

Fiscal Year 2021–22 California State Preschool Program Expansion Funding Request for Applications

Early Education Division (EED)

Date: March 17, 2022

Time: 3 to 5 p.m.



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Tony Thurmond, State Superintendent of Public Instruction

Welcome and Introductions



Agenda

- Overview of the Fiscal Year (FY) 2021–22 California State Preschool Program (CSPP) Expansion Funding Request for Applications (RFAs)
- Application Requirements
- Application Review Process
- Completing the Application
- Considerations for CSPP as an Extended Early Learning and Care Option
- Resources
- Questions



FY 2021–22 CSPP Expansion Funding RFA Overview

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Intent of the CSPP Expansion RFA

- The intent of this Request for Applications (RFA) is to expand CSPP services statewide to the greatest extent possible. These funds are intended to increase the availability of CSPP services to eligible children and CSPP services must be provided based on the needs of the families in the communities served, and based on the priorities set forth in law.
- The RFA funding opportunity is available to Local Educational Agencies (LEA) that are current CSPP contractors, or to LEAs that do not currently hold a CSPP contract with the CDE, EED.
- An LEA is defined as a school district, county office of education, community college district or direct-funded charter school.

Available Funding and Funding Priorities

- \$130 million to expand CSPP services statewide, as appropriated in the 2021–22 Budget Act, as amended by Senate Bill 129.
- Funding will be allocated by county, and within each county by the Local Planning Council (LPC) priority area. Funding awards will be made based on the LPC priority in the order of highest passing score first. In the event that a county does not fully utilize its allocation, the funding will be redistributed to other applicants, based on the LPC priority followed by highest score.

CSPP Age Eligibility

- The CSPP funds will be used to provide CSPP services for eligible three- and four-year-old children. The CSPP definitions of eligibility based on age, are as follows:
 - CSPP eligible four-year-old children are defined as children who have their fourth birthday on or before December 1, of the FY that they are being served, or a child whose fifth birthday occurs after September 1, of the FY in which they are enrolled in a CSPP and whose parent or guardian has opted to retain or enroll them in a CSPP.
 - CSPP eligible three-year-old children are defined as children who have their third birthday on or before December 1, of the FY that they are being served. Children who have their third birthday on or after December 2, of the FY, may be enrolled in a California State Preschool Program on or after their third birthday.

Statutory and Regulatory Background

- California *Education Code (EC)* Section 8205 defines *local education agency* as a school district, county office of education, a community college district, or a school district acting on behalf of one or more schools within the school district. Direct funded charter schools will be considered an LEA for the purposes of this RFA.
- Contractors under contract with the CDE to administer the CSPP are required to comply with all laws, regulations, rules, policies, and reporting procedures of the CSPP contract.

Statutory and Regulatory Background (2)

- CSPP contractors must sign CSPP contracts attesting that they will comply with the Early Education Act, commencing with *EC* Section 8200; the *California Code of Regulations*, Title 5 (5 *CCR*), commencing with Section 18000, including the CSPP Free or Reduced-Price Meal Eligibility and Enrollment Implementation Guidance and any successor regulations adopted by the CDE, EED; the *California Code of Regulations*, Title 22 (22 *CCR*); Child Care Licensing Regulations, as applicable; and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards *Code of Federal Regulations*, Title 2 (2 *CFR* Part 200).
- Contractors are also required to follow all requirements in the federal School Accounting Manual as well as the CDE Audit Guide, both available on the CDE website.

Statutory and Regulatory Background (3)

- LEA applicants that are awarded a CSPP contract will be required to adhere to all applicable laws and regulations associated with the contract as well as the terms and conditions set forth in the *Contract Terms and Conditions (CT&Cs)* and Program Requirements applicable to the fiscal year in which the services are provided under the CSPP contract. The current *CT&Cs* and the *CSPP Program Requirements for FY 2021–22* are available on the CDE, Child Development web page at <https://www.cde.ca.gov/fg/aa/cd/ftc2021.asp>.
- LEA applicants that are awarded a CSPP contract must also adhere to the *Standards and Procedures for Audits of California K–12 Local Education Agencies* issued by the Education Audit Appeals Panel (EAAP) as regulations. These regulations are available on the EAAP Audit Guide web page at <https://eaap.ca.gov/>.

