

Continued Funding Application (ELCD-3704) Fiscal Year 2021–22

Instructions

Overview

Contractors must review the following instructions prior to completing the Continued Funding Application (CFA) for Fiscal Year (FY) 2021–22. Applications may be submitted electronically by email or physically by mail.

1. Download the CFA, including the required attachments, from <https://www.cde.ca.gov/sp/cd/ci/cfaforms2122.asp> and save your own personal copy.
2. Complete and sign your saved application, including the required attachments. If submitting a physical copy of the application, print all pages single-sided only.
3. The CFA may be signed and submitted to the California Department of Education electronically or in physical copy. Instructions to provide a digital signature are located on in each applicable section of this instructions document.

Generally, the executive director, owner, president, or superintendent are authorized signers. Applicants should review the organization’s governing documents (such as bylaws) to identify authorized signers. The following pages must be included in the packet with a separate signature on each page:

1. Section V: Personnel Certification for Center-based Programs and Family Child Care Home Education (CFCC) Networks (page 6).
2. Section VI: Subcontract Certification (page 7).
3. Section VII: Contractor Certification (page 8).
4. Section VIII: Certification of Contractor Information in the Child Development Management Information System (CDMIS) Database (refer to the CFA main page for link).
5. Section IX B: Payee Data Record (STD. 204), (refer to the CFA main page for link).
4. Remember to keep a copy of the signed CFA for your records.

Methods to Submit an Application

Applicants may submit their application electronically by email or physically by mail. Electronic application submissions are encouraged.

Electronic Applications may be submitted via:

Option 1: Electronic CFA with a Digital Signature

The CFA signature pages (five signatures in total, if applicable) must be digitally signed by the contractor's authorized representative if submitting the CFA electronically. Instructions for each signature page are found in each applicable section within this document.

Option 2: Scanned CFA:

Applicants may choose to print the CFA, physically sign each of the required forms, and scan and email the CFA to the CFA Inbox. Please note that the size of the scanned attachment must not exceed 25 megabytes.

IMPORTANT: If submitting electronically, email the completed and signed CFA and all required attachments to CFA@cde.ca.gov. Additionally, please include the following statement in the body of the email:

"By submitting the attached, I certify that I am authorized to submit, and have approved, this Continued Funding Application (CFA) for [agency name], vendor number [XXXX]. [Agency name] intends that the CFA transaction be completed by electronic means. All signatures in the attachment are intended to be binding."

Physical Applications may be mailed in physical copy. All signatures in the application must be in **blue ink**.

If submitting by mail, send the completed and signed CFA and all required attachments to the following address:

Continued Funding Application FY 2021–22

Early Learning and Care Division
California Department of Education
1430 N Street, Suite 3410
Sacramento, CA 95814-5901

Applications must be received on or before 5 p.m., **November 10, 2020**, regardless of method of application submission.

The regulations provide that "Failure to respond within the timelines specified in the CFA request shall constitute notification to the Child Development Division of the contractor's intent to discontinue services at the end of the current contract period" as stated in Section 18010(e) of *California Code of Regulations*, Title 5 (5 CCR). The Early Learning and Care Division may, but is not obligated, to accept CFAs that are

submitted after the stated timeline. If there are any questions regarding the application process, contact the CFA Team by email at CFA@cde.ca.gov. Include your name and phone number on all inquiries.

Section I – Contractor Information

The header on all pages of the application will automatically populate with the Legal Name of Contractor, Headquartered County, and Vendor Number, inputted in Section I as instructed below.

Legal Name of Contractor:

Insert the contractor's legal name as stated in your contract and 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 in which contractor's Headquarters (HQ) are located from the drop-down menu. The HQ County is the county where: (1) Contractors have provided child care services in the service delivery area, as defined in 5 CCR, Section 18000(f), for at least three years or (2) where contractors have their primary administrative office. The primary administrative office is that office which houses the executive officer(s), fiscal functions, and other centralized support services.

Vendor Number:

Insert the California Department of Education (CDE) assigned four-digit vendor number for the contractor. The vendor number is located on the face sheet of the ELCD contract following the words "vendor number".

Tip: The executive director information and the legal business address must match the information in the CDMIS. To update information in the CDMIS, refer to the instructions in Section VIII B.

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.

Executive Director Telephone Number:

Insert the telephone number for the executive director.

Executive Director Fax Number:

Insert the fax 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.

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 different from the legal business address.

City:

Insert the city of the contractor's mailing address if different from the legal business address.

