worksheet will automatically calculate Total Non-certified Children per day. The worksheet will multiply the total of each category by the adjustment factor shown and then add the total adjusted enrollment of all categories to determine The Total Adjusted Non-certified Child Days of Enrollment per day. Children must meet CSPP age eligibility requirements. Reference EC Sections 8266.1 and 8265.5(b)(4) - (b)(7), (c)-(e). Reference page 7 in the RFA Instructions.</p>	

**Manually enter the TOTAL number of Non-certified children you expect to enroll per day in each category for all sites.**

<b>Three and Four Year Olds</b>			
Full-time-plus (10.5 hours and over)	_____	x 1.18	= 0.0000
Full-time (6.5 hours to under 10.5 hours)	37	x 1	= 37.0000
Three-quarters-time (4 hours to under 6.5 hours)	_____	x 0.75	= 0.0000
One-half-time (under 4 hours)	_____	x 0.6196	= 0.0000
<b>Exceptional Needs</b>			
Full-time-plus (10.5 hours and over)	_____	x 1.416	= 0.0000
Full-time (6.5 hours to under 10.5 hours)	_____	x 1.2	= 0.0000
Three-quarters-time (4 hours to under 6.5 hours)	_____	x 0.9	= 0.0000
One-half-time (under 4 hours)	_____	x 0.6196	= 0.0000
<b>Limited and Non-English Proficient</b>			
Full-time-plus (10.5 hours and over)	_____	x 1.298	= 0.0000
Full-time (6.5 hours to under 10.5 hours)	_____	x 1.1	= 0.0000
Three-quarters-time (4 hours to under 6.5 hours)	_____	x 0.825	= 0.0000
One-half-time (under 4 hours)	_____	x 0.6196	= 0.0000
<b>CPS or At Risk of Abuse or Neglect</b>			
Full-time-plus (10.5 hours and over)	_____	x 1.298	= 0.0000
Full-time (6.5 hours to under 10.5 hours)	_____	x 1.1	= 0.0000
Three-quarters-time (4 hours to under 6.5 hours)	_____	x 0.825	= 0.0000
One-half-time (under 4 hours)	_____	x 0.6196	= 0.0000
<b>Severely Disabled</b>			
Full-time-plus (10.5 hours and over)	_____	x 1.77	= 0.0000
Full-time (6.5 hours to under 10.5 hours)	_____	x 1.50	= 0.0000
Three-quarters-time (4 hours to under 6.5 hours)	_____	x 1.125	= 0.0000
One-half-time (under 4 hours)	_____	x 0.6196	= 0.0000
	37		37.0000
	<b>(7) Total Non-certified Children per day</b>		<b>(8) Total Adjusted Non-certified Child Days of Enrollment per day</b>





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# Worksheet A-3

Worksheet A-3		FULL-DAY/FULL-YEAR Site Summary Information			
<p><b>Manually enter</b> the Full-Day/Full-Year Proposed Program Start Date and Proposed Days of Operation. From Worksheet A-1, manually enter: each Site Name, Total Certified Children to Be Served per day and the Total Adjusted Child Days of Enrollment per day. <b>A number must be entered in the cell for Proposed Days of Operation</b> as it is used to calculate the Total Annual Adjusted Child Days of Enrollment. The cells shaded in green and the Grand Totals will calculate and auto-populate. Various data will auto-populate to Worksheet A-4: Annual Program Budget Pages. Reference pages 7-8 in the RFA Instructions.</p>					
Proposed Program Start Date (Must match Start Date entered on Calendar):					7/1/2017
Proposed Days of Operation (From Full-Day/Full-Year Calendar):					249
Site No.	Site Name	Total Certified Children per day From Worksheet A-1 Line (1)	Total Adjusted Child Days of Enrollment per day From Worksheet A-1 Line (2)	Total Annual Adjusted Child Days of Enrollment	Total Funds Requested
1	ABC Childcare - Marigold Center	35	34.0910	8488.6590	\$359,749
2	ABC Childcare - Azalea Center	31	31.2848	7789.9152	\$330,137
3				0.0000	\$0
4				0.0000	\$0
5				0.0000	\$0
6				0.0000	\$0
7				0.0000	\$0
8				0.0000	\$0
9				0.0000	\$0
10				0.0000	\$0
11				0.0000	\$0
12				0.0000	\$0
13				0.0000	\$0
14				0.0000	\$0
15				0.0000	\$0
16				0.0000	\$0
17				0.0000	\$0
18				0.0000	\$0
19				0.0000	\$0
20				0.0000	\$0
21				0.0000	\$0
22				0.0000	\$0
23				0.0000	\$0
24				0.0000	\$0
25				0.0000	\$0
26				0.0000	\$0
27				0.0000	\$0
28				0.0000	\$0
29				0.0000	\$0
30				0.0000	\$0
<b>Grand Totals</b>		<b>66</b>	<b>65.3758</b>	<b>16,278.5742</b>	<b>\$689,886</b>





