

# **Continued Funding Application FY 2020–21 Webinar**

CALIFORNIA DEPARTMENT OF EDUCATION  
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# Webinar Preparation

Print and reference:

- The Continued Funding Application (CFA) FY 2020–21 Forms
- The CFA FY 2020–21 Instructions

**Tips** appear in sections of the CFA that are frequently completed incorrectly.

# Application Updates and Technical Assistance

- Auto-populating headers
- User-friendly check boxes
- Pre-populated dropdown menus
- For technical assistance contact the Early Learning and Care Division (ELCD) CFA Team by email at [CFA@cde.ca.gov](mailto:CFA@cde.ca.gov)
  - Include a name and callback number on all inquiries
  - Allow up to 24 hours for a response

# Webinar Outline

- Statutory Background
- Submission Requirements
- Module 1: CFA Forms
- Break for Questions
- Module 2: CFA Attachments
- Closing Questions

# Statutory Background (1)

*California Code of Regulations, Title 5 (5 CCR), Division 1, Chapter 19, Subchapter 1, Article 5, Section 18010:*

- Contractors that intend to accept the offer to continue services in the subsequent contract period shall respond to a continued funding application request from the Child Development Division in accordance with the instructions and timelines specified in the request.

# Statutory Background (2)

- Failure to respond within the timelines specified in the continued funding application 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.

# Application Submission Requirements (1)

Contractors submit three (3) total CFA packages:

- **One** (1) original CFA and all attachments
- **Two** (2) copies of CFA and all attachments
- Complete CFA and all attachments must be printed single-sided.
- Remember to keep a copy for your files.

# Application Submission Requirements (2)

- Original documents must be signed in **blue ink** by the contractor's authorized representative.
- ELCD will not accept electronic versions, or faxed applications.
- Application may be mailed or personally delivered to the California Department of Education (CDE).



# Application Submission Requirements (3)

Application packages must be **received** by CDE on or before 5 p.m., November 5, 2019 to the following address:

Continued Funding Application  
Fiscal Year 2020–21  
Early Learning and Care Division  
California Department of Education  
1430 N Street, Suite 3410  
Sacramento, CA 95814-5901

# CFA Signature Pages (1)

The following documents must be included in the CFA packet with a signature unless exempt:

- Personnel Certification
- Subcontract Certification
- Contractor Certification

# CFA Signature Pages (2)

- Update and Certification of Contractor Information in the Child Development Management Information System (CDMIS) Database
- Payee Data Record

**Tip:** The Instructions refer to programs and agencies that are exempt.

# Module 1: CFA Forms

**Tip:** Download and save the application before completing the forms.

# Section I:

## Contractor Information (1)

- Contractor's legal name, headquartered county, and vendor number, all auto-populate.
- Verify information is correct
- Headquartered (HQ) County is where:
  - Contractors have provided child care services in the service delivery area, or contractors have their primary administrative office.

# Section I:

## Contractor Information (2)

- Complete the contractor information as instructed

**Tip:** The Executive Director's information and Contractor's Legal Business Address must match the information in the Child Development Management Information System (CDMIS).

# **Section II: Contract Types**

- Check all applicable boxes indicating the programs the contractor intends to continue to administer for the Fiscal Year 2020–21.
- The contractor agrees to continue implementation of these programs with funds provided by the CDE.

# **Section III: Contractor's Officers and Board of Directors Information**

- Does the contractor have a Board of Directors?  
Select "Yes" or "No"
- Provide an explanation if contractor does not have a Board of Directors
- Complete remaining information as instructed
- Provide personal contact information



# Section IV: Allocation of Funds (1)

Contractors with the following contract types must complete this form:

- CCTR, CSPP, CMIG, CHAN, C2AP, C3AP, CAPP, and CFCC.
- This form is used to track contract funds as budgeted by service county for each of the contract types the contractor operates.

# **Section IV: Allocation of Funds (2)**

Insert the information from the last full fiscal year in which services were provided.

