Fiscal Year 2017–18

California State Preschool Program
Expansion Funding
Request for Applications
Instructions
# Table of Contents

Section I – Contractor Information ................................................................. 3
Section II – Legal Status of Contractor ......................................................... 4
Section III – County or Counties of Service .................................................. 4
Section IV – Slots Requested ........................................................................ 4
Section V – Intent to Subcontract Services ..................................................... 5
Section VI – Intent to Operate a CSPP via a FCCHEN ................................. 5
Section VII – Fiscal Worksheets .................................................................... 5
Section VIII – Contractor Certification ......................................................... 11
Section IX – Fiscal Attachments ................................................................... 11
Section X – Program Attachments ................................................................. 12
Section I – Contractor Information

Legal Name of Contractor: Insert the legal name of the entity applying for program funds exactly as it appears on the Articles of Incorporation or the Federal Employer Identification Number.

Headquartered County: Select the contractor's Headquartered County from the dropdown menu. List the county in which the agency is headquartered. In accordance with 5 California Code of Regulations (CCR), Section 18001(b), an agency is “Headquartered in” a specific county or service area if either of the following conditions apply:

- Contractors or applicants who have provided child care and development services in the service delivery area, as defined in 5 California Code of Regulations (CCR), Section 18000(f), for at least three years immediately preceding the date of the Request for Applications (RFA); or

- Contractors or applicants who have their primary administrative office for the child development program in the service delivery area as defined in 5 CCR Section 18000(f). The primary administrative office is the office that houses the executive officer(s), the fiscal functions, and other centralized support services.

Vendor Number: Insert the California Department of Education (CDE) assigned vendor code for agencies that currently have an existing contract with the CDE. Applicants not currently funded with the CDE must leave this section blank.

Executive Director Name: Insert the name of the person who has the authority to sign and engage in a contractual agreement with the CDE.

Executive Director's Telephone Number, Fax Number, and E-mail: Insert the telephone number, fax number, and e-mail address of the applicant agency’s administrative office.

Program Director Name: Insert the name of the person who will have administrative and programmatic responsibility, as defined in Education Code (EC) sections 8244(b)(1)(A) and (C), for the California State Preschool Program (CSPP) described in this application. For CSPPs operated via Family Child Care Home Education Networks (FCCHENs), administrative and programmatic responsibility includes ensuring that quality services are provided by the family child care home provider. Enter “To Be Determined” if agency does not have a program director at the time of application.

Program Director Telephone Number and E-mail Address: Insert the telephone number and e-mail address of the Program Director’s administrative office, if applicable.
Agency Legal Business Address: Insert the legal physical headquartered address of the contractor. Include the suite, room, or other unit number after the street address, city, and zip code. This address will be used by the CDE to mail the funding correspondence letter and future apportionment checks.

Name and Title of Contact Person Completing Application: Insert the name and title of the contact person completing the application.

Contact Person Telephone Number and E-mail: Insert the telephone number and e-mail address of the contact person.

Section II – Legal Status of Contractor

Select the contractor’s legal status: Check the appropriate box that identifies the organization as a unit of community college, county office of education, school district, or direct funded charter school, private for-profit / private nonprofit.


Are you a current Early Education Support Division (EESD) contractor?: Select “Yes” if the agency currently holds a contract with the CDE, EESD. Select “No” if the agency does not have an executed EESD contract.

If yes, select a box for each program type currently operated. Select all that apply: If “Yes” was selected in the previous section, select a box for each EESD contract the agency operates.

Section III – County or Counties of Service

List the county or counties proposed to provide services. Program sites must be located in the county or counties indicated on the application.

Section IV – Slots Requested

- Enter the number of children the agency will serve in full-day/full-year programs with this funding.
- Enter the number of children the agency will serve in part-day/part-year programs with this funding.
Section V – Intent to Subcontract Services (If not subcontracting, skip this section)
Check the box if the agency intends to subcontract with a center-based agency described in the application. If not subcontracting, skip to Section VI.

Enter the subcontractor’s information on Form EESD 3704B. Form 3704B and instructions are located on the CSPP Expansion Web page at https://www.cde.ca.gov/fg/fo/r2/cspp17rfa.asp.

Section VI – Intent to Operate a CSPP via a FCCHEN (If not operating a FCCHEN, skip this section)
Check the box if the agency intends to operate a FCCHEN to provide services described in the application. If not operating a family child care home education, skip to Section VII.

- **Family Child Care Home Network Providers’ Names:** Insert the names of the family child care home providers exactly as they appear on the license issued by the Department of Social Services (DSS), Community Care Licensing Division (CCLD). Include a copy of each provider’s license and Child Development permit.

