California Department of Education  
Early Education Division

October 2023

# Fiscal Year 2024–25 Continued Funding Application Overview and Instructions

## Overview

Contractors operating a California State Preschool Program (CSPP), and a Prekindergarten and Family Literacy Support (CPKS) program if applicable, must review the following instructions prior to completing the Continued Funding Application (CFA) for fiscal year (FY) 2024–25.

## Due Date

All CFAs must be received on or before 5 p.m., on **Friday, December 1, 2023,**

regardless of the method of the CFA submission.

*California Code of Regulations* Title 5 (*5 CCR)* provides that failure to respond within the timelines specified in the CFA request shall constitute notification of the contractor’s intent to discontinue services at the end of the current contract period. Agencies needing additional time to return the CFA may seek an extension by emailing the CDE at [CFA@cde.ca.gov](mailto:CFA@cde.ca.gov) and including the reason for the time extension request. Time extension requests must be received before the CFA deadline, by November 10, 2023. Contractors who request a time extension may experience delays in receipt of their contract.

**Auto-Renewal Process**

Any contractors who apply for and are approved for continued funding will not need to sign a CSPP contract, and CPKS contract if applicable, to provide services for FY 2024–25, as CSPP and CPKS contracts approved for continued funding will be automatically renewed in accordance with all applicable federal and state laws, as well as all corresponding contract terms and conditions that will be incorporated into the subsequent contract.

By signing the CFA, your agency indicates that it wishes to automatically renew its current CSPP contract, and CPKS contract if applicable, for the next FY and is willing to, and does accept, all terms and conditions of such contract, which will be provided to all contractors being renewed for funding no later than June 1, 2024.

Contractors may reject the terms of the new contract(s) by providing written notice to the CDE no later than June 30, 2024, by emailing [EarlyEducationContracts@cde.ca.gov](mailto:EarlyEducationContracts@cde.ca.gov) . The email should come from the Executive Director/Superintendent of the contracting entity or their authorized representative and state that the terms of the FY 2024–25 CSPP, and as applicable, the CPKS contract, are rejected. Contractors providing such notice to the CDE of the rejection of the terms of the contract/s will not have them in effect for FY 2024–25.

### CFA Signature Authority

The CFA must be signed by a person with the legal authority to contractually bind the agency, or the contractor's "authorized representative."

If the contractor is a county, city, district, or other local public body, the CFA must be accompanied by a board resolution, board meeting minutes, or board policy from the local governing body authorizing execution of the agreement and identifying by name the individual(s) authorized to sign the CFA and related contract documents on behalf of the agency.

For County Offices of Education, a resolution is not required **IF** the County Superintendent signs the CFA and related contract documents. If anyone else signs, a board resolution or minutes authorizing delegation of signature authority is required.

Private agencies should follow their agency’s bylaws and legal requirements pertaining to authorizing contracts on behalf of the agency. Generally, the Executive Director, Owner, President, etc. are the authorized signers. If an individual with a different title than above signs the CFA and related contract documents, provide a letter on company letterhead, board resolution, or board meeting minutes indicating the signee has been delegated the legal authority to sign the CFA and related contract documents on behalf of the agency.

Please refer to the template resolution provided on the CFA web page as an example of the information required in the resolution. Agencies may either complete this template or provide an equivalent resolution in their own format.

## CFA Submission Instructions

The CFA may be submitted electronically or physically by mail. Electronic submissions of the CFA are strongly encouraged. Please keep a copy of the signed CFA for your records.