**At the top of the form include:**

- Contractor's Fiscal Contact Name
- Contractor's Fiscal Contact Email Address
- Include the date and telephone number

# **Section IV: Allocation of Funds (3)**

**For questions on this form contact:**

Kimi Conover, Fiscal Analyst  
Child Development and Nutrition  
Fiscal Services Unit

Telephone: 916-445-1068

Email: [KConover@cde.ca.gov](mailto:KConover@cde.ca.gov)

# Section IV: Allocation of Funds (4)

## Example 1

**If contractor provided services only in the HQ County:**

- Select contract type from the drop-down menu
- Enter contract number for Fiscal Year 2018–19
- Select county name from the drop-down menu
- Enter percentage “%” of total funds

**Tip:** The total row will auto-calculate and the percentage must sum to 100“%” percent

# Section IV: Allocation of Funds (5)

## Example 2

### **If contractor provided services in multiple counties:**

- Select contract type from the drop-down menu
- Enter contract number for Fiscal Year 2018–19
- Select each county name from the drop-down menu where services are being provided
- Enter percentage “%” of total funds for each county selected

**Tip:** The total row will auto-calculate and the percentages must sum to 100“%” percent

# **Section V: Program Narrative Form (1)**

- Used to identify which contract types have program narrative changes, and which program narratives will remain the same
- Program calendars must be submitted for both Example 1 and Example 2

# Section V: Program Narrative Form (2)

## Example 1

Contractor operates a program that **does not** have programmatic or calendar changes:

- In Section V-A, check box beside each contract type(s) the contractor operates that **does not** have programmatic or calendar changes

Contractors in Example 1 are not required to attach the Program Narrative Change Form (ELCD 3704A).

# Section V: Program Narrative Form (3)

## Example 2

Contractor operates a program that has programmatic and/or calendar changes:

- In Section V-B, check box beside each contract type(s) the contractor operates that **do** have either a programmatic and/or calendar changes

Contractors in Example 2 must attach the Program Narrative Change Form (ELCD 3704A).



# Section VI: Personnel Certification

- The CDE requires all Center-Based and Family Child Care Home Education Network (FCCHEN) contractors to employ fully qualified personnel.
- This form is not required for agencies who only operate Alternative Payment (AP) and Resource and Referral (R&R) programs.
- Complete the Personnel Certification as instructed

# Section VII: Subcontract Certification (1)

- Form is completed to identify subcontractors
- This form is not required for agencies who only operate AP and R & R programs.

**Tip:** This form must be signed by all contractors (Example 1 and Example 2 must sign).

# Section VII: Subcontract Certification (2)

## Example 1

Contractor does **not** subcontract direct services:

- Section VII-A, check the box for each contract type(s) (if any) the contractor operates without the use of a subcontractor.

# Section VII: Subcontract Certification (3)

## Example 2

Contractor does subcontract direct services:

- Section VII-B, check the box for each contract type (if any) the contractor subcontracts.

For each contract type(s) identified with the use of a subcontractor, submit a separate Subcontract Information Form ELCD 3704B in Section IX G.

This form can be downloaded from the CFA web page.

# Section VIII: Contractor Certification

- Ensures that contractor complies with all applicable program statues and regulations
- Must be **signed in blue ink** by all contractors

# Module 2: CFA Attachments

**Tip:** Download and save the application before completing the forms.

# Section IX: Required Attachments (1)

The following attachments are located on the CFA web page at: <https://www.cde.ca.gov/sp/cd/ci/cfaforms2021.asp>

- A. Program Calendar (ELCD 9730)
- B. Certification of Contractor Information, generated from CDMIS database
- C. Payee Data Record (STD. 204)

# **Section IX: Required Attachments (2)**

- D. Secretary of State
- E. Verification of School District Name and Address
- F. Program Narrative Change (ELCD 3704A)
- G. Subcontract Information (ELCD 3704B)



# Attachment A: Program Calendar (1)

## Program Calendar (ELCD 9730):

- The Program Calendar is required for **all** contractors
- The 2020–21 Program Calendar is available on the CFA web page at:

<https://www.cde.ca.gov/sp/cd/ci/cfaforms2021.asp>

# Attachment A: Program Calendar (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

# Attachment A: Program Calendar (3)

- Click on date for days of operation; enter an “X” for all days that the program will serve subsidized children during the FY 2020-21 contract period (Center-Based programs and Family Child Care Home Education Networks).
- Alternative Payment and Resource and Referral programs should mark the days the program office is open for business.

# Attachment A: Program Calendar (4)

- The total number of days marked with an “X” will contain each contract's Minimum Days of Operation (MDO).
- Submit a calendar for each contract type the contractor operates.
- Print the completed ELCD 9730 form, single sided

# MDO Changes (1)

## For changes to the MDO:

- Complete and submit a Program Narrative Change Form (ELCD 3704A) to justify changes to a previously approved MDO.
- This form is available on the CFA web page at:  
<https://www.cde.ca.gov/sp/cd/ci/cfaforms2021.asp>

# MDO Changes (2)

- If the MDO changes after the submission of the CFA, contractors should justify the changes by submitting revised calendars and program narrative change forms for approval by the assigned consultant.
- Program Narrative changes for FY 2020–21 are due by June 30, 2020.