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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 (Continued)

- **Certificated salaries (1000):** Salaries paid to employees with a child development permit, teaching credential, or other appropriate certificate.
- **Classified salaries (2000):** All other salaries that are not certificated.
- **(2100)** Salaries paid to instructional aides who are required to perform any portion of their duty under the supervision of a classroom teacher or that of a special education resource specialist teacher (Education Code, Section 41011)
- **(2200)** Salaries paid to instructional media and library, student support, pupil transportation, food services and maintenance and operations functions





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## Expenses (Continued)

- (2300) Salaries paid to supervisory personnel who are business managers, controllers, directors, chief accountants, accounting supervisors, purchasing agents, site administrators, superintendents and assistant superintendents.
- (2400) Salaries paid to clerks, secretaries, accountants, bookkeepers, programmers and computer technical support, machine and computer operators and others in similar positions.
- Employee Benefits (3000): Employers' contributions to retirement plans and health and welfare benefits.
- Books and Supplies (4000): Expenditures for books and supplies including costs of sales/use tax, freight, and handling charges.





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## Expenses (Continued)

- 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 (Continued)

- 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*).





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## Expenses (Continued)

- 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 on Certificated salaries (1000): salaries paid to employees with a child development permit, teaching credential, or other appropriate certificate.
  
- 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 10 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 ten percent.)





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## Expenses (Continued)

- 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





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# Revenue Overview

## Restricted and Unrestricted Income

- 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





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# Revenue Overview

## Restricted and Unrestricted Income (Continued)

- **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 non-certified children
  - Donations and Grants
  - Fund-raising





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# Other Income

Other income is 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 non-certified children





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# Column A – Proposed Budget Plan

<b>Column A Proposed Budget Plan</b>	
<b>Definitions:</b>	
"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 10 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 ten percent).	
1) Certificated Salaries (1000)	\$ 64,575
2) Classified Salaries (2000)	\$ 659,130
3) Employee Benefits (3000)	\$ 210,489
4) Books and Supplies (4000)	\$ 25,763
5) Services and Other Operating Expenses (5000) (Total of a, b, c, d, e, and f listed below)	\$ 165,274
a. Rent/Lease:	\$ 58,364
b. Service Contracts:	\$ -
c. Nutrition:	\$ 75,000
d. Travel:	\$ 4,350
e. Other:	\$ 27,560
f. Other:	\$ -
6) New Equipment (6400) Annual, other than Start-Up	\$ 7,500
7) Equipment Replacement (6500) Annual, other than Start-Up	\$ 3,000
8) Depreciation or Use Allowance	\$ -
9) Indirect Cost	\$ -
10) Other	\$ -
<b>11) BUDGET TOTAL</b>	<b>\$ 1,135,731</b>
Total Administrative costs included above (includes "Indirect"). (Total Administrative costs, Including "Indirect," are limited to 15 percent of the total contract).	\$ 146,121



<http://www.cde.ca.gov/fg/fo/r2/documents/cspp16rfafulldayworksheets.xls>



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# Column B – Percent of Certified Enrollment