Subcontracting

- LEA applicants that are awarded a CSPP contract are permitted to subcontract in accordance with the *EC*, 5 *CCR*, and the *CT&Cs* set forth in the CSPP contract. As set forth in 5 *CCR*, Chapter 19, Section 2, Article 2, or any successor regulations, all subcontracts not otherwise exempt must be approved by the CDE in accordance with the regulations. If approved, the applicant contractor remains responsible for ensuring that the subcontractor complies with all administrative, programmatic and fiscal requirements of the CSPP contract.
- **Note:** Reimbursement of administrative costs shall not exceed a total of 15 percent of the net reimbursable program costs, or actual administrative costs for all contractors and subcontractors, in accordance with *EC* Section 8258.

CSPP Family Child Care Home Education Networks

- Applicants may apply for CSPP funding to operate the CSPP via a family child care home education network (FCCHEN). The applicant contractor is responsible for administrative, programmatic, and fiscal compliance with the CSPP, CT&Cs, and program requirements, as well as compliance with the laws and regulations pertaining to FCCHENs.
- A CSPP contractor operating via a FCCHEN must adhere to the requirements set forth in *EC* Section 8223.

Eligibility for Funding

- To apply for CSPP funding pursuant to this RFA, all agencies must be an LEA, and:
 - Licensed in accordance with 22 CCR Child Care Licensing; or
 - Eligible for licensing in accordance with 22 CCR Child Care Licensing, Division 12; or
 - Otherwise exempt from 22 CCR Child Care Licensing requirements pursuant to *Health and Safety Code* Section 1596.792(o), and in accordance with 5 CCR Section 18140, when the LEA requests a license exemption, and is issued a certificate of Classroom Exemption from Child Care Licensing Regulations by the CDE.

Eligibility for Funding – Current Contractors (1)

- The LEAs that are current CSPP contractors are eligible to apply for new or additional CSPP funds, except when one or more of the following conditions apply during the RFA cycle:
 - The CSPP contractor is on conditional contract status because of fiscal or programmatic non-compliance as described in 5 *CCR* sections 18303 or 18304 (5 *CCR* Section 18001).
 - The CDE, EED has conducted a compliance review pursuant to 5 *CCR* Section 18023, and the contractor has failed to clear items of fiscal and/or programmatic non-compliance identified during the review within 12 months of the issuance of the compliance review report (5 *CCR* Section 18001).

Eligibility for Funding – Current Contractors (2)

- The CSPP contractor has in place, or places, a person in a position of fiscal responsibility or control who has been convicted of a crime involving misuse or misappropriation of state or federal funds, or a state or federal crime involving moral turpitude (*EC Section 8316*).
- The CDE reduced the CSPP contractor's current year contract maximum reimbursement amount (MRA) due to the contractor's inability to utilize its full contract amount, whether through low enrollment or low expenditures for the CSPP contract (*5 CCR Section 18001*).

Eligibility for Funding – Current Contractors (3)

- Current contracting LEAs may be determined, on a case-by-case basis, to be ineligible to receive CSPP expansion funding if:
 - (1) the LEA was previously awarded CSPP expansion funding and has not yet begun to provide services with that funding; *or*
 - (2) the CDE has evidence that the LEA has not been able to successfully fulfill the current contract requirements by serving children in a quality program and in a fiscally responsible manner. If the LEA is determined to be ineligible for expansion funding based on either ground, the LEA will be apprised of the specific facts supporting the ineligibility.

Eligibility for Funding – New LEA Applicants (1)

An LEA applicant who is not a current CDE contractor is eligible to apply for CSPP funding, except when one (1) or more of the following conditions apply:

- The LEA applicant had a previous contract with the CDE that was terminated or not continued by the CDE due to fiscal and/or programmatic non-compliance as described in 5 *CCR* sections 18303 or 18304 within the three (3) years immediately preceding the date the RFA was posted (5 *CCR* Section 18001).
- The LEA applicant had a previous contract with the CDE and has an outstanding accounts receivable balance with the CDE (5 *CCR* Section 18001).

Eligibility for Funding – New LEA Applicants (2)

- The LEA applicant had a previous contract with the CDE and has a delinquent audit with the CDE pursuant to 5 *CCR* Section 18073 (5 *CCR* Section 18001).
- The LEA applicant, or potential subcontractor, has in place, or places, a person in a position of fiscal responsibility or control who has been convicted of a crime involving misuse or misappropriation of state or federal funds, or a state or federal crime involving moral turpitude (*EC* Section 8316).

General CSPP Contract Information

- A CSPP contract issued by the CDE is a legally binding agreement between the CDE and a contractor. The contractor agrees to provide CSPP services according to defined fiscal and programmatic requirements, and the CDE agrees to reimburse the contractors for those services according to the defined limits. The contract's Maximum Reimbursement Amount (MRA) will be negotiated based on the proposed award amount.