### Option 1: Online CFA with Electronic Signature

1. Download, complete, and save all required supporting documents from the [CFA web page](https://www.cde.ca.gov/sp/cd/ci/cfa2425.asp). These forms will need to be saved in a zip file and uploaded as an attachment as part of the application process.
2. Access and complete the online CFA electronically. Visit the [CFA web page](https://www.cde.ca.gov/sp/cd/ci/cfa2425.asp) and select ‘Continued Funding Application.’
3. Users will be prompted to attach completed supporting documents when completing the CFA electronically. Users will be unable to proceed to the next section of the online CFA until all required questions are answered.
4. If you are unable to complete the CFA in one session, please select the ‘Save’ button on the CFA. *Users that make this selection will be provided with a link and password to return to their application at a later date/time.*
5. Sign and submit the CFA electronically. The CFA must be signed by a user who has been delegated the authority to sign contractual documents on behalf of the agency.
6. Users will receive an email confirming receipt of the application.
7. The user who signed the CFA must follow up on submission by sending an email to [CFA@cde.ca.gov](mailto:CFA@cde.ca.gov) to certify that the application is complete. ***Your application will be incomplete without this email certification.***
   * The message should read: “I have electronically submitted the Continuing Funding Application (CFA) to the California Department of Education on behalf of my agency/organization. I certify that I was authorized to submit the CFA for [Insert Contractor Name], vendor number [XXXX]. [Insert Contractor Name] intends for the CFA transaction to be completed by electronic means, which shall have the same effect as if it were signed in ink on a piece of paper, and all signatures included with the CFA are intended to be binding upon [Insert Contractor Name].”

### Option 2: CFA (Hard Copy) by Mail or Scan and Email

1. Download, complete, and save all required supporting documents from the [CFA web page](https://www.cde.ca.gov/sp/cd/ci/cfa2425.asp). These forms will need to be submitted as part of the application package.
2. Request a paper copy or pdf copy of the CFA by emailing [CFA@cde.ca.gov](mailto:CFA@cde.ca.gov).
3. Complete the CFA.
4. Print the completed CFA and required attachments as a single-sided copy.
5. Sign the CFA using **blue ink**. The CFA must be signed by a person who has been delegated the authority to sign contractual documents on behalf of the agency.
6. Scan and email the completed and signed CFA and all required attachments to [CFA@cde.ca.gov](mailto:CFA@cde.ca.gov) **OR** mail the completed and signed CFA and all required attachments to the following address:

## Continued Funding Application 2024–25

## California Department of Education Early Education Division

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

If there are any questions regarding the application process or the automatic renewal of approved continued funding requests, contact the CFA team by email at [CFA@cde.ca.gov](mailto:CFA@cde.ca.gov). Include your name and phone number on all inquiries.

## Section I – Contractor Information

### Contractor Legal Name:

Insert the contractor’s legal name, as stated in your contract, and as filed with the California Secretary of State (if applicable).

### Contractor Doing Business As (DBA):

### Insert the DBA name, if applicable. Do not use DBA where the contractor’s legal name is requested.

### Headquartered County:

Select the county where the contractor’s headquarters is located from the drop-down menu. The Headquartered County is the county where: contractors have provided preschool services and family literacy services, if applicable, in the service delivery area, as defined in 5 *CCR*, Section 17700(bf), for at least three years or where contractors have their primary administrative office. The primary administrative office is that office that houses the executive officer/s, fiscal functions, and other centralized support services.

### Vendor Number:

Insert the CDE-assigned four-digit or five-character vendor number for the Contractor.

### Executive Director Name:

Insert the name of the contractor’s head executive (i.e., executive director, superintendent, chancellor, or president) as may be applicable for the organization.

***Note:*** The executive director's information must match the information in the CDMIS. To update information in the CDMIS, refer to the instructions under “CDMIS Agency Information Certification” in the Required Attachments section of this document.

### Executive Director Telephone Number:

Insert the telephone number for the executive director.

### Executive Director Email Address:

Insert the email address for the executive director.

### Legal Business Address:

Insert the contractor’s legal business address.

***Note:*** The legal business address must match the information in the CDMIS. To update information in the CDMIS, refer to the instructions under “CDMIS Agency Information Certification” in the Required Attachments section of this document.

### City:

Insert the city of the contractor’s legal business address.

### Zip Code:

Insert the zip code of the contractor’s legal business address.

### Mailing Address (if different from above):

Insert the contractor’s mailing address if it is different from the legal business address.

### City:

Insert the city of the contractor’s mailing address if it is different from the legal business address.

### Zip Code:

Insert the zip code of the contractor’s mailing address if it is different from the legal business address.