Column B Calculation to Determine Percentage of Certified Enrollment		
Complete the calculations below to determine the enrollment percentage for the certified portion of this program and budget.		
<b>1) Adjusted Certified Enrollment</b>		
Total Annual Adjusted Certified Child Days of Enrollment: (From Worksheet A-3: Full-Day Summary)		16,278.5742 (a)
<b>2) Adjusted Non-certified Enrollment</b>		
Total Adjusted Non-certified Child Days of Enrollment: (From Worksheet A-2 Full-Day Non-certified Enrollment)		37.0000 (a)
Times Proposed Days of Operation (246 days minimum)	X	249 (b)
Equals Total Annual Adjusted Non-certified Child Days of Enrollment	=	9,213.0000 (c)
<b>3) Total Enrollment</b>		
Total Adjusted Certified Enrollment (1a) + Total Adjusted Non-certified Enrollment (2c)	=	25,491.5742 (a)
<b>4) Percentage of Total Certified Enrollment</b> "Total Adjusted Certified Enrollment" (1a) is divided by the "Total Enrollment" (3a) (certified plus non-certified)		
16,278.5742	25,491.5742	63.86%
Total Adjusted Certified Enrollment (1a)	Total Enrollment (3a)	Percent of Total Certified Enrollment
<b>5) Proration of Budget for Certified Enrollment</b>		
BUDGET TOTAL (Column A, #11)		\$ 1,135,731 (a)
Minus nutrition costs paid for by federal/state nutrition programs	-	\$ 55,000
	Subtotal	\$ 1,080,731
Times (Percent of Total Certified Enrollment, Column B(4))	X	63.86% (b)
Equals Certified Budget Portion	=	\$ 690,155 (c)



<http://www.cde.ca.gov/fq/fo/r2/documents/cspp16rfafulldayworksheets.xls>



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# Column C – State Contract Income Needed

Column C		
State Contract Income Needed		
1) Total Adjusted Certified Enrollment (from Column B, line 1(a))		16,278.5742
Times Daily Rate	X	\$ 42.38
Equals maximum reimbursement	=	\$ 689,886
2) Certified Budget Portion (from Column B, line 5c)		\$ 690,155
3) The lesser of 1 or 2		\$ 689,886
State Child Development contract income needed is the <i>lesser</i> of 1 or 2.		



<http://www.cde.ca.gov/fg/fo/r2/documents/cspp16rfafulldayworksheets.xls>



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# Column D – Other Income Needed

Column D Other Income Needed	
Budget TOTAL (from Column A, line 11)	\$ 1,135,731
Minus lesser of 1 or 2 (from Column C, line 3)	- \$ 689,886
Equals Other Income Needed	= \$ 445,845
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.	
Nutrition Program:	\$ 65,000
Parent Fees (non-certified children):	\$ 426,800
Donations and Grants:	\$ 16,725
Fund-raising:	\$ -
Other (specify):	\$ -
Other (specify):	\$ -
<b>TOTAL Other Income</b>	<b>\$ 508,525</b>



<http://www.cde.ca.gov/fg/fo/r2/documents/cspp16rfafulldayworksheets.xls>



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# Form Reminders

- **The following forms are site specific and must be duplicated for each site (right-click the tab, select “Move or Copy”, and click “OK”):**
  - Worksheet A-1: Full-Day/Full-Year form:
    - Certified Enrollment Information and Funds Requested
  - Worksheet B-1: Part-Day/Part-Year form:
    - Certified Enrollment Information and Funds Requested

**The following forms are summary pages. Only one copy of the specific Worksheet is needed for all sites.**

- Worksheet A-2: Full-Day form: Non-certified Children
- Worksheet B-2: Part-Day form: Non-certified Children
- Worksheet A-3: Full-Day form: Site Summary Information
- Worksheet B-3: Part-Day form: Site Summary Information
- Worksheet A-4: Full-Day form: Projected Annual Program Budget
- Worksheet B-4: Part-Day form: Projected Annual Program Budget





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# Part-Day/Part-Year Forms

- 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 0.6196 is used to convert the contracted Full-Day rate to the Part-Day rate (see Worksheet B-1, Worksheet B-2).