- **Address:** Insert the licensed family child care home providers’ addresses exactly as they appear on the license issued by the DSS, CCLD.

- **Contact Name, Phone, and Fax:** Insert the licensed child care home provider’s name. Provide a daytime telephone number and, if available, a fax number and e-mail address.

- **CCL License Number and Capacity:** Insert the CCL license number and capacity as it appears on the license issued by the DSS.

- **Proposed Number of Children Served in this Home:** Insert the number of children the agency proposes to serve in this home.

Section VII – Fiscal Worksheets

A. Full-Day/Full-Year Programs:

**Worksheet A-1 – Full-Day/Full-Year Certified Enrollment Information and Funds Requested**

Applicants must complete, print, and submit Worksheet A-1 for each proposed Full-Day/Full-Year site. If more than one site is proposed, duplicate this page by right-clicking on the tab, selecting “Move or Copy,” selecting “Create a Copy,” and clicking “OK.” Repeat this process for each proposed site.
Part 1

- Enter the Site Name and County.
- Enter the Site Address and Number of Classrooms.
- Enter License Number, Type, and Capacity.
- If license is pending approval, indicate so in the field “License Number.” Services to children may not begin until the contractor submits to the CDE a copy of the site license or provides verification of license-exempt status.

Part 2

- Enter the number of certified children expected to enroll per day for each category.
- The worksheet will automatically sum the Total Certified Children per day (line 1).
- The worksheet will automatically multiply the total of each category by the adjustment factor shown to determine the adjusted child days of enrollment per day.
- The worksheet will automatically sum the adjusted child days of enrollment per day of all categories to determine the Total Adjusted Child Days of Enrollment per day (line 2).

Part 3

- Enter the Total Days of Operation from the Full-Day Calendar, minimum of 246 days (line 3).
- The 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). Excel will perform this calculation.
- The Total Annual Adjusted Child Days of Enrollment (line 4) will be multiplied by the Daily Rate (line 5) to calculate the amount of Funds Requested (line 6) for this site. Excel will perform this calculation.
Worksheet A-2 – Full-Day/Full-Year Non-certified Enrollment Information

Complete this worksheet ONLY if you will be serving non-certified children in the Full-Day/Full-Year program. Summarize all Full-Day/Full-Year non-certified enrollment for all Full-Day/Full-Year sites onto Worksheet A-2. Site-specific information is not necessary.

- Enter the number of non-certified children expected to be enrolled per day for each category.
- The worksheet will automatically sum the Total Non-certified Children per day (line 7).
- The worksheet will automatically multiply the total of each category by the adjustment factor shown to determine the adjusted non-certified enrollment.
- The worksheet will automatically sum the adjusted non-certified enrollment of all categories to determine the Total Adjusted Non-certified Child Days of Enrollment per day (line 8).

Worksheet A-3 – Full-Day/Full-Year Site Summary Information

Manually enter the Site Name, Total Certified Children per day, and Total Adjusted Child Days of Enrollment per day for each site from Worksheet A-1(s).

- Enter Proposed Program Start Date for the Full-Day/Full-Year program: Enter the month, day, and year the agency proposes to start providing program services to children. This date must match the start date marked on the Program Calendar submitted with the application and cannot be earlier than April 1, 2018 for LEAs. For non-LEA Full-Day/Full-Year Program Calendars, the date must match the start date marked submitted with the application and cannot be earlier than July 1, 2018.
- Enter Proposed Days of Operation for the Full-Day/Full-Year program: The Days of Operation for this Full-Day/Full-Year contract is a minimum of 246 days per year. An agency proposing to operate a program for fewer than 246 days must attach to the application a justification for operating fewer days. The EESD will consider the request at the time the application is reviewed.
- From each Worksheet A-1, enter Site Name.
- From each Worksheet A-1, line 1, enter Total Certified Children per day to be served under this contract for Full-Day/Full-Year.
• From each Worksheet A-1, line 2, enter Total Adjusted Child Days of Enrollment per day.

• The Total Annual Adjusted Child Days of Enrollment will be calculated and auto-populate by taking the Proposed Days of Operation multiplied by the Total Adjusted Child Days of Enrollment per day.

• The Total Funds Requested will be calculated and auto-populate by multiplying the Daily Rate ($45.73) by the Total Annual Adjusted Child Days of Enrollment.

Worksheet A-4 – Full-Day/Full-Year Projected Annual Program Budget

All applicants must complete the two-page budget worksheet of information requested in columns A–D, covering a 12-month period. Applicants will need to complete the shaded fields that are applicable. All other fields will auto-populate data from previous worksheets or they will calculate and total automatically.