Zip Code:

Insert the zip code of the contractor's mailing address if 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 – Contract Types

Check all applicable boxes to indicate the programs the contractor intends to administer for the FY 2021–22. In checking the boxes, the contractor agrees, if approved for continued funding, to continue implementation of these programs with funds provided by the CDE.

The contract types are as follows: (1) California State Preschool Program (CSPP), (2) California Center-Based Child Care (CCTR), (3) Program for Special Needs Children (CHAN), (4) Migrant Center-Based (CMIG) and Migrant Special Services (CMSS), (5) Alternative Payment Program (CAPP), (6) CalWORKs Stage 2 (C2AP), (7) CalWORKs Stage 3 (C3AP), (8) Migrant Alternative Payment (CMAP), (9) Resource and Referral Program (CRRP), and (10) Family Child Care Home Education Network (CFCC).

Section III – Contractor’s Officers and Board of Directors

Does the Contractor have a Board of Directors?

Select “Yes” or “No” to respond to this question. If the contractor does not have a Board of Directors, provide an explanation in the space provided. Indicate the form of entity (i.e., sole proprietorship, partnership, joint powers authority, etc.) and the governance structure (i.e., number of owners or partners etc.).

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 table.

Complete contact information for each of the current year contractor’s officers and board of directors or governing individual, including name and title, telephone number, mailing address, and email address. Each individual must provide their own personal contact information that is not associated with the organization. This information is only required for non-local educational agencies (non-LEAs). Attach additional sheets if necessary.

Section IV – Program Narrative

A. Indicate the contract types that **do not** have programmatic or calendar changes by checking the box for each contract type the contractor operates that **does not** have programmatic **or** calendar changes.

Tip: The Program Calendar (ELCD-9730) form is required for all contract types. Both contractors with Minimum Days of Operation (MDO) changes **and** those without MDO changes are required to submit the Program Calendar in Section IX A.

B. Indicate the following contract types that **do** have programmatic and/or calendar changes by checking the box for each contract type(s) the contractor operates that do have either a programmatic change and/or a calendar change. Changes to the MDO require program narrative changes.

Contractors must complete a form ELCD-3704A for each contract type selected in this section. This form is available on the CFA web page at <https://www.cde.ca.gov/sp/cd/ci/cfaforms2122.asp>

Section V – Personnel Certification

Tip: Center-based programs and CFCC must complete this section. This form is not required for agencies that **only** operate Alternative Payment (AP) and Resource & Referral (R&R) programs.

Signature of 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, left click 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**. 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 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 – Subcontract Certification

Tip: AP only and R&R programs are **exempt** from completing the Subcontract Certification, Personnel Certification, and form ELCD-3704B.

A. The following contract types **do not** have subcontractors (check all that apply):

Check the box for each contract type (if any) the contractor operates **without** the use of a subcontractor.

B. The following contract types **do** have subcontractors (check all that apply):

Check the box for each contract type (if any) the contractor operates **with** the use of a subcontractor. For each contract type identified in this section, submit a separate form ELCD-3704B. This form is available on the CFA web page at <https://www.cde.ca.gov/sp/cd/ci/cfaforms2122.asp>.

Signature of 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, left click 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**.

Print Name and Title of 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 VII: Contractor Certification

The authorized representative certifies they are authorized to execute the CFA, has supervisory authority over the Child Development program, has actual knowledge of the information in the application, and certifies that the information in the application is true and correct.

Signature of 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, left click 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**.

Printed Name and Title of 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 VIII: Certification of Contractor Information in the CDMIS

Contractors are required to update all information in the CDMIS and certify under penalty of perjury that information in CDMIS is complete and accurate.

All contractors must thoroughly review the information contained in the CDMIS and update any outdated information. This update includes the name and contact information for the executive director and program directors, location of offices (for C2AP, C3AP, CAPP, CFCC, and CMAP programs), location and licensed capacity of sites (for CCTR, CHAN, CMIG, and CSPP programs), license numbers, and the numbers of children enrolled.

The information in the CDMIS **becomes part of the agency’s contract**. Complete and accurate information is critical to the function of the child development program and the maintenance of your agency’s 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 your responsibility. To perform the review and update, follow the directions below.

To access this information, the person logging on to the CDMIS must be a “super user.”