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

- 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)**

- The total Start-Up Allowance cannot exceed 15 percent of the award amount.
- Approved Start-Up costs can only be expended in the fiscal year they are approved.
- Unexpended funds cannot be transferred to a subsequent fiscal year.
- Start-Up costs awarded require fiscal and audit reporting as specified in the FT&C.
- Equipment purchases and renovation costs in excess of \$7,500, per purchase, will require 3 bids and shall be approved in writing in advance by the CDE.





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# Request for Service Level Exemption (Start-Up Allowance)

Request for Service Level Exemption (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 following information must be completed.	
Total amount of funds requested in this application:	\$689,886
Total amount requested as Start-Up Allowance:	\$103,483
Line Item	Budgeted Amount
Classroom Set-Up:	
(2) Teachers @ \$20 per hour for 80 hours	\$3,200
(2) Assistant Teachers @ \$15 per hour for 40 hours	\$1,200
Staff Orientation and Training:	
(1) Site Supervisor at \$25 per hour for 40 hours	\$1,000
(2) Teachers @ \$20 per hour for 40 hours	\$1,600
(2) Computers @ \$800 each and (2) Printers @ \$200 each	\$2,000
(2) iPads @ \$400 each	\$800
Office Supplies	\$1,000
Classroom Furniture:	
48 chairs @ \$60 each	\$2,880
12 tables @ \$250 each	\$3,000
Classroom Materials:	
(2) Dramatic Play Centers @ \$2,000 each	\$4,000
(3) Math Centers and Manipulatives @ \$2,500 each	\$5,000
New Outside Playground Structure & Installation	\$25,000
Bathroom Remodel for 2 sites @ \$26,400 for each site (New: toilets, stalls, sinks; repair: flooring and walls, paint)	\$52,800
<b>Total*</b>	\$103,480
*Total may not exceed 15 percent of the total amount of funds requested.	



<http://www.cde.ca.gov/fg/fo/r2/documents/cspprfa16startup.doc>



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# Budget Narrative Justification

## Budget Narrative Justification

Include justification and support for each line-item request. This should be a written description that justifies the need for each requested line item in the previous section.

- *All line items will be reviewed to ensure the request is **reasonable** and **necessary**.*
- Per FT&C, Section III. Facilities and Equipment: Purchases/Repairs exceeding \$7,500 for LEAs will require approval from EESD prior to any purchase made.



<http://www.cde.ca.gov/fg/fo/r2/documents/cspprfa16startup.doc>



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# How Contract Payments Will Be Made

- 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

- 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 and Nutrition Fiscal Services (CDNFS).
- 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.
- CDNFS 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.

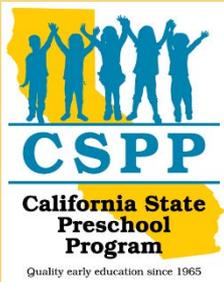




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# Apportionment Process

- CDNFS approves an apportionment if contractor has met all terms.
- Service Contracts:
  - Initial apportionment is usually 25 percent of the MRA.
  - Maximum monthly apportionments are based upon apportionment schedule.
- CDE's Accounting Office schedules payment with the State Controller's Office.
- State Controller's Office produces and mails the warrant to the contractor.
- The apportionment process can take between 4-6 weeks before a warrant is received by the contractor in the mail.





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# How Contract Payments Will Be Made

- 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.
- 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?

## **EARLY EDUCATION AND SUPPORT DIVISION (EESD)**

Crystal Devlin: 916-323-0216  
Joycelyn Ward-Richardson: 916-319-0278

CONTRACT APPLICATIONS  
PROGRAM ASSISTANCE  
COMPLIANCE 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 AND NUTRITION FISCAL SERVICES (CDNFS)**

Contact Fiscal Analyst

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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# Helpful Hints

- The application due date is firm:
  - **Tuesday, November 8, 2016 by 5:00 p.m.**
- Completion of all information on applications correctly:
  - Signatures
  - Narrative Section
  - Formatting





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# Questions?

If you have any questions regarding the RFA, please submit your questions by e-mail to [CSPPRFA@cde.ca.gov](mailto:CSPPRFA@cde.ca.gov).