General CSPP Contract Information (2)

- Annual CSPP contracts are effective for one state fiscal year (July 1–June 30), unless otherwise stated in the contract.
- A successful applicant will have three full fiscal years from the date of the proposed award letter to open sites/classrooms and begin providing CSPP services.
 - If the proposed sites/classrooms are not open within three years from the date of the proposed award letter, the applicant will receive formal notice from the EED that the proposed award is rescinded.

General CSPP Contract Information (3)

- After the initial CSPP contract period, the contractor's eligibility for continued funding each subsequent year is contingent upon compliance with all of the following:
 - *CT&Cs* and Program Requirements
 - Evidence of satisfactory contract performance
 - All relevant state and applicable federal reporting requirements
 - Approval by the CDE
 - Pursuant to 5 *CCR*, contractors have no vested right to a subsequent contract.

How Contract Payments Will Be Made

- Funds cannot be disbursed until a formal contract between the CDE and the contractor has been fully executed
- Contingent upon the availability of funds
- No award of money is final until a contract has been fully executed, which occurs when both parties have signed the contract
- The CDE has the right to conduct additional due diligence to ensure that the awarded agency can fulfill the fiscal and programmatic requirements of the contract
- Once the contract is executed, the contractor will receive a copy of the contract

How Contract Payments Will Be Made (2)

- According to the contract terms and state and federal laws.
- Payments will only be made for reimbursable costs incurred during the contract period.
- Costs incurred before the Period of Performance in a fully executed contract are not reimbursable expenditures.
- CSPP contract funds must be spent on reimbursable start-up costs, and/or reimbursable costs for eligible children served during the contract period.

How Contract Payments Will Be Made (3)

- The CDE, Early Education Nutrition and Fiscal Services (EENFS) unit is responsible for generating contract payments. These payments are adjusted to correspond to the projected amount earned or expended by the contractor through the end of the contract period.
- The first payment of funds should not be expected for at least six (6) to eight (8) weeks after the contract is signed, returned, and approved by the CDE's Contract's office.
- Payment on or after July 1, of any fiscal year, can be made only when the California State Budget has been approved by the Legislature and approved by the Governor.

Request for Service Level Exemption (Start-Up Allowance)

- The statute allows the CDE to approve and reimburse startup costs in an amount not to exceed 15 percent of the total award amount without the contractor providing services, and allows applicants to submit a Request for Service Level Exemption, known as a Start-Up Allowance.
- The Start-Up Allowance is not additional funding, but is part of the total contract MRA.



Application Requirements (1)

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Application Requirements (2)

- The CDE requires that all applications for CSPP funding be completed in accordance with the instructions set forth in the RFA. Applications must:
 - Be received by the due date
 - Include all required signatures
 - Be eligible for funding in accordance with Title 5

Application Package Preparation

- The application must demonstrate the applicant's working knowledge of state and federal requirements for child care and development programs.
- Applicants must submit all required information and forms requested in the RFA. Applications that are incomplete or not in compliance with the application instructions may be rejected.
- Applicants must include all required signatures. Hard copies delivered in person or by mail must be signed in blue ink.
- Written notification will be provided to applicants whose applications do not meet the submission requirements.
- It is the applicant's sole responsibility to carefully review the RFA information and requirements before applying for CSPP expansion funding.

Application Format Requirements

- Applications must conform to the format requirements cited in Section X: Written Program Narrative of the RFA regarding paper size, margins, fonts, and page restrictions for responses:
 - Applicants must use 8-1/2 x 11-inch white paper; single-sided only.
 - All margins must be a minimum of one-half inch from the edge of the paper.
 - Only standard 12-point font (e.g., Arial or Times New Roman) that does not exceed six (6) lines per inch must be used. Do not use a compressed, narrow, or script font.
 - Responses to the written program narrative questions are limited to the space provided. Do not attach additional sheets.

Application Presentation Requirements

- Each applicant must complete and include Section I – Applicant Information, as the first page of the entire application.
- When mailing or hand delivering a hard copy of the application to the CDE, do not attach additional covers or place applications in binders. Additionally, each application must be adequately stapled in the upper left-hand corner.

Submission Requirements

- Due Date: April 21, 2022 by 5:00 p.m.
 - Note: An erratum was issued on March 15, 2022 to extend the due date from April 7, 2022
- Electronic RFA
- Hard Copy RFA:
 - By mail
 - In-person



Application Review Process

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Preliminary Screening

- Applications will be preliminarily screened to determine whether the applicant and listed subcontractors, if applicable, are eligible for funding. The EED may request additional documentation to determine the structure of the applicant or subcontract.
- Applications will be screened to determine if the application has been completed in accordance with the instructions and submitted by the due date.
- Incomplete applications and/or applications not completed in accordance with the instructions and timelines may be disqualified.
- The EED will evaluate and score each application that has successfully passed the preliminary screening process.