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 at <https://www4.cde.ca.gov/cdmis/default.aspx>. From the Main Menu, select the function "Update Agency Information" and click the "Submit" button. 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 check list 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 Family Child Care Home (FCCH) Information: This section only applies to contractors that use family child care homes to serve subsidized children. Update information related to services provided in family child care homes through the contractor's CDE contracts to reflect services as of September 8, 2020.
- 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 number of children served by contracts at sites/offices to reflect services as of September 8, 2020.
- Certification of Contractor Information Form:** Once all of the information has been reviewed and all changes have been submitted, regardless of whether the changes have been approved by the assigned ELCD Field Services Consultant or are still pending approval, complete and sign Section VIII – Certification of Contractor Information in the CDMIS, on page 8 of the CFA.
 - Alternatively, generate and **print** the "Agency Information Certification form." Do not generate the Agency Information Certification form until all the information above has been reviewed and any changes needed have been submitted.
 - To generate this form, scroll to the bottom of the "Update Agency Information" web page and click the "Generate Certification form" button.

When the form is generated, print it using the browser's print function. The contractor's representative must sign the form. The signed form must be returned with the CFA. Applications **will be considered incomplete** without either the Certification of Contractor Information page completed or the "Agency Information Certification form."

- All changes submitted (adds, updates, or deletes) will remain pending until the contractor's assigned ELCD Field Services Consultant reviews and approves or denies the changes.
- Ongoing Updates:** In addition to this annual review of information as part of the CFA process, 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 contractor's legal name and mailing address cannot be changed through this process. For information on how to change your contractor's legal name or headquarters mailing address, contact your assigned ELCD Field Services Consultant at 916-322-6233.
- For any other questions about how to submit changes within the "Update Agency Information" section of the CDMIS website, please contact CDMIS staff at 916-445-1907.

Section IX: Required Attachments

All attachments must be completed and attached to the application. These attachments are located on the CFA web page at <https://www.cde.ca.gov/sp/cd/ci/cfaforms2122.asp>.

A. Fiscal Year 2021–22 Program Calendar (ELCD-9730)

The Program Calendar (ELCD-9730) form is required for all contract types and must be completed **separately for each contract**. The ELCD-9730 form will automatically add the total MDO when the dates are marked with an "X". The instructions for completing the form are as follows:

1. Click on the ELCD-9730 form link at <https://www.cde.ca.gov/sp/cd/ci/documents/elcd9730progcal2122.pdf>
2. On the top of the form, insert the name of the contractor and vendor number. Click on the County box, select the county from the drop-down list. Click on the Contract Type box, select the contract type from the drop-down list.
3. Click on the date for the days of operation; enter an "X" for all days the program

will serve subsidized children during the FY 2021–22 contract period (Center-based programs and CFCC). AP and R&R programs should mark the days the program office is open for business.

4. The total number of days marked with an “X” for each contract will constitute each contract's MDO.
5. Save the completed ELCD-9730 form. Print the form if submitting the CFA by mail.

Complete and submit a Program Narrative Change form (ELCD 3704A) to justify any changes to the previously approved MDO.

When MDO changes occur during the FY, the contractor is to justify the change by submitting revised ELCD-9730 and ELCD-3704A forms to the assigned ELCD Field Services Consultant to obtain the necessary approval. The revised forms must be received electronically by the ELCD Field Services Consultant by June 30, 2021. The forms are located on the Child Care Services Forms web page at <https://www.cde.ca.gov/sp/cd/ci/cddfoms.asp>.

B. 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, or federal agency. Any agency that does not meet this criteria is considered a **“non-public agency.”**

Non-public agencies must download and complete the State of California Payee Data Record (STD. 204) form on the CFA web page at <https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf>.

6. **Section 1** – Read the instructions and complete sections 2 through 5.
7. **Section 2** – Enter the payee’s legal business name. **This should match the Legal Name of Contractor you entered in Section I of this application.** Sole proprietorships must also include the owner’s full name. An individual must list his/her full name. **The mailing address and business address should match the information submitted in Section I of this application.**
8. **Section 3** – Check the box that corresponds to the payee business type. **Check only one box.** Corporations must check the box that identifies the type of corporation. The State of California requires that all parties entering into business transactions that may lead to payment(s) from the State provide their Taxpayer Identification Number (TIN). The TIN for individuals and sole proprietorships is the Social Security Number. **Only partnerships, estates, trusts, and corporations will enter their Federal Employer Identification Number (FEIN).**

9. **Section 4 – Are you a California resident or nonresident?** A corporation will be defined as a "resident" if it has a permanent place of business in California or is qualified through the Secretary of State to do business in California. A partnership is considered a resident partnership if it has a permanent place of business in California. For individuals and sole proprietors, the term "resident" includes every individual who is in California for other than a temporary or transitory purpose and any individual domiciled in California who is absent for a temporary or transitory purpose.
10. **Section 5 –** Complete all fields and sign the form. To digitally sign the form for electronic submission, left click 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**.