The budget information will be considered in determining both an annualized award amount, as well as a prorated award amount for program services provided for LEAs from April 1, 2018 through June 30, 2018. For non-LEAs, an award amount will be determined for program services provided from July 1, 2018 through June 30, 2019.

B. Part-Day/Part-Year Programs:

Worksheet B-1 – Part-Day/Part-Year Certified Enrollment Information and Funds Requested

Applicants must complete, print, and submit Worksheet B-1 for each proposed Part-Day/Part-Year site. If more than one site is proposed, duplicate this page by right-clicking on the tab, selecting “Move or Copy,” selecting “Create a Copy,” and clicking “OK.” Repeat this process for each proposed site.

Part 1

• Enter the Site Name and County.

• Enter the Site Address and Number of Classrooms.

• Enter License Number, Type, and Capacity.

• If license is pending approval, so indicate in the field “License Number.” Services to children may not begin until the contractor submits to the CDE a copy of the site license or provides verification of license-exempt status.
Part 2

- Enter the number of certified children expected to be enrolled per day for each category.

- The worksheet will automatically sum the Total Certified Children per day (line 1).

- The worksheet will automatically multiply the total of each category by the adjustment factor shown to determine the Adjusted Child Days of Enrollment per day.

- The worksheet will automatically sum the adjusted child days of enrollment per day of all categories to determine a Total Adjusted Child Days of Enrollment per day (line 2).

Part 3

- Enter the Total Days of Operation from the Part-Day Calendar, which must be a minimum of 175 days (line 3).

- The 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). Excel will perform this calculation.

- The Total Annual Adjusted Child Days of Enrollment (line 4) will be multiplied by the Daily Rate (line 5) to calculate the amount of Funds Requested (line 6) for this site. Excel will perform this calculation.

Worksheet B-2 – Part-Day/Part-Year Non-certified Enrollment Information

This worksheet should be completed only if non-certified children will be served in Part-Day/Part-Year program. Summarize all Part-Day/Part-Year non-certified enrollment for all Part-Day/Part-Year sites onto Worksheet B-2. Site-specific information is not necessary.

- Enter the number of non-certified children expected to be enrolled per day for each category.

- The worksheet will automatically sum the Total Non-certified Children per day (line 7).

- The worksheet will automatically multiply the total of each category by the adjustment factor shown to determine the adjusted non-certified enrollment.
• The worksheet will automatically sum the adjusted non-certified enrollment of all categories to determine the Total Adjusted Non-certified Child Days of Enrollment per day (line 8).

Worksheet B-3 – Part-Day/Part-Year Site Summary Information

Manually enter the Site Name, Total Certified Children per day, and Total Adjusted Child Days of Enrollment per day for each site from Worksheet B-1(s).

• Enter Proposed Program Start Date for the Part-Day/Part-Year program: Enter the month, day, and year the agency proposes to start providing program services to children. This date must match the start date marked on the Program Calendar submitted with the application. For LEAs, start dates cannot be earlier than April 1, 2018 and for Non-LEAs, start dates cannot be earlier than July 1, 2018.

• Enter Proposed Days of Operation for the Part-Day/Part-Year program: The Days of Operation for this Part-Day/Part-Year contract is a minimum of 175 days per year. An agency proposing to operate a program for fewer than 175 days must attach to the application a justification for operating fewer days. The EESD will consider the request at the time the application is reviewed.

• From each Worksheet B-1, enter Site Name.

• From each Worksheet B-1, line 1, enter Total Certified Children per day to be served under this contract for Part-Day/Part-Year.

• From each Worksheet B-1, line 2, enter Total Adjusted Child Days of Enrollment per day.

• The Total Annual Adjusted Child Days of Enrollment will be calculated and auto-populate by taking the Proposed Days of Operation multiplied by the Total Adjusted Child Days of Enrollment per day.

• The Total Funds Requested will be calculated and auto-populate by multiplying the Daily Rate ($45.73) by the Total Annual Adjusted Child Days of Enrollment.

Worksheet B-4 – Part-Day/Part-Year Projected Annual Program Budget

All applicants must complete the two-page budget worksheet, columns A–D, covering a 12-month period. Applicants will need to complete the shaded fields that are applicable. All other fields will auto-populate data from previous worksheets or they will calculate and total automatically.
The budget information will be considered in determining both an annualized award amount, as well as a prorated award amount for program services provided for LEAs from April 1, 2018, through June 30, 2018. For non-LEAs, an award amount will be determined for program services provided from July 1, 2018 through June 30, 2019.