### Name of Contact Person Completing Application:

Insert the name of the contact person completing the application.

### Title of Contact Person Completing Application:

Insert the title of the contact person completing the application.

### Contact Person Phone Number:

Insert the phone number of the contact person completing the application.

### Contact Person Email Address:

Insert the email address for the contact person completing the application.

## Section II, Part 1 – Contract and Program Types

Check all applicable boxes to indicate the contract and program type/s the Contractor intends to administer in FY 2024–25. By checking the boxes, the Contractor agrees, if approved for continued funding, to continue implementing the preschool services, and family literacy services if applicable, with funds provided by the CDE.

### Contract Type

Select the type/s of contract/s the agency currently holds (CSPP and, if applicable, CPKS).

### Does the CSPP operate a Family Childcare Home Education Network?

Select Yes or No.

### Program Type

Select the type/s of programs operated: (1) Full-Day/Full-Year, (2) Part-Day/Part-Year, (3) Full-Day/Part-Year, and/or (4) Part-Day/Full-Year.

***Required Document:*** A completed program calendar (EED 9730) form is required. If the contractor operates both a full-day and a part-day program, a separate program calendar (EED 9730) must be submitted for each. This form is available on the [CFA web page](https://www.cde.ca.gov/sp/cd/ci/cfa2425.asp).

## Section II, Part 2 – Projected Enrollment

Insert the number of subsidized children your agency expects to enroll in FY 2024–25. This number should be your best projection of the number of children who will be enrolled in CSPP in the contract year. The “Number of Children” counts will be used to determine and monitor compliance with a contractor’s 5 percent set aside count for children with exceptional needs, pursuant to California *Education Code* 8208(c)(1)(A) and (d)(2)(A)(i).

***How many counties does your agency operate in?***

Insert the number of counties served. For electronic applications, once this number is selected, that number of boxes for county-level information will appear. Then provide the information listed below for each applicable county:

***County Name:***

Insert the name of the county in which CSPP services are administered. For electronic applications, select from the drop-down menu.

***Number of Children to be Enrolled in Part-Day CSPP in the County:***

Insert the projected number of subsidized children to be enrolled in part-day CSPP in this county.

***Number of Children to be Enrolled in Full-Day CSPP in the County:***

Insert the projected number of subsidized children to be enrolled in full-day CSPP in this county.

***Number of Children to be Enrolled in the County:***

Insert the projected total number of subsidized children to be enrolled in this county.

***Total Number of CSPP Children to be Enrolled:***

Insert the projected total number of subsidized children to be enrolled for the entire contract, inclusive of all counties.

If you have questions about calculating your projected enrollment, please contact your fiscal analyst for assistance. Select this link to access the [fiscal apportionment analyst directory on the CDE website](https://www.cde.ca.gov/fg/aa/cd/faad.asp).

## Section III – Contractor’s Officers and Board of Directors Information

### Does the contractor have a Board of Directors?

Select Yes or No.

### If no, please explain the entity type and the governance structure (i.e., number of owners and partnership).

If the Contractor does not have a Board of Directors, provide an explanation in the space provided indicating the type of entity (i.e., sole proprietorship, partnership, joint powers authority, etc.) and the governance structure (i.e., number of owners or partners etc.).

### List all officers and board members/governing individuals (i.e., owner, director, etc.) Attach additional sheets as necessary.

Whether the contractor has a Board of Directors or other type of governing officers, complete contact information for each of the current year’s officers and board of directors or governing individuals. Enter each person’s name and title, telephone number, mailing address, and email address. Attach additional sheets if necessary.

### Have any of the listed officers, board members, owners or other governing individuals ever served as an officer, board member, owner or governing individual with an agency that received state or federal funding and which agency funding was terminated or involuntarily non-renewed, or the agency was debarred from funding for any period of time?

Select **yes** or **no** to respond to this question. If yes, list on a separate page the officer/s, board member/s, owner/s or other governing individual/s to which this applies and include the former agency(ies) with which the individual/s was/were previously affiliated and the circumstances leading to the termination, involuntary non-renewal or debarment. If no, continue to the next section.