# **Attachment B: Certification of Contractor Information in CDMIS (1)**

- Contractors are required to update all information in CDMIS
- Information in CDMIS becomes part of the agency's contract
- To access this information, the person logging on to CDMIS must be a "super user".

# Attachment B: Certification of Contractor Information in CDMIS (2)

## CDMIS Database:

- Only “super users” can access the Update Agency Information function within CDMIS.
- To review the information and submit changes, log on to CDMIS at <https://www4.cde.ca.gov/cdmis/default.aspx>
- Complete the CDMIS check list provided for your review.



# **Attachment B: Certification of Contractor Information in CDMIS (3)**

- Update the site license information.

**Tip:** For licensed facilities, match the license issued by community care licensing division.

- Update the number of children served by contracts at sites/offices to reflect services as of **September 5, 2019.**

# **Attachment B: Certification of Contractor Information in CDMIS (4)**

## **Generate and print Agency Information Certification Form:**

- Contractor's representative must sign and date form, include with your CFA

# Attachment B: Certification of Contractor Information in CDMIS (5)

- All changes submitted will remain pending until reviewed by your assigned consultant

**Tip:** If pending approval, contractors may proceed to generate and print the “Agency Information Certification form”

# **Attachment B: Certification of Contractor Information in CDMIS (6)**

## **Ongoing Updates:**

- Submit ongoing updates as changes occur
- Number of children served by contract and age group at each site/office

# Attachment B: Certification of Contractor Information in CDMIS (7)

- Contact your assigned consultant for instructions on how to **change** your contractor's legal name or mailing address
- Questions how to submit changes within the "Update Agency Information" contact CDMIS staff at 916-445-1907

# CDMIS Technical Assistance

**For questions and technical assistance contact:**

- CDMIS Support
- Telephone: 916-445-1907
- Email: [CDMIS@cde.ca.gov](mailto:CDMIS@cde.ca.gov)

# Attachment C: Payee Data Record (1)

**Non-public agencies** must download and complete the State of California Payee Data Record (STD 204) from the CDE Forms web page at:

<https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf>

# **Attachment C: Payee Data Record (2)**

- Complete the Payee Data Record as instructed

## **General Tips:**

- The mailing address and business address on the Payee Data Record should match the information submitted in Section I of CFA
- This document must be signed in blue ink



# **Attachment D: Secretary of State (1)**

## **Non-public agencies only:**

- Print a verification of the contractor's status with the Secretary of State as instructed
- Contractors that are required to register with the Secretary of State must have "active" status

# Attachment D: Secretary of State (2)

- If the contractor's status is "inactive," contact your assigned Consultant immediately.

**Tip:** Name and address must match the Payee Data Record and the information submitted in Section I of the CFA.

# **Attachment E: Verification of School District Name and Address**

## **Public agencies only:**

- Print a verification of your district or county office legal name and address as instructed.

**Tip:** The information must match the information submitted in Section I of the CFA.

# **Attachment F: Program Narrative Change ELCD 3704A**

**Only contractors who selected contract types in Section V-B complete and attach this form.**

- Answer all questions as prompted.
- A separate form must be completed for **each** contract type that has programmatic changes.

# **Attachment G: Subcontract Certification ELCD 3704B (1)**

**Only contractors who selected contract types in Section VII-B complete and attach this form.**

- Complete form as instructed

# Attachment G: Subcontract Certification ELCD 3704B (2)

- A separate form must be completed for each contract type.
- Does the subcontractor have a separate ELCD contract and vendor number?

**Tip:** Does this subcontractor also contract with the ELCD?

# **Section X: Application Checklist**

- The checklist must be submitted with the CFA
- Check all the boxes for documents submitted

# CFA Web Page

- The CFA web page is available at:  
<https://www.cde.ca.gov/sp/cd/ci/cfaforms2021.asp>
- Frequently Asked Questions from this presentation will be posted on the CFA webpage.
- The CFA web page includes all links referenced in this presentation.
- A recorded version of this webinar and the slides will be available on the CFA web page.



# Contact Information

For questions and technical support, contact the ELCD CFA Team by email at [CFA@cde.ca.gov](mailto:CFA@cde.ca.gov)