**Section VIII – Contractor Certification**

The applicant agency signs the included certifications to attest the agency will fulfill all of the agreements, certifications, and conditions as described in this RFA, as well as abide by all applicable federal and state laws.

**Section IX – Fiscal Attachments**

**A. Statement of Fiscal Resources**

It is recommended that each applicant, including school districts and other government agencies, possess sufficient fiscal resources in order to operate the program for a period of up to 90 days without funding from the State. In this section, list and describe fiscal resources (cash, line of credit, emergency loans, etc.) the agency has access to in order to cover operating costs for only the first 90 days of CSPP program operation. (This figure should be a minimum of 25 percent of the annualized total of the contract beyond any other fiscal resources being held for other contractual obligations.) Fiscal resource information should be specific (e.g., bank or lender name, address, contact name of bank representative[s], and/or name of the holder on the account) to ensure information provided by the applicant can be confirmed by the EESD.

For LEAs (school districts, county offices of education, direct funded charter school, and community colleges), the top portion of the form should be completed.

**B. Program Staffing Plan**

All applicants must complete a program staffing plan. This attachment and accompanying instructions are available on the CSPP RFA Web page at: [http://www.cde.ca.gov/fg/fo/r2/documents/cspp17rfastaffingplan.doc](http://www.cde.ca.gov/fg/fo/r2/documents/cspp17rfastaffingplan.doc)

**C. Payee Data Record (STD. 204)**

Applicants must complete the State of California, Payee Data Record (Std. 204) Sections 2 through 6; information on sections 2, 4, and 6 must be consistent with the information identified on the application cover sheet.
D. Request for a Service-Level Exemption (Start-Up Allowance)

There is an optional attachment for agencies who request a Start-up Allowance. The contractor may be allowed a one-time only specified amount of the contract Maximum Reimbursable Amount. The statute allows up to 15 percent of the annualized award amount to be paid without providing services, designated as a “Start-Up Allowance” (Service Level Exemption) (EC Section 8275 and 5 CCR Section 18034). To apply for a Start-Up Allowance, the Request for a Service-Level Exemption must be completed. Additional detailed instructions are provided with the form. This attachment is available on the CSPP RFA Web page at:
http://www.cde.ca.gov/fg/fo/r2/documents/cspprfa17startup.doc

Section X – Program Attachments

A. Program Calendar

1. FY 2017–18 Program Calendar
https://www.cde.ca.gov/sp/cd/ci/documents/eesd9730procal1718.xls
   a) Full-Day/Full-Year Calendar
   b) Part-Day/Part-Year Calendar

2. FY 2018–19 Program Calendar
http://www.cde.ca.gov/sp/cd/ci/documents/eesd9730procal1819.xls
   a) Full-Day/Full-Year Calendar
   b) Part-Day/Part-Year Calendar

Applicants must complete, print, and submit a Program Calendar (EESD-9730) for FY 2017–18 and FY 2018–19. The EESD-9730 will automatically total the Minimum Days of Operation (MDO) when the dates are marked “X.”

To complete the Program Calendar:

- Type the legal name of the applicant/contractor, county, vendor number, and contract type in the shaded boxes at the top of EESD-9730. Applicants not currently under contract with the CDE must leave the vendor number and contract type and number sections blank.

- Click on the date and enter an “X” for all days when the program will serve subsidized children during the correct FY contract period.
• The total number of days marked with an “X” for each contract will constitute each contractor’s MDO.

• Print the completed EESD-9730 for both Full and Part Year, for FY 2017–18 and for FY 2018–19.

Note: Pursuant to EC Section 8239(b), the minimum days of operation for Full-Day/Full-Year CSPP is 246 days. Pursuant to EC Section 8239(a), the minimum days of operation for Part-Day/Part-Year CSPP shall be between 175 and 180 days. Applicants proposing to operate less than the minimum days stated must include a justification in the program narrative.

B. Program Narrative

A written narrative must be provided for program components 1 through 5 in accordance with the page limitation and information described in this section of the application. Additional detailed instructions are provided in the application. As agencies complete the written program narrative description, the following requirements must be noted:

• The information in the application must be relevant and unique to the program to be administered by the applicant.

• Applicants will be required to describe the program that the agency will implement. Applications must not contain false or misleading information.

• The Program Narrative must be completed following the format requirements provided below:

  1. The Program Narrative must not exceed 18 pages and must align with the Scoring Rubric. Program Narrative components have specific page limitations, and applicants are limited to the number of pages specified for each component. Note: The EESD instructs readers not to consider the portion of response that exceeds the stated page limit for each program narrative component.