## Section IV – Program Narrative

* 1. Select the “No Changes” box to indicate the CSPP contractor **does not** have programmatic or minimum days of operation (MDO) changes.
  2. If the CSPP contractor **does** have programmatic **and/or** MDO changes, check the box/boxes to indicate a programmatic change **and/or** MDO change. Then answer the questions that follow. Attach additional pages if necessary. Provide a signature at the bottom of the page.

### Identify the program component(s) for which you are requesting a change.

Insert a description of the program component(s) for which you are requesting a change.

### Describe how the program currently provides service to children and families in relation to the above-identified program component(s).

Insert an explanation of how the program currently provides services to children and families in relation to the program component identified.

### Describe the proposed change(s), and how services will be improved if the change is implemented.

Insert a description of the proposed change(s) and explain how services will be improved if the change is implemented.

## Section V – Subcontract Certification

Please use this section to indicate whether the Contractor operates with or without the use of subcontractors. Subcontractor refers to a separate agency subcontracted to provide CSPP services in accordance with the provisions contained in the California Education Code, 5 CCR, and the CT&Cs.

1. Select “No Subcontractors” if the CSPP contractor operates **without** the use of a subcontractor.
2. Select “Subcontractors” if the CSPP contractor **does** have subcontractors.

***Required Document:*** Contractors who subcontract CSPP services must complete and submit form EED-3704B. This form is available on the [CFA web page](https://www.cde.ca.gov/sp/cd/ci/cfa2425.asp).

### Signature of the Contractor’s Authorized Representative:

This form must be completed and signed by the contractor’s authorized representative. To digitally sign the form for electronic submission, follow the on-screen instructions. Alternatively, the form can be printed and physically signed for a mailed submission. If submitting a physical copy of the application, signatures must be signed in **blue ink.** The authorized representative is the person/s who has been delegated the authority to sign contractual documents on behalf of the agency.

### Print Name and Title of the Contractor’s Authorized Representative: Print the name and title of the contractor’s authorized representative.

### Date of Signature:

Insert the date of signature.

### Authorized Representative’s Telephone Number:

Insert the direct phone number of the contractor’s authorized representative.

### Authorized Representative’s Email Address:

Insert the email address of the contractor’s authorized representative.

## Section VI – Contractor Certification

The contractor’s authorized representative certifies they have read and understand the staffing requirements applicable to this contract, are authorized to execute the CFA, have supervisory authority over the CSPP, and CPKS if applicable, have actual knowledge of the information in the application, and certifies that the information in the application is true and correct.

CSPP contractors are required to review and update all information in the CDMIS and certify under penalty of perjury that information in CDMIS is complete and accurate as of the date of the certification. This includes the name and contact information for the executive director and program directors, location of offices, location, license number, licensed capacity of facility sites and/or family childcare home providers who serve children through a CSPP Family Child Care Home Education Network (FCCHEN), and the number of children enrolled.

### The authorized representative agrees that by signing the CFA they are agreeing to renew the CSPP contract, and CPKS contract if applicable, under the terms and conditions that will be applicable to FY 2024–25 and that such contract will be in effect as of July 1, 2024, unless the CSPP contractor submits written notice of rejection of the contract to the CDE prior to the effective date of the contract on June 30, 2024.

Contractors that wish to reject the terms of the FY 2024–25 CSPP and/or CPKS contract must provide written notice that the terms of the contract are rejected by emailing [EarlyEducationContracts@cde.ca.gov](mailto:EarlyEducationContracts@cde.ca.gov) on or before June 30, 2024. The email should come from the Executive Director/Superintendent of the contracting entity or their authorized representative and state that the terms of the FY 2024–25 CSPP and/or CPKS contract are rejected. Contractors providing such notice to the CDE of the rejection of the terms of the contract will not have a contract in effect for FY 2024–25.

### Signature of the Contractor’s Authorized Representative:

This form must be completed and signed by the contractor’s authorized representative. To digitally sign the form for electronic submission, follow the on-screen instructions. Alternatively, the form can be printed and physically signed for a mailed submission. If submitting a physical copy of the application, signatures must be signed in **blue ink.** The authorized representative is the person who has the authority to sign and engage in a contractual relationship with the CDE.