C. Secretary of State (Non-Public Agencies Only)

Entities that are required to register with the Secretary of State must have “active” status and the entity name and address **must match** the STD. 204 and the information submitted in Section I of the application. If the agency status is “inactive,” contact your ELCD Consultant immediately. **Please provide a printed verification of your agency’s status.** To search, click on the following link to access the Secretary of State web page: <https://www.sos.ca.gov/>.

- a. Under Search Type, click on the circle next to Corporation Name, Limited Liability Company/Limited Partnership Name, or Entity Number.
- b. Under Search Criteria, insert entity name or number; if entering number of corporation, the number must begin with the letter C.
- c. Under Search Filter, using drop down menu select the search filter if searching for entity name.
- d. Click on Search.
- e. On the Business Search Results page screen, click on the entity name.
- f. On the Business Search Entity Detail screen, verify the status as “active”.
- g. Verify the entity name and address match Section I of the application and the STD. 204.
- h. If submitting the CFA electronically, press the “Print Screen” key on your keyboard. Create a blank document in Microsoft Word and click paste to paste the image into the document. Save the document. If submitting the CFA by mail, right click your computer mouse and click “Print.”

D. Verification of School District Name and Address

Please provide printed 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, click on the corresponding link below.

- a. **California Community Colleges or Community College Districts** search the California Community College Chancellor's web page at <https://www.cccco.edu/Students/Find-a-College/Community-College-Districts>.
 - i. Click on the letter that your college or district starts with.
 - ii. Scroll to the college or district.
 - iii. Press the "**Print Screen**" key on your keyboard. This will capture an image of your **screen** and copy it to the clipboard.
 - iv. Create a blank document in Microsoft Word and click paste to paste the image into the document.
 - v. Save the Word document. Print the document if submitting the CFA by mail.
- b. **School Districts and County Offices** search the California School Directory web page at <https://www.cde.ca.gov/SchoolDirectory/>.
 - i. Click on the Advanced Search button.
 - ii. Search Type – click on the circle next to Districts and County Offices.
 - iii. County – scroll down and click on your county.
 - iv. District – scroll down and click on your District or County Office.
 - v. Scroll down and click on the Search button.
 - vi. Right click your computer mouse and print the current page only to PDF or physically print if submitting the CFA by mail.

E. Program Narrative Change (ELCD-3704A):

Tip: Only contractors who have selected contract types in Section IV B must complete this form. A separate form must be completed for each contract type selected.

Contract Type:

Select the contract type from the drop-down menu.

Change Type:

Select “Calendar Change” for any changes in the contractor’s MDO. Select “Programmatic Change” for other programmatic changes.

Questions 1, 2, and 3:

Complete questions 1, 2, and 3. Attach additional sheets as necessary.

Program Narrative Change (ELCD-3704A) form is available on the CFA web page at <https://www.cde.ca.gov/sp/cd/ci/cfaforms2122.asp>.

F. Subcontractor Certification Form ELCD-3704B:

Tip: Only agencies who have identified contract types in Section VI B must complete this form. A separate form must be completed for each contract type identified.

Contract Type:

Select the contract type from the drop-down menu.

Contract Maximum Reimbursement Amount (MRA):

Insert the dollar amount.

Total percentage of MRA subcontracted:

Insert the percentage.

Subcontractor Legal Name:

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

Does the subcontractor also contract with the ELCD?

Select “Yes” if the contractor to which you subcontract your services also has a current ELCD contract to provide state-subsidized child care and development services. Select “No” if your subcontractor does not have an ELCD contract.

Site Information and percentage of MRA Subcontracted:

Include information on Site Number, Site Name, Site Address, Service County, and Percentage of MRA Subcontracted:

Complete the form by inserting the child care and development service contract and subcontractor information next to the Site Number the Site Name, Site Address, Select the Service County from dropdown menu, and enter the Percentage of MRA Subcontracted. Subcontracts for child care and development services must be audited in accordance with CDE Audit Guidelines and reported with the contractor’s audit.

Subcontract Certification (ELCD-3704B) is available on the CFA web page at <https://www.cde.ca.gov/sp/cd/ci/cfaforms2122.asp>.

Section X: Continued Funding Application (ELCD-3704) Checklist

The check list must be submitted with the application package. The items in bold require a signature. Check all the boxes for documents submitted and if submitting the completed CFA by mail, assemble the application in page number order as indicated.

California Department of Education
September 2020