  2. Applicants must use 8-½ x 11-inch white paper; single-sided only.

  3. All margins must be a minimum of one-half inch from the edge of the paper.

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

6. Program narrative descriptions must include a header with the following information:
   - Legal name of agency
   - Page numbers

7. The title of each section of the response must be underlined to identify the program component (e.g., 1. Agency Philosophy and Introduction, 2. Children and Families, etc.). The response belongs under the respective titles.
<table>
<thead>
<tr>
<th>Points</th>
<th>Program Component</th>
<th>Page Limit</th>
<th>Information Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Scored</td>
<td>1. Agency Philosophy and Introduction</td>
<td>1</td>
<td>Provide a general overview of the agency’s early education and development services for children and families. The agency may also use this section to explain its unique features and philosophies, which are important and promote understanding of the program.</td>
</tr>
<tr>
<td>Not Scored</td>
<td>2. Children and Families</td>
<td>1</td>
<td>Describe the children and families to be served through this application (e.g., economic levels of families, ethnicity, languages other than English spoken in home, types of work in the area where services are proposed, and special needs of families served).</td>
</tr>
<tr>
<td>Points</td>
<td>Program Component</td>
<td>Page Limit</td>
<td>Information Requested</td>
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</tr>
</tbody>
</table>
| 0 - 18 | 3. Program Description | 3 | Describe the agency’s strategic plan for the CSPP contract. Include a comprehensive description of how the agency plans to implement the three items named below. For the three items below, identify one goal, three action steps that will be taken for each goal, and how success will be measured.  

1. Learning activities and program design  
2. Recruitment and retention of qualified staff (5 CCR and 22 CCR)  
3. Staff development  
4. Facilities management  

**Goals** are broad and comprehensive written statements that describe what the agency will accomplish. They provide a picture of the agency’s plan to build and sustain a high-quality developmental program for children and support for their families.  

**Action Steps** are comprehensive descriptions of each step that is planned to reach the goal. Action steps include the steps to be taken, who will be responsible for completing the action steps, and the timelines and due dates for the action steps.  

**Assessment** process is used to determine whether the goals have been met. The assessment process also includes how success will be measured, who will be involved in the assessment process, and when the assessment will be completed. |
| 0-70  | 4. Meeting the Developmental Needs of Children | 10 | A written narrative of the services that will be provided by the contract is required. Applicants must demonstrate a comprehensive and clearly defined rationale (aligned with the scoring rubric) for the selection of curricular activities to support children’s developmental growth in each of the eight Desired Results Developmental Profiles (DRDP)-2015 Domains listed below:  

1. Approaches to Learning-Self Regulation (ALT-REG)  
2. Social and Emotional Development (SED)  
3. Language and Literacy Development (LLD)  
4. English Language Development (ELD)  
5. Cognition, Including Math and Science (COG)  
6. Physical Development-Health (PH-HLTH)  
7. History- Social Science (HSS)  
8. Visual and Performing Arts (VPA) |
<table>
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</table>
| 0-20   | 5. Parent and Community Partnerships | 3          | Describe in detail the agency’s plan 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. |
C. Form G: Weekly Activity Plan

Activities must be designed to be age- and linguistically appropriate, culturally supportive, and accommodate variation in rates of development with attention to individual learning styles and abilities.

Develop a weekly activity plan for the last week of September for one class of children.

The plan should be comprehensive, integrated, and experience-based, establishing learning objectives that are incorporated into the activities. Nutrition education activities must be included.

The activity plan must include evidence of individualization that considers the diverse learning styles and abilities of each child.

D. Form H: Weekly Menu Planning Worksheet

Develop the Weekly Menu Planning Worksheet by providing the menu for the snacks and/or meals the program must serve to the children each day. Indicate the food items and portions of each snack and/or meal served. At the top of the worksheet, describe the meal service, setting, and interactions.

The nutrition component ensures children have nutritious meals and snacks during their time in the program. Meals and snacks must be culturally and developmentally appropriate for the children being served and must meet the nutritional standards specified by the federal Child and Adult Care Food or the National School Nutrition Program. Additional information on nutrition standards may be found on the CDE Web site at http://www.cde.ca.gov/ls/nu/he/mealmenu.asp (EC Section 8261 and 5 CCR Section 18278).

Full-Day programs must offer appropriate snacks and meals. If the applicant has applied for full-day, the menu must include both snacks and meals.

Part-Day programs must offer a snack or meal for each part-day session.