### Printed Name and Title of Contractor’s Authorized Representative:

Print the name and title of the CSPP contractor’s authorized representative.

### Date of Signature:

Insert the date of signature.

### Authorized Representative’s Telephone Number:

Insert the direct phone number of the CSPP contractor’s authorized representative.

### Authorized Representative’s Email Address:

Insert the email address of the CSPP contractor’s authorized representative.

## Section VII: Continued Funding Application (CFA) Checklist

Make the appropriate selections to identify your entity type:

### Is the Contractor a public or non-public agency?

The State Administrative Manual defines a **public agency** as any state agency, city, county, special district, school district, community college district, county superintendent of schools, or federal agency. A charter school is also a public agency. Any agency that does not meet these criteria is considered a “**non-public agency**.”

### Is the Contractor a community college or community college district in California?

Community colleges and community college districts are found in the [California Community Colleges Chancellor’s Office directory](https://www.cccco.edu/Students/Find-a-College/Community-College-Districts).

### Is the Contractor a Local Educational Agency (LEA)?

An LEA is a local entity involved in education including but not limited to school districts, county offices of education, direct-funded charter schools, and special education local plan areas. LEAs appear in the [California School Directory](https://www.cde.ca.gov/SchoolDirectory/).

### Review your CFA package carefully and complete the CFA checklist.

Check the box next to each CFA section and each required attachment applicable to your agency’s CFA. Checking the box confirms that the document is complete, including any required signatures, and is included in the CFA.

If submitting the completed CFA by mail, please insert each required attachment in the order indicated after the CFA.

If submitting the completed CFA electronically, please follow the instructions at the end of this document for creating a compressed (zipped) file to upload with your online CFA.

## Required Attachments

Download, complete, and save all required supporting documents. These forms must be submitted as part of the application package. Attachments are located on the [CFA web page](https://www.cde.ca.gov/sp/cd/ci/cfa2425.asp).

Complete all fields including any required signatures. To digitally sign a form for electronic submission, select the signature field and follow the on-screen instructions. Alternatively, the form can be printed, physically signed, and scanned for electronic submission. If submitting a physical copy of the application, signatures must be signed in **blue ink.**

### Fiscal Year 2024–25 Program Calendar (EED-9730)

The Program Calendar (EED-9730) form is required for all contractors. **If the contractor operates both a full-day and a part-day program, a separate program calendar (EED 9730)** **must be submitted for each.** Instructions:

* Download the EED-9730 form from the [CFA web page](https://www.cde.ca.gov/sp/cd/ci/cfa2425.asp).
* At the top of the form, insert the name of the CSPP contractor, vendor number, headquartered county, and contract type. County and contract type are selected from a drop-down menu.
* Check the box on each date that the program operates during the FY 2024–25 contract period. Leave the box unchecked if the program does not operate that day. You may navigate and select dates using your cursor or using the Tab button and Spacebar on your keyboard.
* The total days of operation will auto-populate for each month. Total days of operation for the FY 2024–25 contract period will auto-populate at the bottom of the page. Please verify accuracy before submitting.
* Save the completed calendar(s) and submit with the CFA package.

### Payee Data Record (STD. 204) (Non-public Agencies Only)

**Tip:** The State Administrative Manual defines a **public agency** as any state agency, city, county, special district, school district, community college district, county superintendent of schools, charter school, or federal agency. Any CSPP contractor that does not meet these criteria is considered a ***non-public agency***.

* **Non-public agencies** must download and complete the [State of California Payee Data Record (STD. 204) form](https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf) on the Department of General Services web page.
* Read and follow the detailed instructions provided on the front and back of the form.
* Complete sections 1 through 5 and sign the form. To digitally sign the form for electronic submission, select the signature field and follow the on-screen instructions. Alternatively, the form can be printed, physically signed, and scanned for electronic submission*.* If submitting a physical copy of the application, signatures must be signed in **blue ink**.