Evaluation and Scoring

- Applications will be scored in accordance with the Scoring Criteria set forth in the written program narrative section of the RFA, which aligns with the Scoring Rubric.
- The applicant's score is based solely on the assessment of the written program narrative.
- The applicant must obtain a minimum score of 79.8, which is 70 percent of the 114 total points possible, to be eligible for funding.

Application Results Notification

- The CDE will begin notifying all eligible applicants of their score via email beginning June 1, 2022.

Appeals

- Due to the CDE on June 15, 2022 by 5:00 p.m.
- After receiving written notification of their score, applicants may review their application, the criteria used to score the application, and any reader comments on the Scoring Rubric for the application.
- If an applicant wishes to appeal their score, they must send a written notice of appeal to the CDE which must be received by the CDE within 10 business days of receipt of their score notification.

Notification of Awards

- Proposed Award Letters:
 - Emailed to successful applicants beginning on June 27, 2022
- EENFS may contact successful applicants to ask clarifying questions
- Final Awards
- Incurred costs



Completing the FY 2021–22 CSPP Expansion Funding Application

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Application

- Section I—Applicant Information
- Section II—Legal Status of Applicant
- Section III—County or Counties of Service
- Section IV—Slots Requested
- Section V—Intent to Subcontract Services
- Section VI—Intent to Operate a CSPP via a Family Child Care Home Education Network (FCCHEN)
- Section VII—Fiscal Worksheets
- Section VIII—Fiscal Attachments
- Section IX—Program Attachments
- Section X—Program Narrative

Fiscal Forms and Attachments

- Full-day/Full-year Fiscal Forms
- Part-day/Part-year Fiscal Forms

Written Program Narrative, Scoring Criteria, and Program Narrative Forms

- Written Program Narrative
- Form A: Program Narrative Acknowledgment – Monitoring
- Form B: Program Narrative Acknowledgment – Program Quality
- Form C: Program Narrative Acknowledgment – Statutes and Regulations

Resources for Completing the Written Program Narrative

- California State Preschool Program Requirements
- Funding Terms and Conditions
- Preschool Learning Foundations
- Desired Results Developmental Profile



Considerations for CSPP as an Extended Early Learning and Care Option for Children Enrolled in Transitional Kindergarten or Kindergarten

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CSPP as an Extended Early Learning and Care Option (1)

- CSPP contractors may enroll children, or retain children already enrolled in CSPP, for extended learning and care services if the child is currently enrolled in TK or kindergarten and the family meets the applicable eligibility and need requirements of the CSPP, as stated in *EC* Section 8208.

CSPP as an Extended Early Learning and Care Option (2)

- If a child is enrolled in a TK or kindergarten program and the CSPP, contractors cannot be reimbursed for providing CSPP services during the same time in which a child is receiving educational services from their TK or kindergarten program.
- Part-day CSPPs are required to certify families and provide CSPP services for a minimum of three hours per day. If the hours of a child's enrollment in the TK or kindergarten program overlap with any of the service hours offered in the part-day CSPP, the child cannot be certified for part-day CSPP.

CSPP As an Extended Early Learning and Care Option (3)

- The CSPP is not a replacement for kindergarten. For kindergarten-age children to be eligible for CSPP extended early learning and care services, they must be enrolled in a kindergarten program.
- Contractors are required to follow the current priority order for enrolling children into the CSPP.
- Children enrolled in a TK or kindergarten program that are enrolled in CSPP extended early learning and care services must meet the eligibility and need requirements for CSPP, as applicable.
- Children cannot be enrolled in two separate sessions of part-day CSPP

CSPP as an Extended Early Learning and Care Option (4)

- Full-day CSPP contractors can certify children enrolled in a TK or kindergarten program for CSPP during the hours that they are not receiving TK or kindergarten services, based on the family's certified need for services.
- Full-day CSPP contractors must certify a family with a child enrolled in a TK or kindergarten program with a school schedule and a vacation schedule, and assess a family fee for each of those schedules, as applicable.

Resources

- California Preschool, Transitional Kindergarten and Full-Day Kindergarten Facilities Grant Program
- EED, Program Quality Implementation (PQI) office Consultant Directory
- EENFS Fiscal Apportionment Analyst Directory

Questions

If you have questions regarding eligibility to apply for the CSPP Expansion funding, or the RFA application process, please email CSPPRFA@cde.ca.gov.

Thank You for Joining Us Today!