### Payee Data Record Supplement (STD. 205) (Non-public agencies only, if applicable)

CSPP Contractors must download and complete the Payee Data Record Supplement form (STD. 205) if the agency’s payment address is different from the mailing address provided on the Payee Data Record form (STD. 204).

* Read and follow the detailed instructions provided on the front and back of the form.
* Complete the Payee Information Section (must match STD. 204), Additional Remittance Address Section, and if applicable, Additional Contact Information Section.
* To digitally sign the form for electronic submission, select the signature field and follow the on-screen instructions. Alternatively, the form can be printed, physically signed, and scanned for electronic submission*.* If submitting a physical copy of the application, signatures must be signed in **blue ink**.

### Secretary of State Certification or Search Results (Non-Public Agencies Only)

CSPP contractors that are required to register with the Secretary of State must have an ***active*** status, and the entity name and address **must match** the STD. 204 **and** the information submitted in Section I of the CFA. Contact your assigned EED, PQI office consultant immediately if your agency status is inactive.

**Please provide a printed Secretary of State (SOS) verification of your agency’s status or SOS search results:**

* Select this link to access the [California Business Search on the Secretary of State web page](https://bizfileonline.sos.ca.gov/search/business).
  + In the search bar, insert entity name or number; if entering the number of a corporation, the number must begin with the letter C.
  + Below the search bar, you may expand the advanced search filter options by selecting “Advanced” and enter any desired filters such as entity type or status.
  + Select Search.
  + Search results will appear below. Select the entity name.
  + Entity details will appear on the right-hand side of the page. Verify the status is active.
  + Verify that the entity name and address match Section I of the application and the STD. 204.
  + Press the ***Print Screen*** key on your keyboard. This will capture an image of your screen and copy it to the clipboard.
  + Create a blank document in Microsoft Word and select paste to paste the image into the document.
  + Save the Word document. Print the document if submitting the CFA by mail.

### Verification of Local Educational Agency Name and Address

Please provide verification of your district or county office legal name and address from one of the following websites. This information must match the information submitted in the application. To search, select the corresponding link below.

* **California Community Colleges or Community Colleges Districts:** 
  + Select the link to access the [California Community College Chancellor’s web page](https://www.cccco.edu/Students/Find-a-College/Community-College-Districts).
  + Select the letter that your college or district starts with.
  + Navigate to the college or district.
  + Press the **Print Screen** key on your keyboard. This will capture an image of your **screen** and copy it to the clipboard.
  + Create a blank document in Microsoft Word and select paste to paste the image into the document.
  + Save the Word document. Print the document if submitting the CFA by mail.
* **School Districts, County Offices of Education, and Charter Schools:** 
  + Select the link to access the [California School Directory web page](https://www.cde.ca.gov/SchoolDirectory/).
  + Select the Advanced Search button.
  + Search Type – select the circle next to Districts and County Offices.
  + County – select your county.
  + District – select your District or County Office.
  + Select the Search button.
  + Right-click your computer mouse and select print. If submitting electronically, under printer options choose PDF. Under pages, select the current page only. Select print, then save the PDF document on your computer. If submitting by mail, print a physical copy to include with your CFA submission.

### Subcontractor Certification Form (EED-3704B):

***Note:*** Only CSPP contractors who have identified that they subcontract CSPP services in Section V part B must complete this form.

**CSPP Contract Maximum Reimbursement Amount (MRA):**

Insert the dollar amount.

**Total percentage of the CSPP contract MRA subcontracted:**

Insert the percentage.

**Subcontractor Legal Name:**

Insert the legal name of the entity that you subcontracted with.

**Does the subcontractor also contract with the EED?**

Select “Yes” if the entity to which you subcontract your CSPP services also has a current EED contract to provide state-subsidized CSPP services. Select “No” if your subcontractor does not have a CSPP contract.

**Site Information and percentage of the CSPP Contract MRA Subcontracted:**

Include information on Site Number, Site Name, Site Address, Service County, and Percentage of MRA Subcontracted. Complete the form by inserting the CSPP contract and subcontractor information next to the Site Number, the Site Name, Site Address; select the Service County from the dropdown menu, and enter the Percentage of MRA Subcontracted.

Subcontracts for CSPP services must be audited in accordance with the [CDE Audit Guide](https://www.cde.ca.gov/fg/au/pm/) and reported with the CSPP contractor’s annual audit.

The Subcontract Certification form (EED-3704B) is available on the [CFA web page](https://www.cde.ca.gov/sp/cd/ci/cfa2425.asp).

### California Civil Rights Laws Certification (CO-005)

Contracts in the amount of $100,000 or more must certify compliance with the California Civil Rights Laws and Employer Discriminatory Policies.

**Proposer/Bidder Firm Name (Printed):**

Insert the firm’s name.

**Federal ID Number:**

Insert federal tax ID number.

**By (Authorized Signature):**

Provide authorized signature.

**Printed Name and Title of Person Signing:**

Insert name and title.

**Date Executed:**

Insert date of completion.

**Executed in the County and State of:**

Insert the county and state of firm.

### Contractor Certification Clauses (CCC)

Contractors must certify under penalty of perjury that they are duly authorized to legally bind the prospective contractor to the clauses listed within the Contractor Certification Clauses (CCC).

**Contractor/Bidder Firm Name (Printed):**

Insert the firm’s name.

**Federal ID Number:**

Insert federal tax ID number.

**By (Authorized Signature):**

Provide authorized signature.

**Printed Name and Title of Person Signing:**

Insert name and title.

**Date Executed:**

Insert date of completion.

**Executed in the County of:**

Insert the county of firm.

### Federal Certification (CO.8)

Prospective contractors must complete and sign the Federal Certification, to attest that they will comply with certification requirements regarding lobbying, debarment, suspension, and other workplace requirements.

**Place of Performance (Street address, city, county, state, zip code)**

Insert address.

**Contractor Name**

Insert Contractor’s name.

**Printed Name and Title of Authorized Representative**

Insert name and title of authorized representative.

**Signature**

Provide the signature of the authorized representative.

**Date**

Insert date of completion.

### CDMIS Agency Information Certification (all contractors)

The information in the Child Development Management Information System (CDMIS) **becomes part of the agency’s contract**. Complete and accurate information is critical to the maintenance of your agency’s CSPP contract. Incomplete or inaccurate information in the CDMIS can result in an audit finding at the state level and a finding of noncompliance for your agency. Maintenance of complete and accurate information in the CDMIS is the contractor’s responsibility. To perform the review and update, follow the directions below.

Only ***super users*** can access the Update Agency Information function within the CDMIS.

To review the information and submit changes, log on to the [CDMIS linked here](https://www4.cde.ca.gov/cdmis/default.aspx). From the CDMIS Home, select the "User Settings" tab and select the "Update Agency Information" option from the drop-down menu. Review all of the information in the sections below, making changes as necessary. Detailed instructions for updating this information can be found within the CDMIS. A checklist has been provided below for your review.

* **Add/Edit Executive Director Information:** Update Executive Director’s name, phone number, fax number, and email address.
* **Add/Edit Program Director Information:** Update existing Program Director information; add new Program Directors; assign them to the contracts they are responsible for, change Program Director contract assignments, and delete Program Directors who are no longer assigned to a contract or no longer with the agency.
* **Add/Edit FCCHEN Information:** This section only applies to CSPP contractors that provide CSPP services through a FCCHEN. Update information related to services provided in family child care homes through the contractor's CSPP contracts to reflect services as of the date of the CDMIS updates.
* **Add/Edit Sites/Offices:** Update, add, or delete sites/offices with the physical address of the site/office. Do not use post office boxes or mailing addresses. Update the Site Supervisor’s first and last name.
* **Update the Site License Information:** For licensed facilities, the site name and physical address should match the name and address on the license issued by the California Department of Social Services, Community Childcare Licensing Division.
* **Update the Number of Children Served:** Update the Number of Children Servedto reflect services by contracts at sites as of the date of the CDMIS updates.
* **Print the Agency Information Certification Form (CDMIS):** After all of the information has been reviewed and all changes have been submitted, generate the Agency Information Certification form.
  + To generate this form, navigate to the bottom of the *Update Agency Information* web page and select the ***Generate Certification form*** button.
  + When the form is generated, print it using the browser's print function. The CSPP contractor’s authorized representative must sign the form. The signed form must be returned with the CFA. Applications **will be considered incomplete** without either the Certification of CSPP Contractor Information page completed or the ***Agency Information Certification*** form.

All changes submitted (adds, updates, or deletes) will remain pending until the CSPP contractor's assigned EED, PQI office consultant reviews and approves, or denies the changes.

**Ongoing Updates:** In addition to this annual review of information as part of the CFA process, CSPP contractors are required to submit changes to Executive Director Information, Program Director Information, and Site/Office information (site name, physical address, and license information only) as changes occur. The number of children served by contract and age group at each site/office only needs to be updated once a year during the CFA process.

**Note:** The CSPP contractor's legal name and mailing address cannot be changed through this process. For information on how to change your legal name or headquarters mailing address, contact your assigned EED, PQI office consultant.

For any other questions about submitting changes within the ***Update Agency Information*** section of the CDMIS website, please contact CDMIS staff at [CDMIS@cde.ca.gov](mailto:CDMIS@cde.ca.gov).

### Authorizing Board Resolution or Meeting Minutes

**The CFA must be signed by a person with the legal authority to contractually bind the agency, or the contractor's "authorized representative." See details below.**

PUBLIC AGENCIES:

If the contractor is a county, city, district, or other local public body, the CFA must be accompanied by one of the following documents from the local governing body authorizing execution of the agreement and identifying by name the individual(s) authorized to sign the CFA and related contract documents on behalf of the agency:

* Board Resolution; or
* Board Minutes; or
* Board Policy.

For County Offices of Education, a resolution is not required **IF** the County Superintendent signs the CFA and related contract documents. If anyone else signs, a board resolution or minutes authorizing delegation of signature authority is required.

PRIVATE AGENCIES:

Non-public agencies should follow their agency’s bylaws and legal requirements pertaining to authorizing contracts on behalf of the agency. Generally, the Executive Director, Owner, President, etc. are the authorized signers. If an individual with a different title than above signs the CFA and related contract documents, provide one of the following indicating the signee has the authority to enter into and sign contractual agreements:

* Letter on company letterhead; or
* Board Resolution; or
* Board Minutes

Please refer to the template resolution provided on the CFA web page as an example of the information required in the resolution. Agencies may either complete this template or provide an equivalent resolution in their own format.

### Application for License Exemption (applicable only for LEAs applying to be license exempt)

If the Contractor is an LEA operating a CSPP and choosing to apply to be exempt from licensure pursuant to *Health and Safety Code* Section 1596.7092(o), the Application for License Exemption must be completed. Complete the form according to the instructions provided, making sure to attach a document listing the following for each classroom the contractor is requesting to be license exempt, list the following: (1) Classroom Name or Number, (2) Facility/Site Name, (3) Facility/Site Address.

## Save Attachments as a Compressed (zipped) Folder

If submitting the CFA electronically, all attachments must first be saved on your computer in a zipped folder. This enables you to combine and upload them as one “zipped” file rather than several separate files. After all documents are complete and ready for submission, please follow these steps:

1. Save all completed attachments in one folder on your computer. Refer to Section VII: CFA Checklist to verify that each required item is included.
2. Rename that folder with your vendor ID number followed by “CFA Attachments,” for example, “12345 – CFA Attachments.”
3. Name each document with your vendor ID number followed by the document’s title, for example, “12345 – STD. 204,” “12345 – Board Resolution.”
4. Right-click on the folder. Hover your cursor over the “Send to” option, then select “Compressed (zipped) folder.” (Mac users may instead select all the documents within the folder, right click, and select “Compress X Items” where X is the number of items selected).
5. The compressed folder will appear in the same location as the original folder. The zipped folder name will end with “.zip.”
6. Select this “.zip” folder when prompted to upload the required attachments in the final question of the online application.